

Tutorial

Objective: Adding Multiple Sessions to an Event.

Note: Please see the User's Guide if you have questions on Creating an Event.

Scenario: You have created a Master Event and you would like to add three Sessions to this Event.

Step 1: In the **Events** section, **General** tab.

- a. Click the **Find Event binoculars** to find the Master Event that you would like to Register People in
- b. From the dropdown box, click on the Event, press **Enter**
(Note: Master will appear at the bottom of the page along with the Event ID)
- c. Click the **Green Plus** icon. (Fig. A)

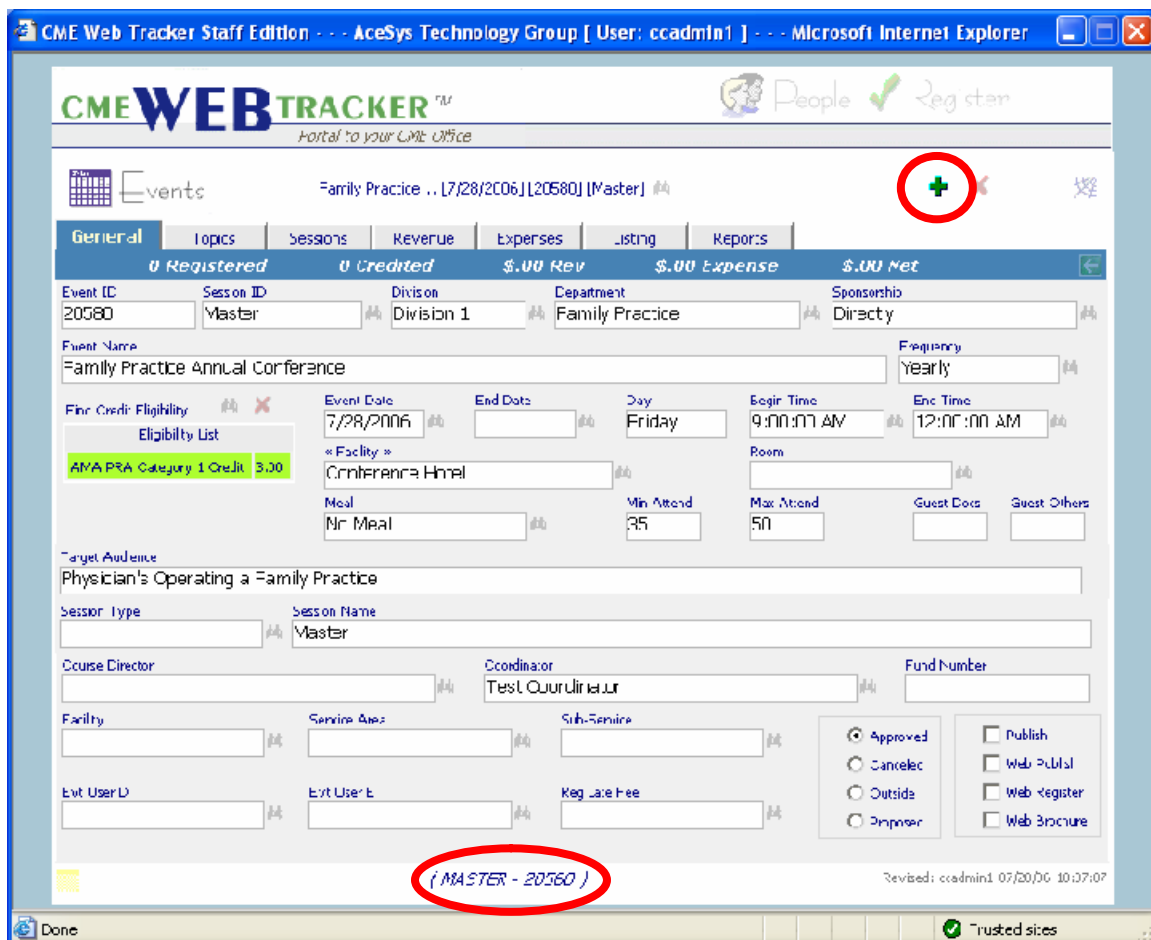


Fig. A

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Step 2: The **Create Event** popup appears.

