

How to Create a Session in an Event

18 Steps [View most recent version](#) 

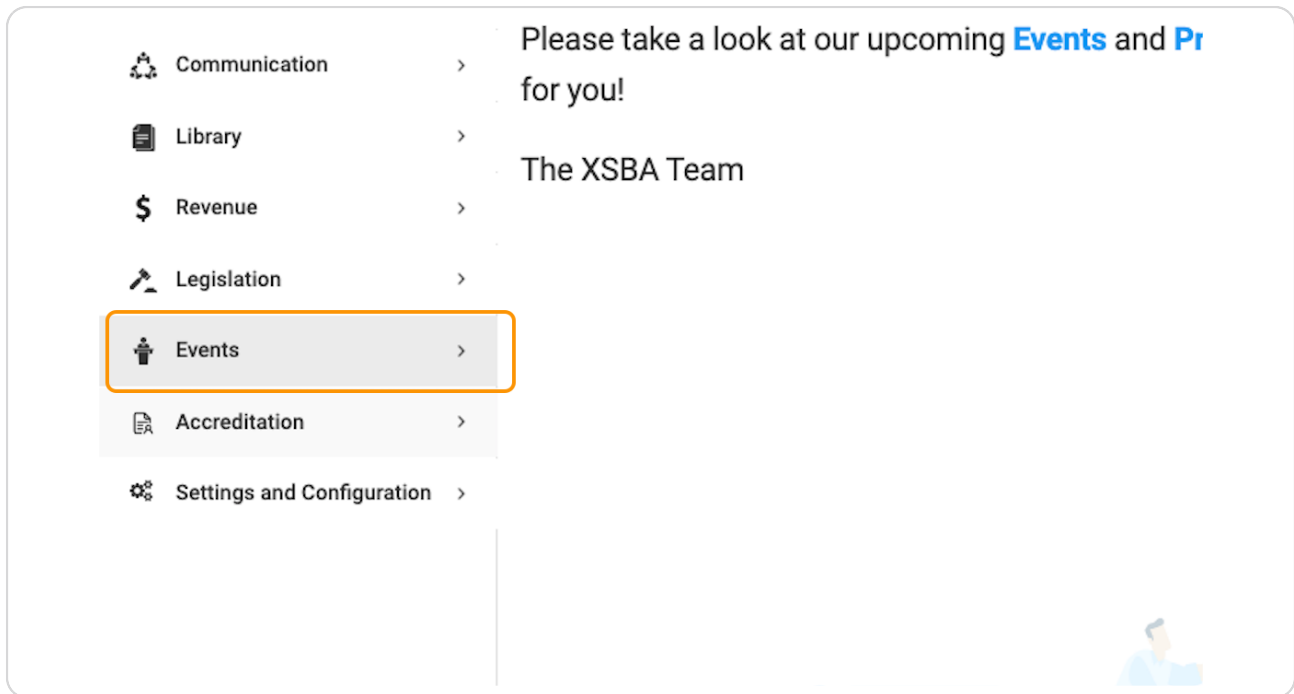
Created by
Engagifii Inc.

Creation Date
November 17, 2023

Last Updated
November 17, 2023

STEP 1

Click on Events



The screenshot shows a navigation menu on the left side of a dashboard. The menu items are: Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Events' item is highlighted with an orange border. To the right of the menu, there is a message: 'Please take a look at our upcoming **Events** and **Pr** for you!' followed by 'The XSBA Team'. A small illustration of a person is visible in the bottom right corner of the dashboard area.

