


How to Attach a Note to A Session or Session Attendee



A note can be attached directly to a session or to an attendee at a session. To attach a note directly to a 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 relevant **Session Date**
- Click on **Notes** from the tabs on the left-hand side
- Select the **Plus** icon 
- Enter the note and click **Add**



To attach a note to a session attendee:

- 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 relevant **session date**
- Select the **Add Note** icon to the right of the relevant contact 
- Select the **Plus** icon 
- Enter the note and click **Add**