- Click the radio button next to **“New Session for this Event”**.
- Click the **Pink Checkmark**. (Fig. B)

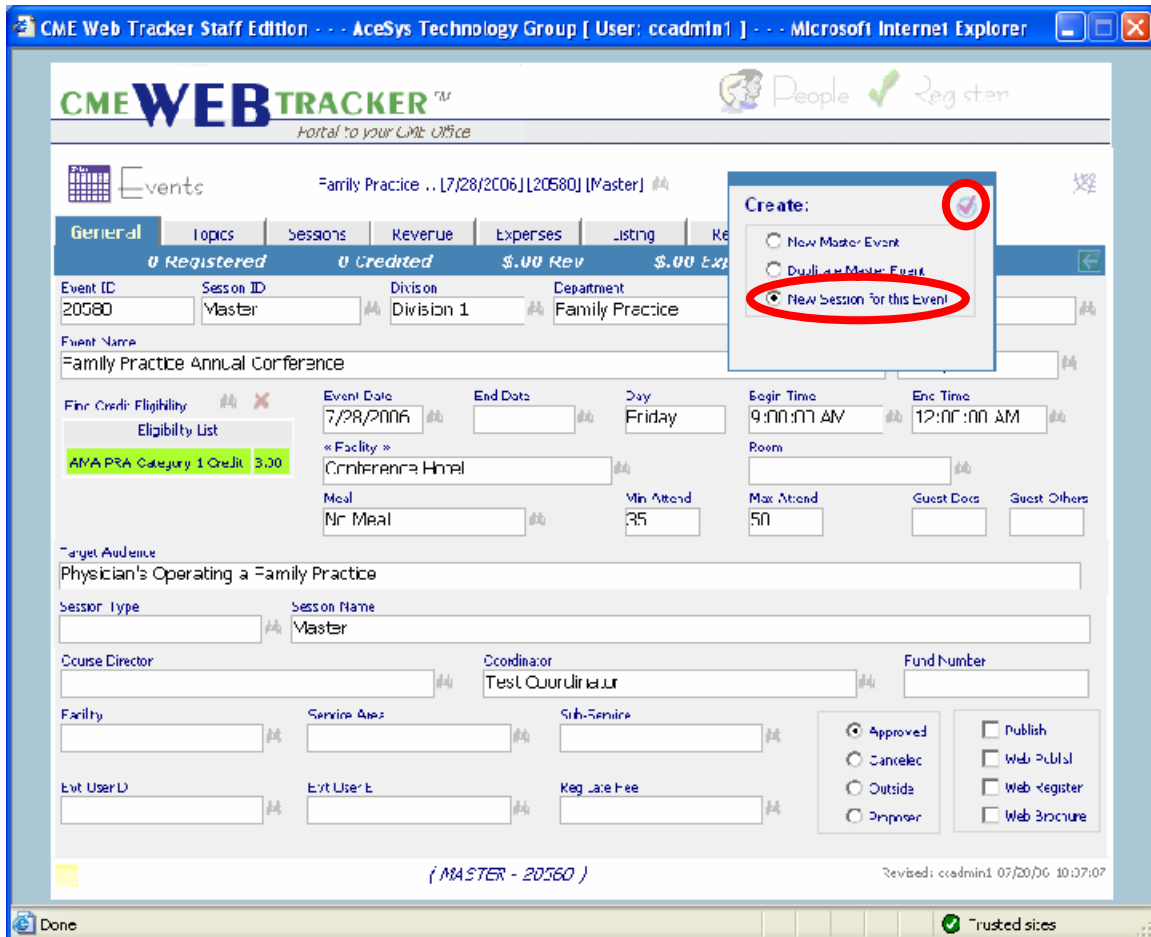


Fig. B

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Step 3: A Session is now created for the Master Event. (Note: Session now appears at the bottom along with the Event ID).

