REDCap @ Yale
Frequently Asked Question (FAQ) Library
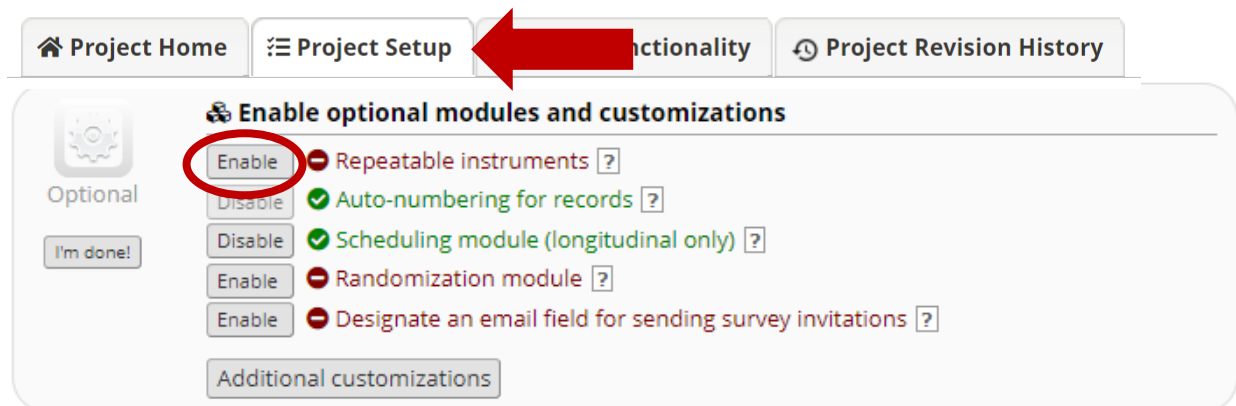
How do I set up repeating events?

With REDCap, you can repeat a data collection instrument or an entire set of instruments an unlimited number of times without having to pre-specify the quantity. This FAQ will describe how to create **repeating events** which allows you to repeat an entire event of instruments together, in unison. It is available for longitudinal projects only. To learn more about how to repeat instruments individually, please refer to **FAQ: REPEATING FORMS**.

This feature is available to users that have '**Project Design and Setup**' privileges (See **FAQ: USER RIGHTS**). You will also need to have a longitudinal project built with defined events and with instruments designated to events (See **FAQ: LONGITUDINAL EVENTS**).

To create a repeating event:

1. After you have set up your events and designate instruments to the events, go to the '**Project Setup**' page. Under **Enable optional modules and customizations** click '**Enable**' next to '*Repeatable instruments.'*

2. This will open a new window which will allow you to select the specific instruments or events.

a. Use the drop-down box and choose '**Repeat Entire Event**' then click '**Save**'.

3. After you create the repeating event, you will be able to repeat the same event unlimited times. To add a new event, go to the specific Record's Home Page, and at the top of the table, above the event of, click '**+ Add new**.'

To learn how to create a report using data from multiple events, please see **FAQ: REPORT MULTIPLE EVENTS**.