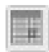
Schedule a New Session

Common Buttons & Icons

	**Calendar** icon

Schedule a New Session

From the PromisePoint Product Support page:

1. Click **Session Scheduler**.
2. Select the appropriate Training Room check box.

   Note: You can filter information by Training Room, Events, or Instructors.

3. Click **Apply**. The calendar displays the selected training rooms.
4. Click the **Calendar** icon.
5. Click the appropriate date. The calendar displays the selected date.
6. Click the first 30 minute cell of the session time; then drag your cursor down until the full time of the session highlights.
7. Right-click the selected cells; then click **Create Session**. The Create Session window displays.

   Note:

   - Required fields display in gray.
   - Information pre-populates some fields based on your previous selections.

8. Click the **Event** drop-down arrow; then click the appropriate event.
9. Update the Session Capacity field, if needed.

   Note: The Session Capacity field defaults to the room’s actual capacity.

10. Click **Save**.
11. Click **Close**.