
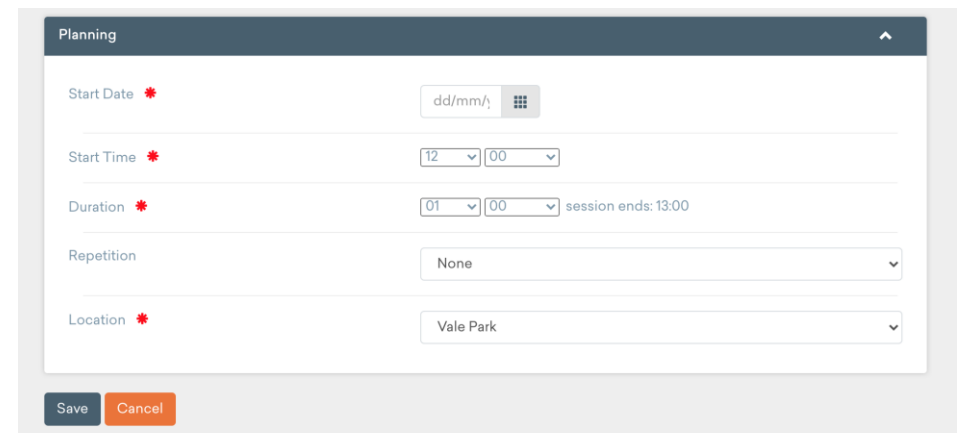
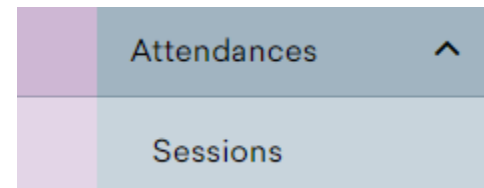


How to Create a Group Session

A group session is a session where multiple Participants attend at the same time. To create a group session:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** tab on the left-hand side
- Select the **Plus** icon 
- Complete the **Details** for the session and click **Save**



A screenshot of a 'Planning' form for creating a session. The form has a dark blue header with the title 'Planning' and an upward-pointing chevron icon. The form fields are as follows:

- Start Date ***: A date input field with a placeholder 'dd/mm/yy' and a calendar icon.
- Start Time ***: A time input field with two dropdown menus, currently showing '12' and '00'.
- Duration ***: A duration input field with two dropdown menus, currently showing '01' and '00', followed by the text 'session ends: 13:00'.
- Repetition**: A dropdown menu with 'None' selected.
- Location ***: A dropdown menu with 'Vale Park' selected.

At the bottom of the form, there are two buttons: 'Save' (dark blue) and 'Cancel' (orange).