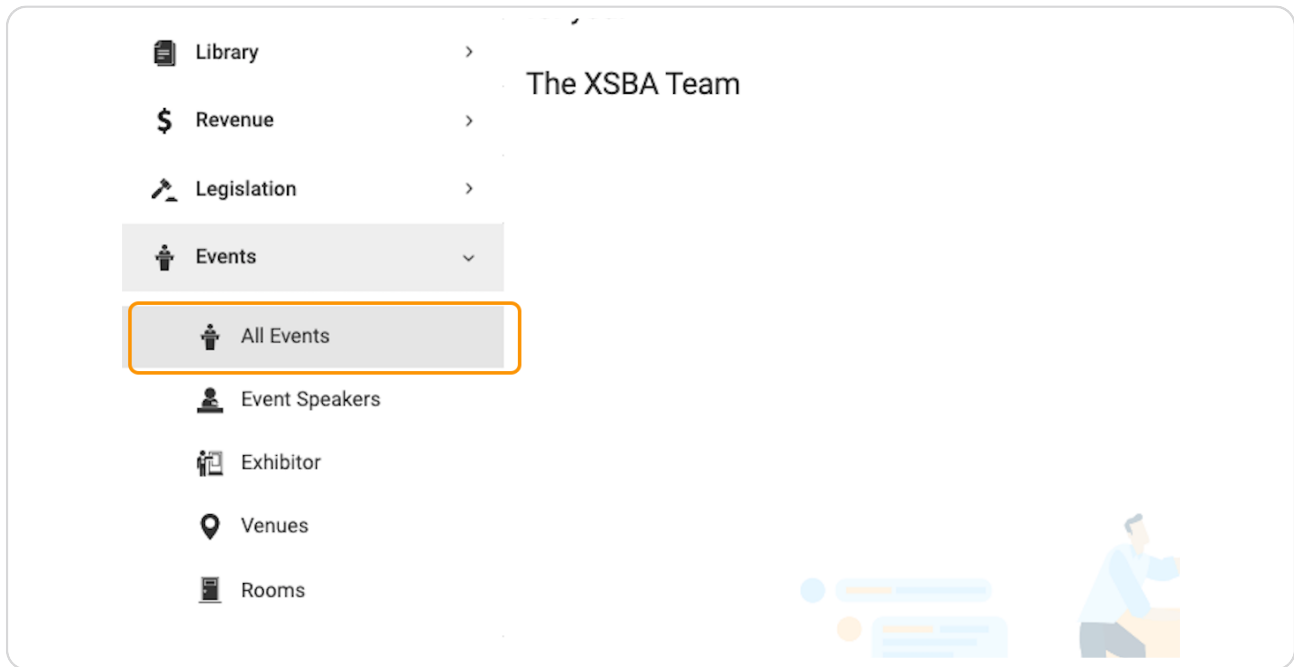
- Communication >
- Library >
- Revenue >
- Legislation >
- Events >**
- Accreditation >
- Settings and Configuration >

Please take a look at our upcoming **Events** and **Pr** for you!

