





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  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- If anyone has withdrawn from the course or group click on the **X** delete icon to remove them from the **Participants** list.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.

Session template

Please select one of the following sessions to prepopulate the performers and participants or select the event to prepopulate the participants in the new session.

Show	15	▼	entries	Search:	<input type="text"/>
	Title	◇	Date and start time	◇	
Event	<u>Current event</u>				
Session	<u>First Aid Training</u>		06/01/2020 09:30		
Showing 1 to 2 of 2 entries					
First Previous 1 Next Last					

[Cancel](#)

- 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**.