



Children's Services Quick Guide

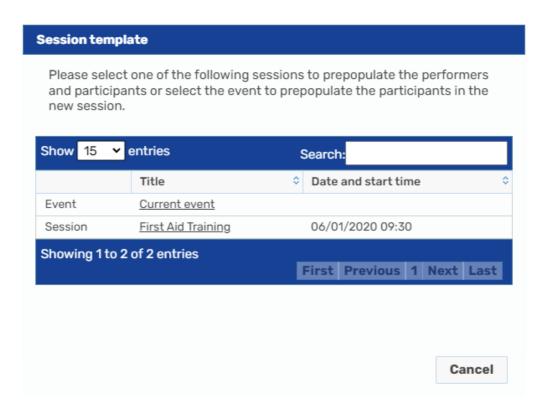
Adding New Sessions to an Event to copy forward updated attendees

When an Event has been created to record attendance on training for example, individual Sessions can be added. These can be updated to reflect the changes in attendees as the course or group session's progress.

- From within the **Organisation Summary** screen select **Events**, then **Planned Events** from the sidebar menu.
- A list of **Planned Events** will display. Click on the \mathscr{P} edit icon to update the **Session** details.
- DO NOT update the **Invitees** tab.
- Select the Sessions tab.
- Click on the edit icon to open the last Session. Select the Participants tab.
 Select the edit icon against Participants that have attended to tick the Attended checkbox.
- If anyone has withdrawn from the course or group click on the X delete icon to remove them from the Participants list.
- Click on **Add Participant** to add any new attendees to the list, then click on the
 edit icon to tick the **Attended** checkbox.
- Once the attendance has been updated, select Save and Add Another to set up
 the next Session. If at this point you do not want to add another Session, select
 Save and Close. From within the Sessions tab, Add Session can be used at a
 later date to add new Sessions.
- If Save and Add Another or Add Session is selected, a Session Template will appear.

Adding new sessions to events to copy forward attendees

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Select the last Session that has taken place in the list that appears, in this instance
it would be First Aid Training, dates can also be used to identify the last Session.
This will then copy forward the updated list of attendees for the next Session.