The XSBA Team

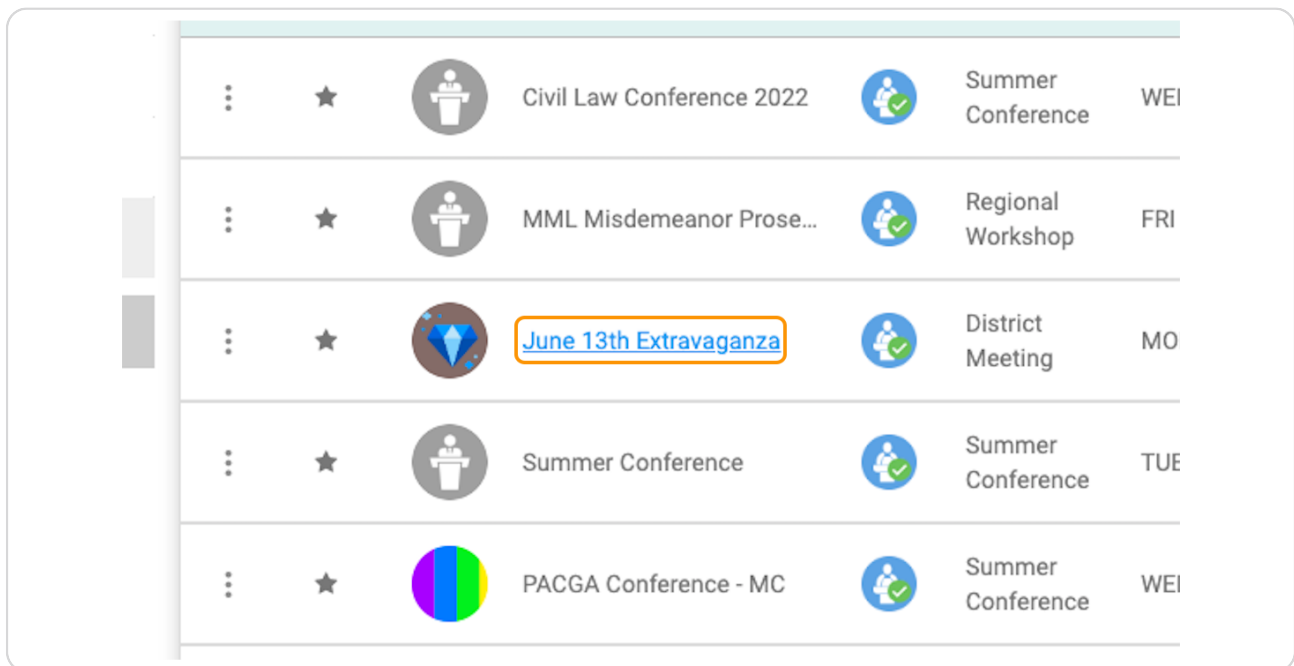
STEP 2

Click on All Events



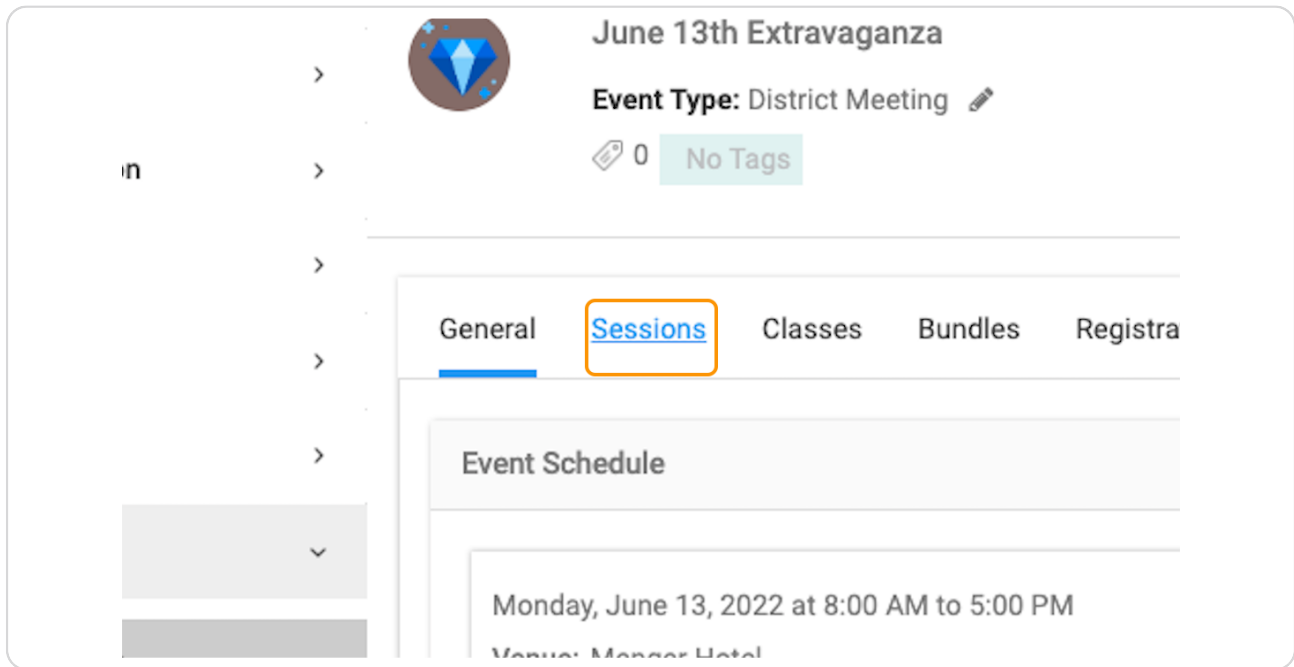
STEP 3

Choose your event



STEP 4

Click on Sessions



June 13th Extravaganza
Event Type: District Meeting
0 No Tags

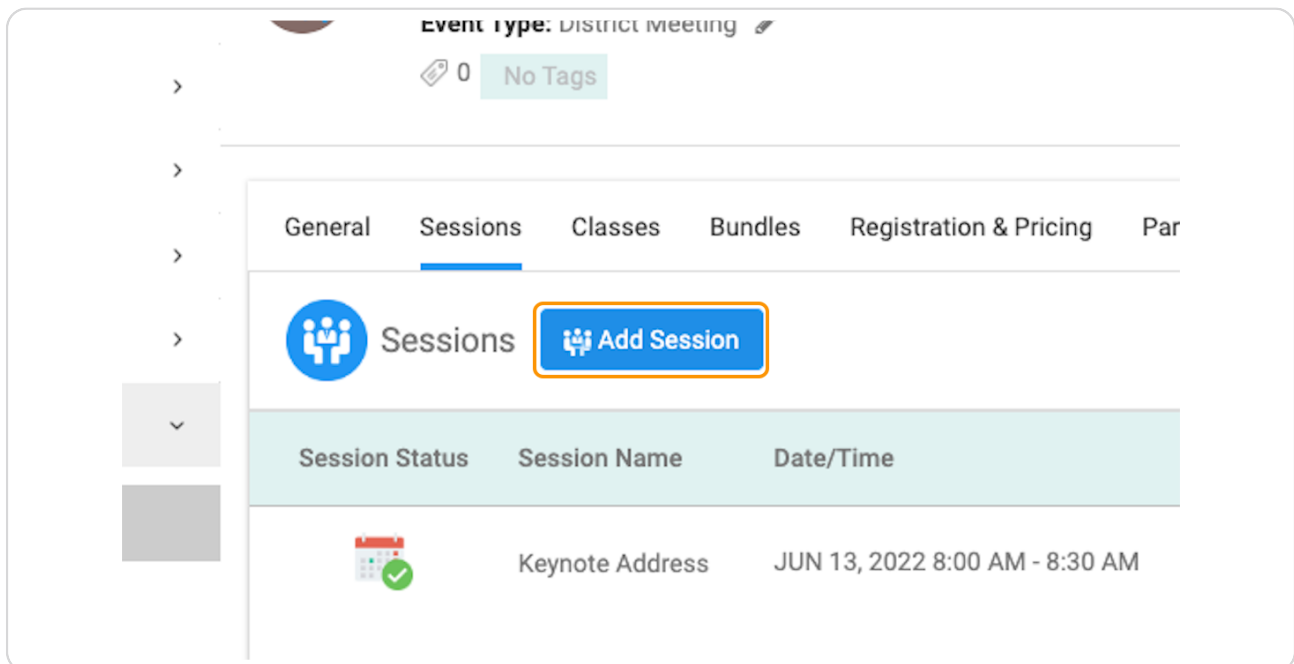
General **Sessions** Classes Bundles Registra