- a. You will want to enter the Time, Session Name, Credit Eligibility and any other changes that apply for this Session.
- b. Repeat Steps 1 and 2 to add more Sessions. (Fig. C)

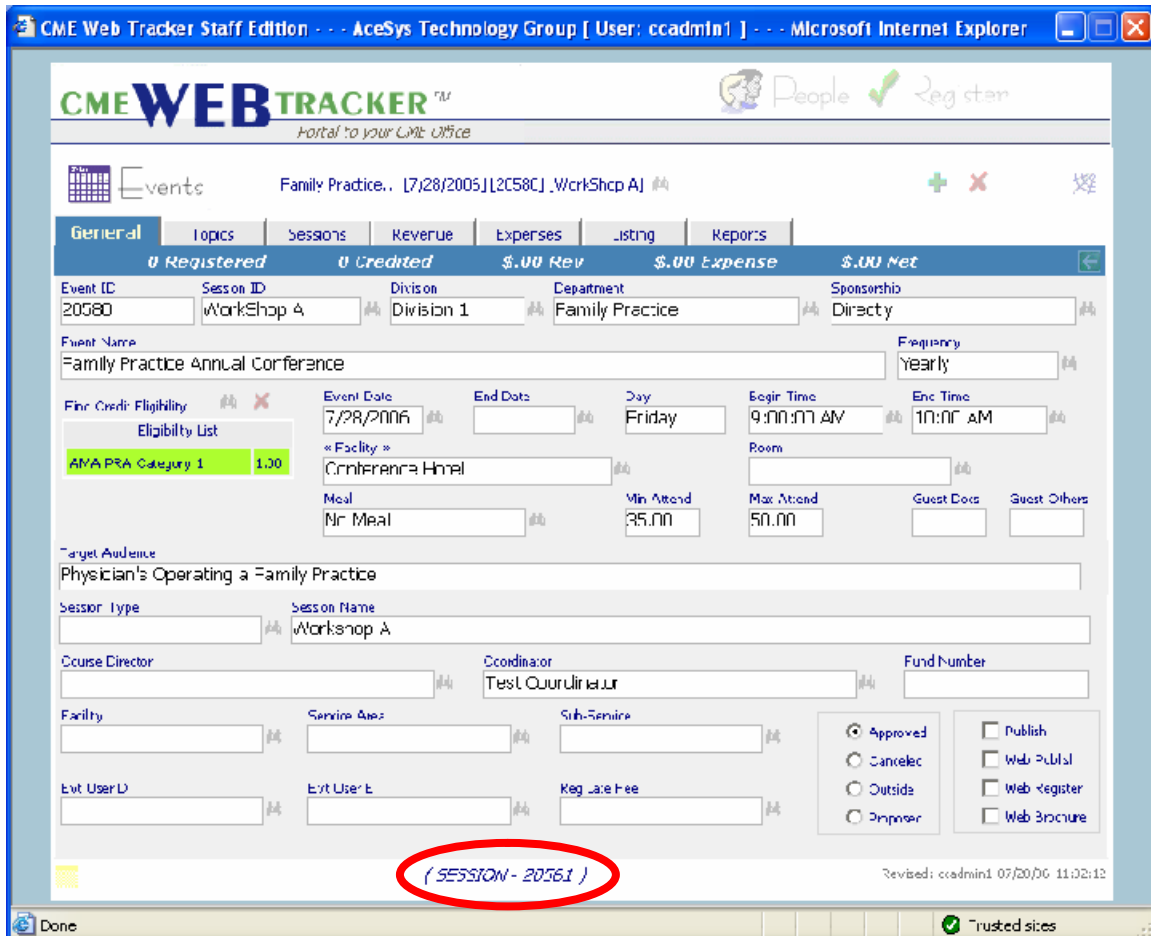


Fig. C

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Step 4:

