OPEN SESSIONS				Ξ
		Sessions		
	Sessions	Calendar	+ Add ne	ew session
Search Title		View Drafts	View Published	Clear Filter

- Go to the OpenSessions.io website and create an account.
- Once logged in, navigate to the dashboard or the section where you can add new sessions.
- Click on the "Add New Session" button.



# STEP 1: DESCRIBE ACTIVITY

Rushmoor Health Walks	
Walking x	~
Can't find an activity? Contribute to the list	
Click in the text box and then click on the emoji box to us	e emojis
Come along and enjoy the fresh air, good company and the opportunity to feel energised! This is a gentle starter walk for people starting their activity journey to return to fitness. Everyone is welcome.	or hoping
Rushmoor Voluntary Services manages the walk.	li.
Rushmoor Voluntary Services manages the walk. Please wear appropriate footwear, the walk will be suitable to go ahead in poor weather.	
Please wear appropriate footwear, the walk will be suitable to go ahead in poor	le

- Enter the title of your activity.
- Choose three relevant categories under which your activity falls.
- Write a precise description of the activity, including any necessary instructions for attendees.
- Specify whether the activity will be online, offline, or a mix of both.





- Add the full address where the session will take place.
- Tick the appropriate box to indicate if the session will be indoor or outdoor.



STEP 3:	Advise your participants of available amenities:				
	Changing facilities		Towels		
AMENITIES					
	Showers		Creche		
	Toilets		Lockers		
	Parking		Baby changing		

- Tick the boxes for any amenities or facilities available at the location.
- If there are no facilities, you can skip this step.



Will a session	i contact ar	nd a coach be available?	OTED /-
Coaching provided?		Rushmoor Voluntary Services	STEP 4:
Default Contact Details?		walks@rvs.org.uk	HELPFUL INFO
		01252 398450	_

Provide the organizer's name, email address, and contact number for attendees to ask for further details.



## STEP 5: Activity media

Add a video and/or image to help promote your activity



- Upload a relevant image to promote your session/activity.
- Add a Video link to attract more attendees.



## STEP 6: PARTICIPANTS & SUPPORT

Select any appropriate restrictions	Select an	y appropriate	restrictions:
-------------------------------------	-----------	---------------	---------------

Open to all		Beginner x	~		
Min. age	Max. age	Maximum Participants			
Select	any available sup	port provided on-site:			
Learning Impairment		Hearing Impairment			
Physical Impairment		Mental Health			
Visual Impairment		Social or Behavioural			
Click here to find out how to make your activity descriptions accessible					
What accessibility me restrictions if any?	asures do you have in p	place, and what are your access	le		

- Specify the entry-level, age range, and who can attend the session.
- Highlight any support in place for attendees to take necessary precautions.





- Set the session fees for participants.
- If it's a free session, keep it zero.



Start Date 19/03/2024	STA × 🛱	Start Time 13:30		S	STEP 8:
Duration			D	ATES 8	& TIMES
This session takes pl For repeat session from Please note	+ Edit rep sessions with a diff m the main menu.	eating session ferent time, <b>duplicate</b> a <b>c</b> king place in the next 2 w			

- Enter the dates and times of the session.
- Indicate whether it's a one-time session or if it will repeat.
- Follow the instructions.



### -

### Where can participants find out more about this activity?

Add your own website/booking URL (Optional).

## **REVIEW SCHEDULE**

- Add details on where participants can find more information about the activity.
- Add your own website/booking URL





- Review all the information you've provided.
- Once satisfied, click on the "Publish" button to make your event live on OpenSessions.io.
- You can now start promoting your session to attract attendees.



Congratulations - session is

### **PUBLISHED!**



Continue  $\rightarrow$ 

Make sure to double-check all the details before publishing to ensure accuracy and clarity for potential attendees.