Event Schedule

Monday, June 13, 2022 at 8:00 AM to 5:00 PM
Venue: Messer Hotel

STEP 5

Click on Add Session



event type: District Meeting
0 No Tags

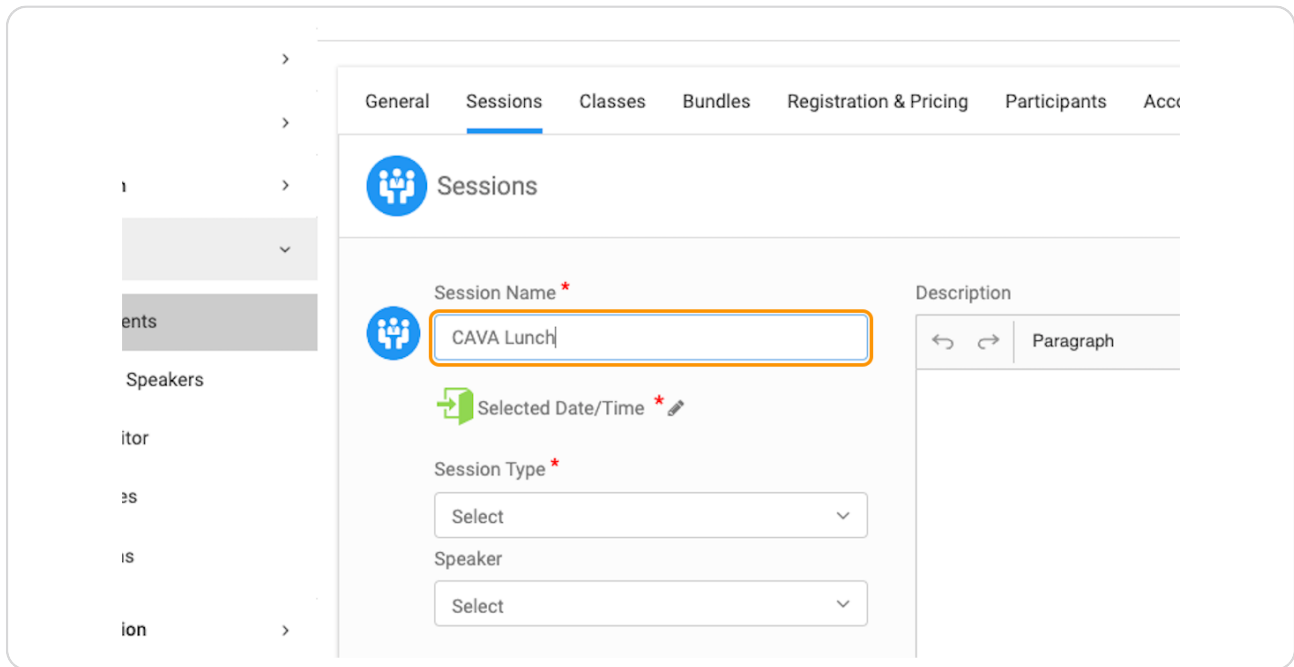
General Sessions **Classes** Bundles Registration & Pricing Par

Sessions **Add Session**

Session Status	Session Name	Date/Time
	Keynote Address	JUN 13, 2022 8:00 AM - 8:30 AM

