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# How to Enter a Schedule Request

There are 3 different types of schedules that can be entered in FSDirect:

- **Normal Schedule:** *Most commonly used* (Up to 20 event dates can be included). This schedule is used when all event dates will share the same time and room(s).
- **Recurring Schedule:** (Up to 100 event dates can be included). This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester or the 3rd Friday of the Month for the entire year). All event dates will share the same time and room(s).
- **Irregular Schedule:** (Up to 20 events can be selected). This schedule type can be used when each event will take place in a different room and/or a different time slot than the other event dates within the schedule. For example: The Boy Scouts will use the Gym on January 1st from 9am to noon and their next meeting will take place on January 31st in Room 200 from 1pm to 2pm.

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**New Schedule**

<p><b>Normal Schedule</b></p> <ul style="list-style-type: none"> <li>• Single date</li> <li>• Multiple dates</li> <li>• Same Location/areas</li> </ul>	<p><b>Recurring Schedule</b></p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Same Location/areas</li> </ul>	<p><b>Irregular Schedule</b></p> <ul style="list-style-type: none"> <li>• Single date</li> <li>• Multiple dates</li> <li>• Multiple Rooms/areas</li> </ul>
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## Entering a Normal Schedule

## Entering a Recurring Schedule

## Entering an Irregular Schedule

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[No](#)

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