

HOW TO CREATE NEW SESSIONS

1. Once in the series, select the **session template**.
2. Click **Repeat This Session**.

The screenshot shows a navigation bar with tabs: VIEW, EDIT, ENROLLMENTS, REMINDERS, COURSE OUTLINE, COURSE REPORTS, REVISIONS, and REPEAT THIS SESSION. The 'REPEAT THIS SESSION' tab is highlighted with an orange box. Below the tabs, on the left, is a sidebar with links: Features, Home Sessions, Add content Session (crossed out with a red circle), Admin, and Members. In the center, a text box states: 'Do **NOT** use the "Add Content" to create new sessions. This will lead to credit claiming issues. Unfortunately this feature cannot be hidden.' On the right, an orange arrow points up to the 'REPEAT THIS SESSION' tab, with text below it: 'To create new sessions, use the "Repeat this Session" tab'.

3. Set the parameters of how you would like the session to repeat. Click Generate.
****DO NOT** build the sessions further than 3 months out in advance

The screenshot shows the 'REPEATS' section of a form. It includes a dropdown menu for 'REPEATS' set to 'Yearly'. Below it, 'REPEATS' is set to 'Every 1 years'. The 'ON DAY' section is selected, showing 'ON DAY 10 OF' with a grid of months (JAN to DEC) for selection. Below this, the 'ON THE' section is also visible, showing 'ON THE First Sunday OF' with a similar month grid. The 'STOP REPEATING' section has 'After # occurrences' selected. The 'DATE' section has 'On' selected with a date input field. The 'EXCLUDE WEEKENDS' checkbox is checked. A 'GENERATE' button is at the bottom.

** **Reminder:** Once you create a new session, you will be taken back to the template session, **NOT** the session you created. Check to make sure you are editing the proper session before making any changes.