STEP 6

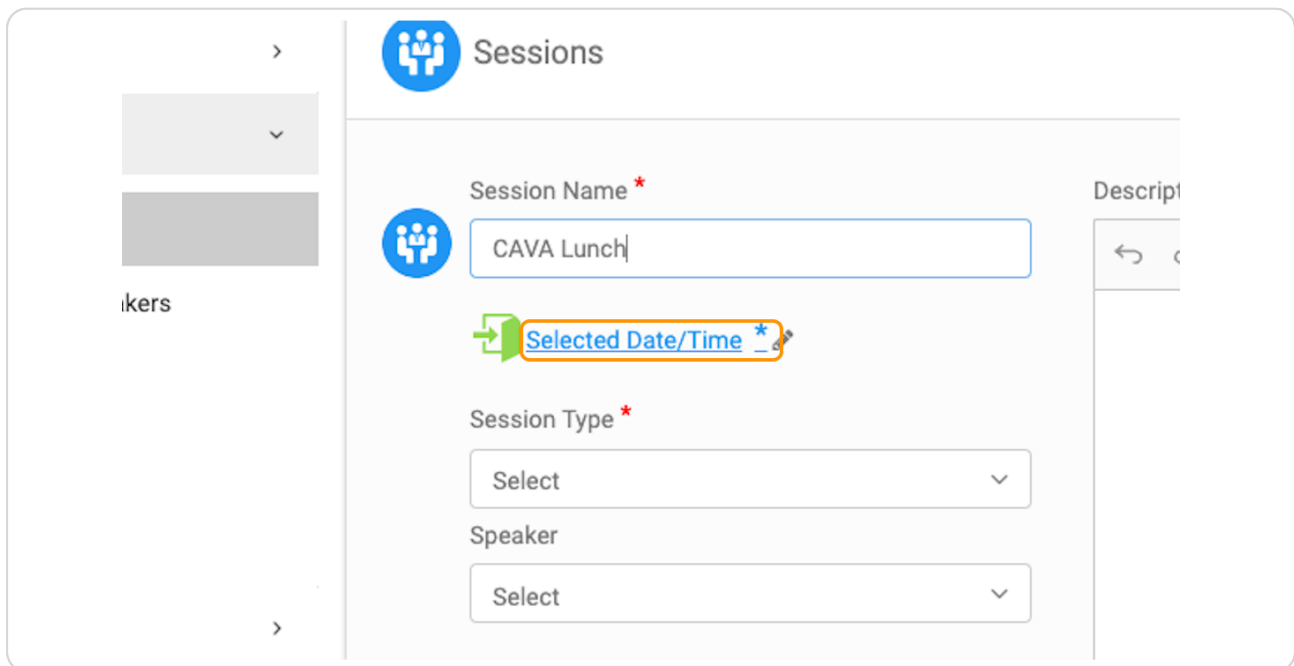
Add your session name.



The screenshot shows the 'Sessions' form in the Engagifii interface. The 'Sessions' tab is selected in the top navigation bar. The 'Session Name' field is highlighted with an orange border and contains the text 'CAVA Lunch'. Below it, the 'Selected Date/Time' field is visible with a green calendar icon. The 'Session Type' and 'Speaker' fields are dropdown menus with 'Select' as the current value. The 'Description' field is a rich text editor with a 'Paragraph' block selected. The left sidebar shows a navigation menu with options like 'Speakers' and 'Sessions'.

STEP 7

Click on Selected Date/Time*



The screenshot shows the 'Sessions' form in the Engagifii interface. The 'Selected Date/Time' field is highlighted with an orange border and contains a blue link-like text 'Selected Date/Time *'. The 'Session Name' field contains 'CAVA Lunch'. The 'Session Type' and 'Speaker' fields are dropdown menus with 'Select' as the current value. The 'Description' field is a rich text editor with a 'Paragraph' block selected. The left sidebar shows a navigation menu with options like 'Speakers' and 'Sessions'.

STEP 8

Click on dropdown trigger

The screenshot shows a form titled "Sessions" with a light green header. Below the header, there are two columns: "Session Name *" and "Description". Under "Session Name", there is a dropdown menu with "CA" selected. Under "Description", there are two date/time pickers. The first picker is for "Session Start Date/Time" and is currently set to "06/13/2022" and "8:00 AM". The second picker is for "Session End Date/Time" and is set to "5:00 PM". A green arrow icon is visible on the left side of the form. At the bottom right, there are "Close" and "Save" buttons. Below the date/time pickers, there are two more dropdown menus labeled "Sessi" and "Speaker", both with "Select" as the current selection.

