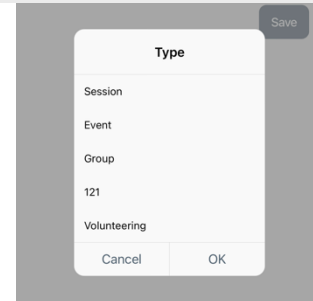
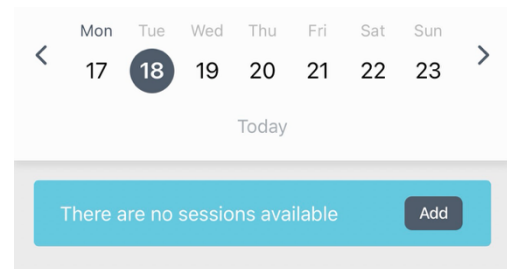
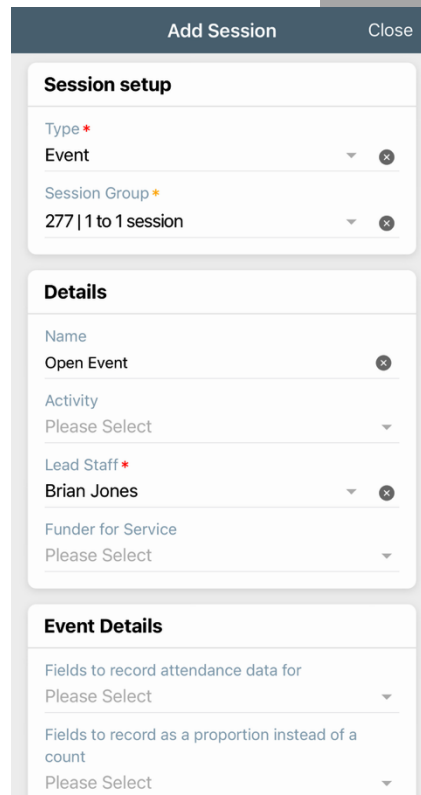


How to Create an Event

To create a new **Event** within the Views Mobile App:

- Go into the **Calendar** tab and select **Add**
- Select **Event** from the **Type** field
- Fill in the Event Details, using **Repetition** to set up sessions in the future if needed
- Click **Save**

A screenshot of the 'Add Session' form. The form has a dark header with 'Add Session' and 'Close' buttons. It is divided into three main sections: 'Session setup', 'Details', and 'Event Details'.
Session setup
 Type*
 Event
 Session Group*
 277 | 1 to 1 session
Details
 Name
 Open Event
 Activity
 Please Select
 Lead Staff*
 Brian Jones
 Funder for Service
 Please Select
Event Details
 Fields to record attendance data for
 Please Select
 Fields to record as a proportion instead of a count
 Please Select