REDCap – Repeating Events

- Before enabling the repeating event functionality, first build all of your forms in either the Online Designer or Data Dictionary and then create your events and designate your forms to your events.
- Once all forms have been built and designated to the appropriate events, navigate to the Project Setup page. Under "Enable optional modules and customizations," select the Enable button next to "Repeatable instruments and events."

- A window will pop up where you will select the event(s) that you want to repeat. You also have the option of repeating instruments within the events. Finally, if you are repeating instruments, you can pipe in field(s) from that instrument to create a custom label for each repeat instance on the Record Home Page (not shown in the screenshot below). When finished, select "Save."

- You have now successfully enabled the repeating event functionality. The Record Home Page will display the repeating events as shown in the table on the next page.

⊞ Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the Define My Events page.

Legend for status icons:
- ⦿ Incomplete   ◯ Incomplete (no data saved) ⍰
- 🟡 Unverified   🟢🟡🔴 Many statuses (all same)
- 🟢 Complete   🔵 Many statuses (mixed)

⌂ Choose action for record ▽

✔ Record ID **1** successfully edited

Record ID 1

Data Collection Instrument	Screening Visit	Follow-Up Visit (#1)	(#2)	◀◀ + Add new (#3)	Final Visit
Baseline Questionnaire	🟢				
Vitals	🟢	🟢	🟢	🟢	◯
Follow-Up Form		🔵	🔵	🔵	
Close-Out Form					◯

- In order to add a new instance of your repeating event, you can click the "Add new" button above the final instance (in this example, #3).