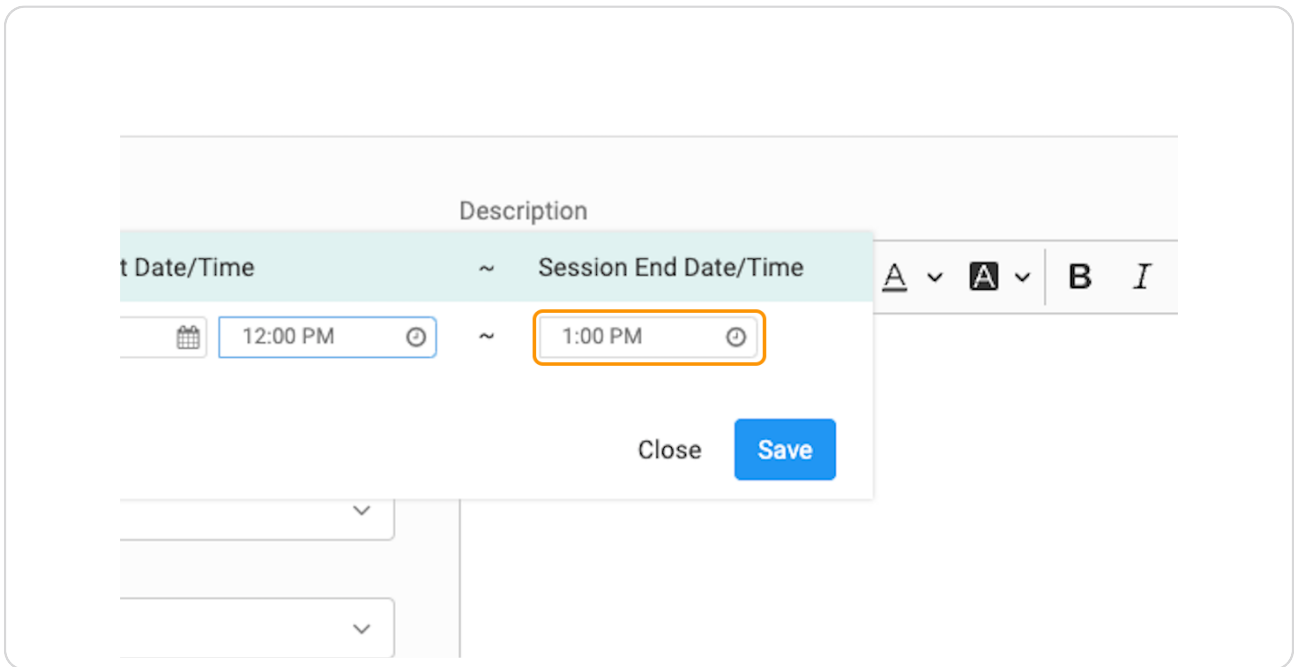
STEP 9

Click on 12:00 PM

This screenshot is a close-up of the "Session Start Date/Time" dropdown menu from the previous step. The menu is open, showing a list of time options: "10:00 AM", "10:30 AM", "11:00 AM", "11:30 AM", "12:00 PM", "12:30 PM", and "1:00 PM". The "12:00 PM" option is highlighted with an orange border. In the background, the "Save" button is visible.

