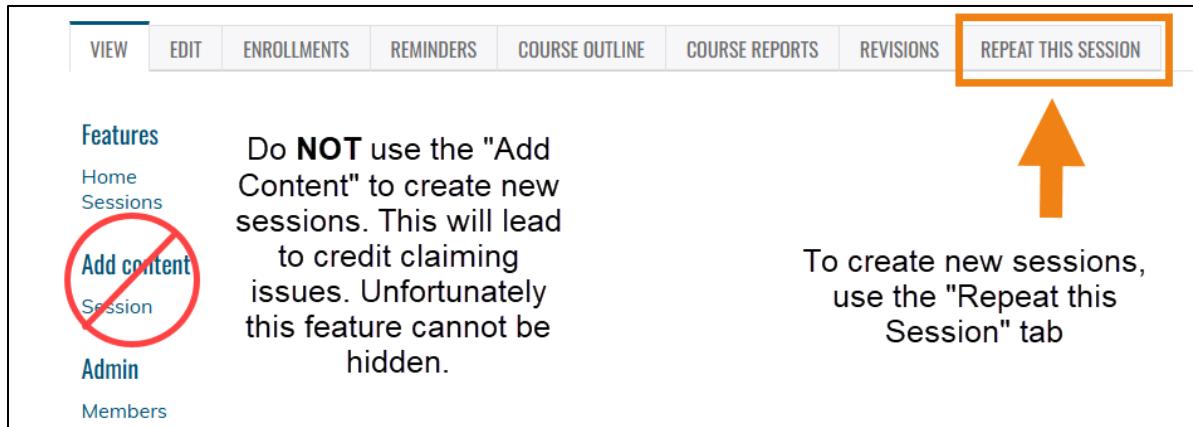


# HOW TO CREATE NEW SESSIONS

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



VIEW EDIT ENROLLMENTS REMINDERS COURSE OUTLINE COURSE REPORTS REVISIONS REPEAT THIS SESSION

**Features**

Home Sessions

**Add content** Session

Admin

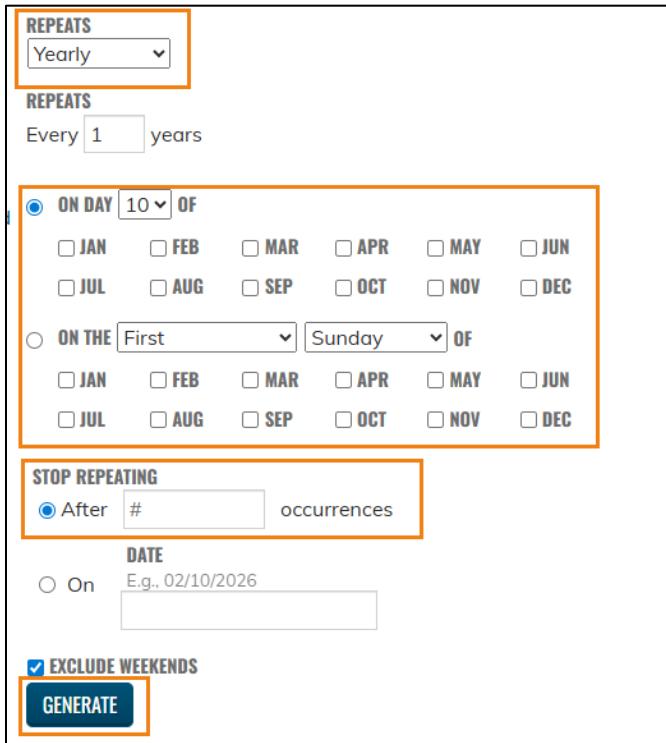
Members

Do NOT use the "Add Content" to create new sessions. This will lead to credit claiming issues. Unfortunately this feature cannot be hidden.

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



REPEATS  
Yearly

REPEATS  
Every 1 years

ON DAY 10 OF  
 JAN  FEB  MAR  APR  MAY  JUN  
 JUL  AUG  SEP  OCT  NOV  DEC

ON THE First Sunday OF  
 JAN  FEB  MAR  APR  MAY  JUN  
 JUL  AUG  SEP  OCT  NOV  DEC

STOP REPEATING  
 After # occurrences

DATE  
 On E.g., 02/10/2026

EXCLUDE WEEKENDS

GENERATE

**\*\* 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.