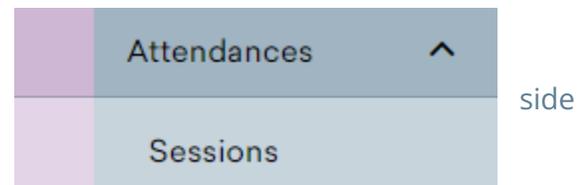


How to Create Recurring Sessions

If a Session Group delivers sessions that take place regularly, a set of repeated sessions can be created. To create recurring sessions:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** Tab on the left-hand
- Click on the **Plus** icon 
- Complete the **Details** for the first session
- In the **Repetition** box, select either a **Daily, Weekly** or **monthly** repetition





- Fill in the Repetition information
- Click **Save**
- Un-tick any sessions that are not needed
- Click **Submit**

Confirm The Session Repetition

Start Date 07/03/2023

Sessions *

- 27th Mar 2023 (Mon)
- 17th Apr 2023 (Mon)
- 8th May 2023 (Mon)

Repetition

Weekly

Repeats Every *

1 To 30

week(s)

Repeats Weekly *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Ends *

After Sessions

on dd/mm/yyyy