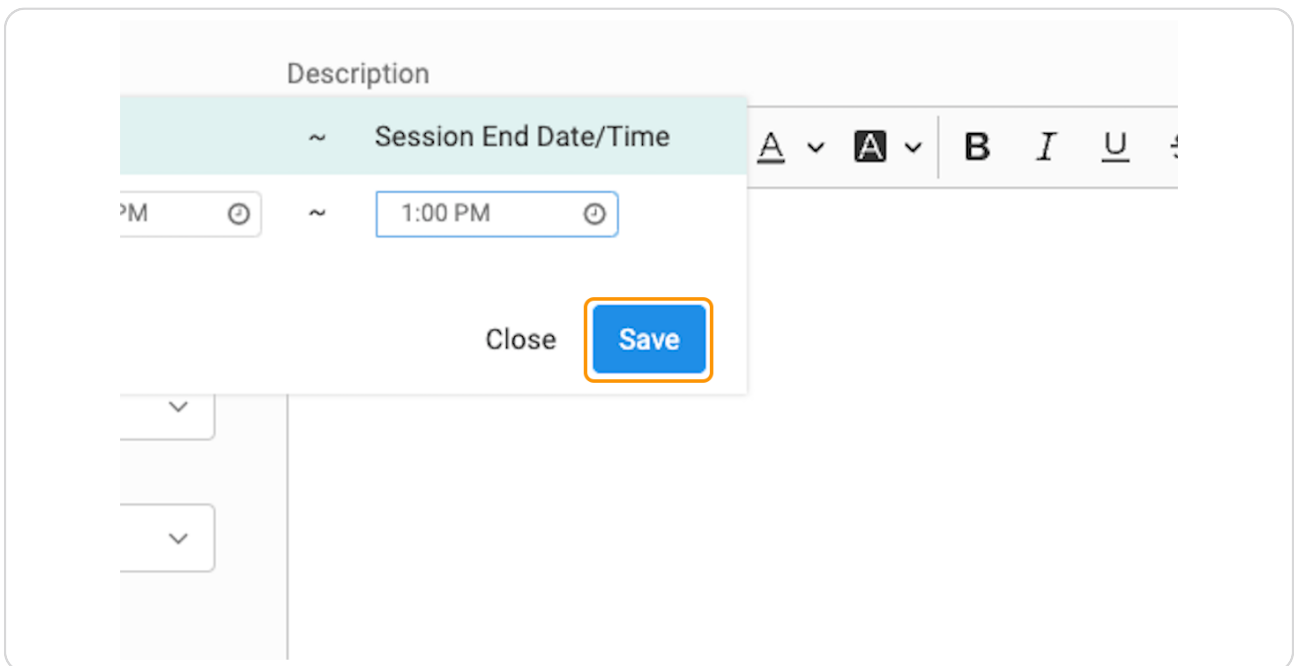
STEP 10

Click on dropdown trigger



STEP 11

Click on Save



STEP 12

Select your session type

The screenshot shows a web interface for configuring a session. On the left is a sidebar with menu items: 'ents', 'Speakers', 'itor', 's', 'is', 'ion', and 'nd Configuration'. The main area contains the following fields:

- Session Name ***: A text input field containing 'CAVA Lunch'.
- Description**: A rich text editor with a 'Paragraph' block selected.
- Session Type ***: A dropdown menu with 'Select' highlighted by an orange border.
- Speaker**: A dropdown menu with 'Select'.
- Room**: A dropdown menu with 'Select'.
- Default Price (in \$) ***: An empty text input field.
- Calendar Icon**: A green icon with a date range '13 JUN 2022 - 13 JUN 2022 at 12:00 - 01:00' and an edit icon.

STEP 13

Add speaker if applicable.

This screenshot is identical to the one for Step 12, but with the following changes:

- Session Type ***: The dropdown menu now shows 'Lunch' instead of 'Select'.
- Speaker**: The dropdown menu now shows 'Select' (previously it was also 'Select', but the orange border remains).

STEP 14

Select the room

Speakers

13 JUN 2022 - 13 JUN 2022 at 12:00 - 01:00

Session Type *
Lunch

Speaker
Select

Room
Select

Default Price (in \$) *

Session Status	Session Name	Date/Time	Type
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STEP 15

Add price if applicable

Speaker
Select

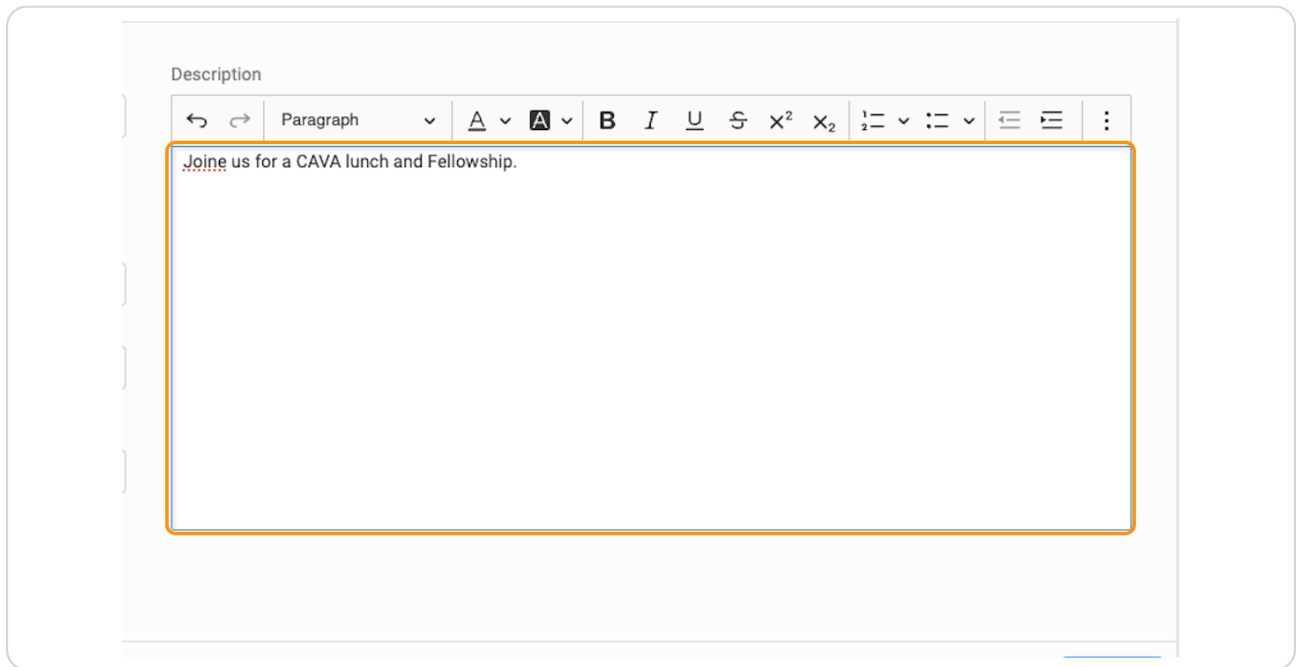
Room
Room A

Default Price (in \$) *
\$20

Session Status	Session Name	Date/Time
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STEP 16

