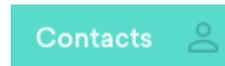


## How to Create a 121 Session

A 121 session occurs when a Staff member delivers a session with one Participant at a particular time and place. To record a 121 session:

- Hover over **Contacts** and select the **Participants** database



- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record



- Click on the **Attendances** tab

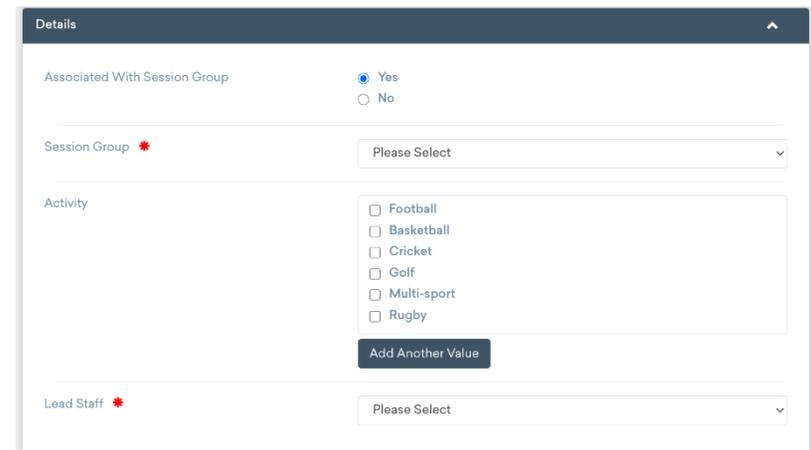


- Select **Session Attendances** from the sections on the left-hand side

- Click on the **Plus** icon



- Complete the form and click **Save**



The screenshot shows a 'Details' form with the following fields and options:

- Associated With Session Group:** Radio buttons for  Yes and  No.
- Session Group:** A dropdown menu with the text 'Please Select' and a red asterisk indicating it is a required field.
- Activity:** A list of checkboxes for  Football,  Basketball,  Cricket,  Golf,  Multi-sport, and  Rugby. Below the list is a button labeled 'Add Another Value'.
- Lead Staff:** A dropdown menu with the text 'Please Select' and a red asterisk indicating it is a required field.

