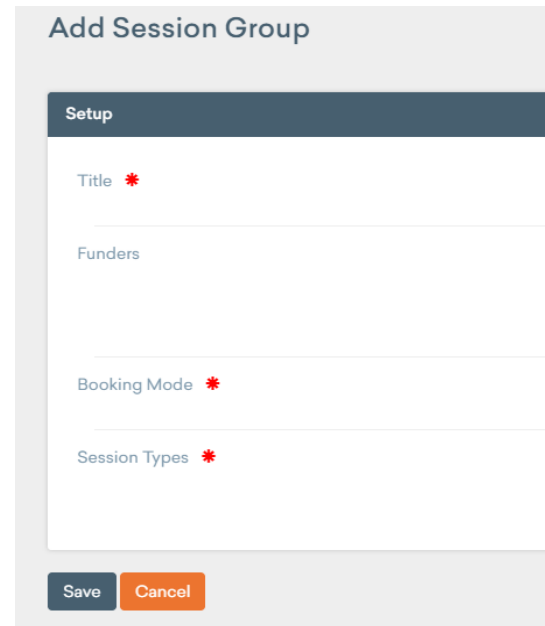## How to Create a Session Group

Session Groups enable users to store related sessions in one place. For example, an organisation may run a project that delivers a session on the same day each week, so a Session Group could be created to store all of these weekly sessions. Session Groups act like folders, categorising sessions so that they can easily be accessed and reported on.

To create a new Session Group:

- Hover over **Work** and select **Session Groups**

- Click on the **Plus** icon   `+`

- Complete the initial **Setup** form and click **Save**

- Complete the **Profile** and **Details** information and click **Save**

Add Session Group

Setup

Title ✴

Funders

Booking Mode ✴

Session Types ✴

Save Cancel