

Unite Education Program v6.4

Job Aid: 5660

Add a Session to an Event





A session is a time slot for a specific activity that is happening at an event. A large event may have several sessions running concurrently, and may even feature session tracks for specific audiences. Each session you add to an event has its own record where you can add details related to scheduling, registration, location, constraints, and other logistics.

To add a session

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Events**.
4. In the **Event name** column, click the name of the event.

Note

You may need to sort, filter, or search to find the event.

5. Click the *Agenda* tab.
6. In the *Sessions* section, click  .
7. Specify the session details.
8. Click  .
9. On the command bar, click  .
10. On the command bar, click  to close the record.