Views

How to Duplicate a Session Group

If you need to create a new Session Group that has similar details to an existing Session Group, you can save time by creating a duplicate record. The existing Session Group details can be copied to a new record, along with the registered Participant records. The 'Title' and any other details for the duplicate can then be changed if needed.

To duplicate a Session Group:

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

- Find the **Session Group** you wish to edit and click on the name

- Click on the **Actions** and then select **Duplicate**

- Select **Ok** to confirm

The new duplicate Session Group record will be displayed. The details can be edited using the **Pencil** icon.