


How to Register Participants to a Session Group

Registering a Participant to a Session Group allocates the person to all session registers that are attached to the Session Group. This is particularly useful for sessions where the same people attend regularly.

To register Participants:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Registered Participants** the **Contacts** tabs on the left-hand side
- Select the **Plus** icon 
- A search bar will now appear, where you can search for the Participant and click on their name. Repeat this process for all Participants that you wish to register
- Click **Associate** to register the listed people to the Session Group