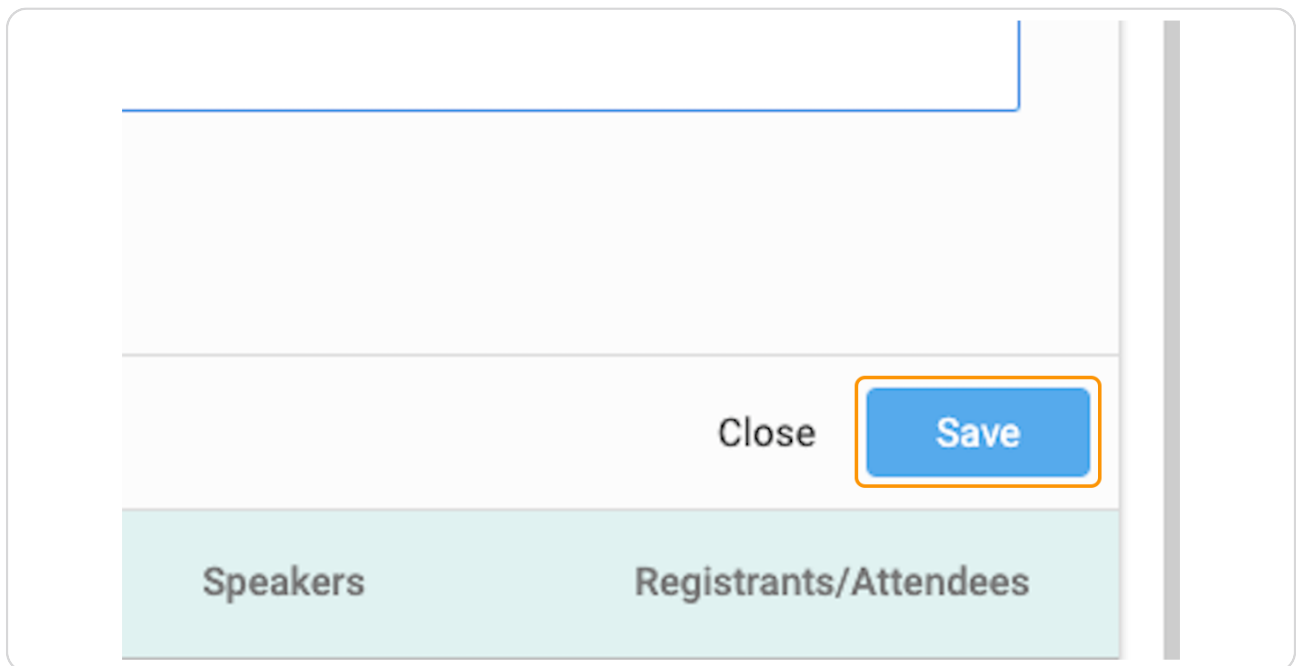
Add description



The screenshot shows a text editor window titled "Description". The editor has a toolbar with various formatting options: undo, redo, Paragraph, text color, background color, bold, italic, underline, strikethrough, superscript, subscript, bulleted list, numbered list, indent, and a menu icon. The text area contains the text "Join us for a CAVA lunch and Fellowship." with a red squiggly line under the word "Join".

STEP 17

Click on Save



The screenshot shows a form with a light blue header and a light green footer. The footer contains two sections: "Speakers" and "Registrants/Attendees". In the middle of the form, there are two buttons: "Close" and "Save". The "Save" button is highlighted with an orange border.

STEP 18

Complete

The screenshot displays the 'Sessions' management page in the Engagifii system. The interface includes a navigation menu at the top with options: General, Sessions, Classes, Bundles, Registration & Pricing, Participants, Accounting Details, and Settings. The 'Sessions' tab is active, and there is an 'Add Session' button. A pagination control shows 'Page [1/1] 10 of 1 Records'. Below this is a table with the following data:

Session Status	Session Name	Date/Time	Type	Room	Price	Speakers	Registrants/Attendees
	CAVA Lunch	JUN 13, 2022 12:00 PM - 1:00 PM	Lunch	Room A	\$20.00		
	Keynote Address	JUN 13, 2022 8:00 AM - 8:30 AM	Keynote Address	Room A	\$0.00		