- Click the **Sessions** tab to view the Master Event and the Sessions that are attached.
- Click the **Green Go** button in the “Evt” column to take you directly to the **General** screen for the corresponding Session. (Fig. D)

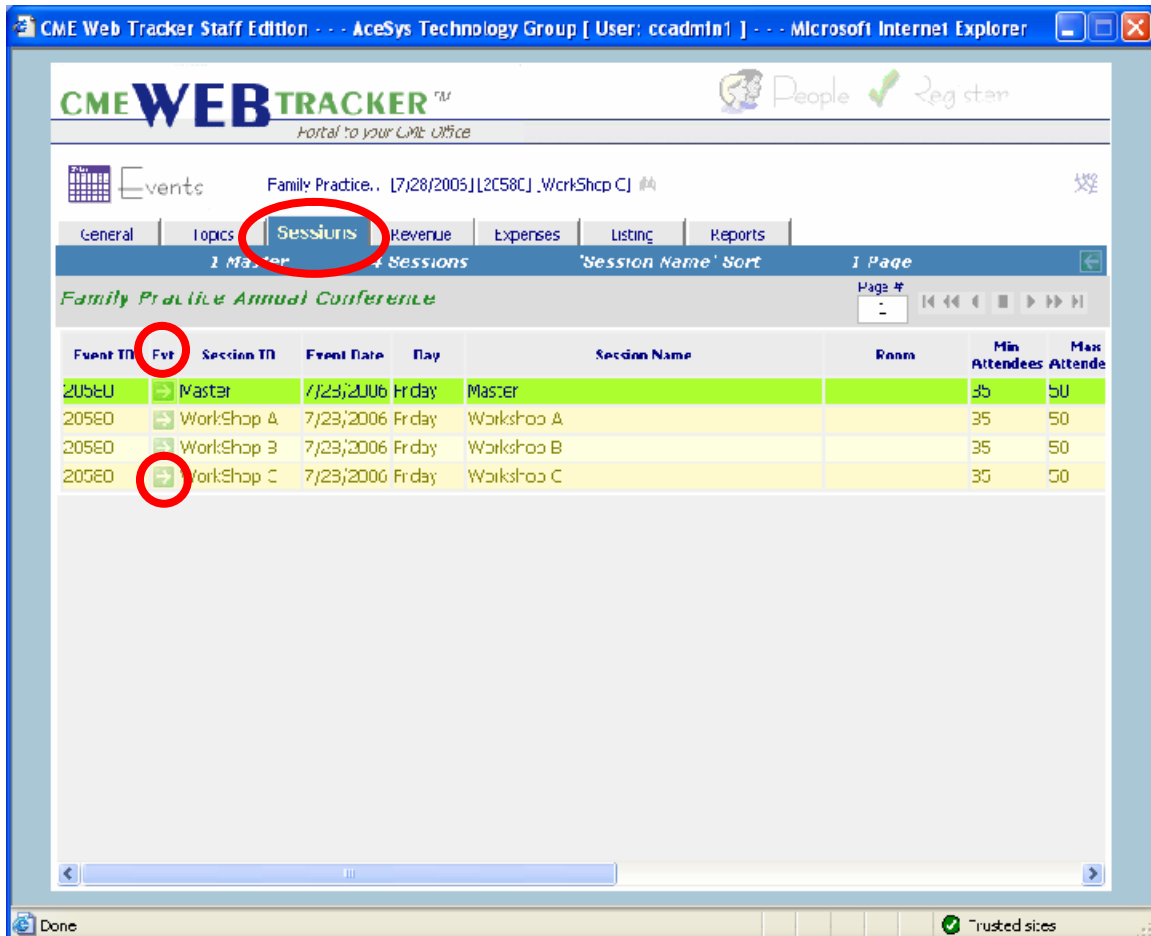


Fig. D

Result: You have successfully taken a Master Event and created Sessions to the Master Event.