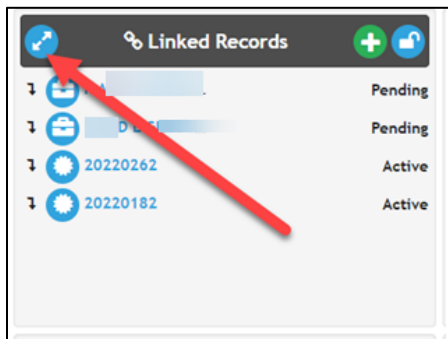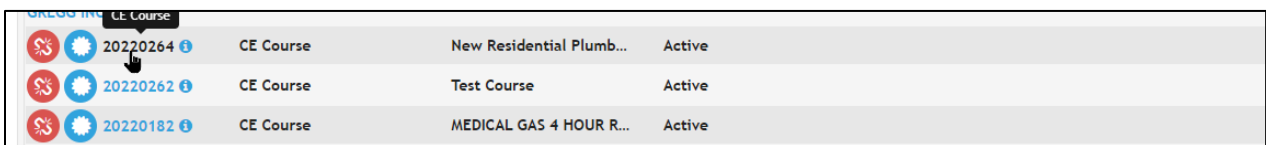# iMS: Sponsor – Creating a Course Session

To create a session for an approved course, follow the steps outlined below.

1. On the Sponsor account, click on the "Linked Records" tile, next click on the blue "Details" icon in the upper left corner.
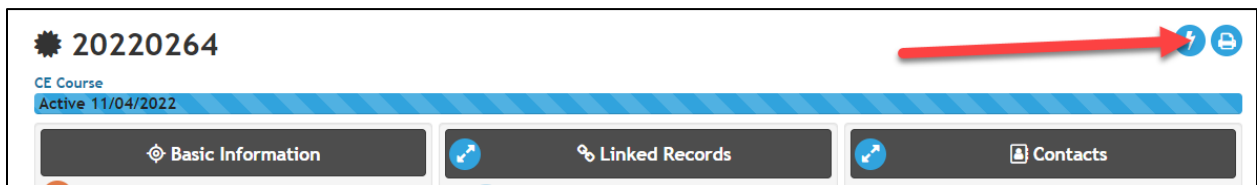

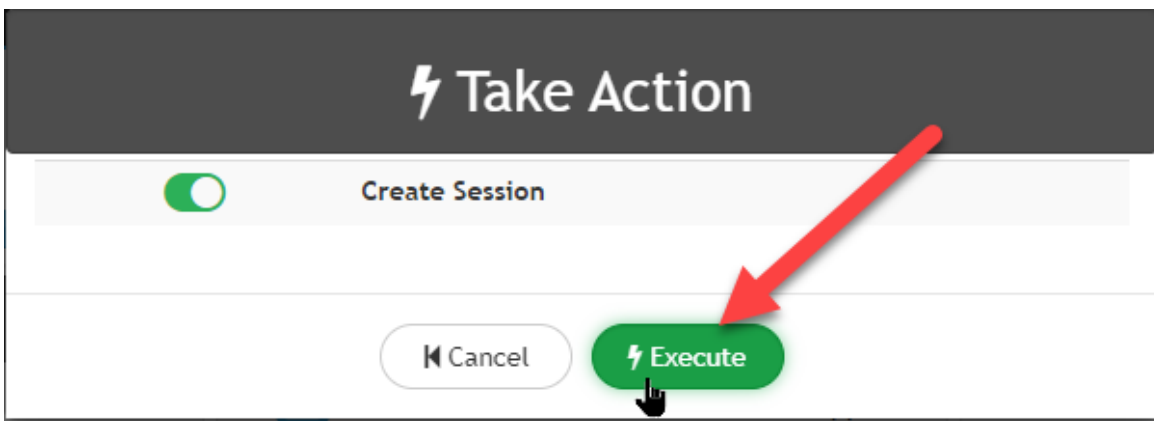2. Select the Approved courses in "Active" status.

3. On the course, click on the blue manual action icon (lightning bolt) to add a session.
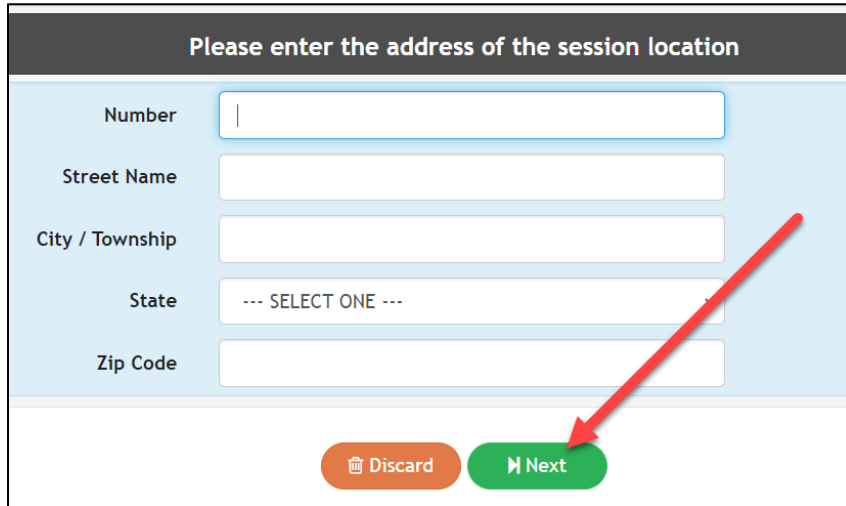

4. On the Take Action screen, toggle "Create Session" and then click "Execute".
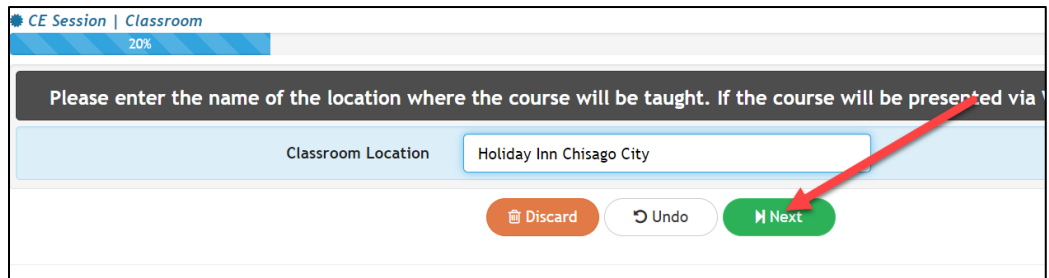
5. Session Information:
    a. Classroom:
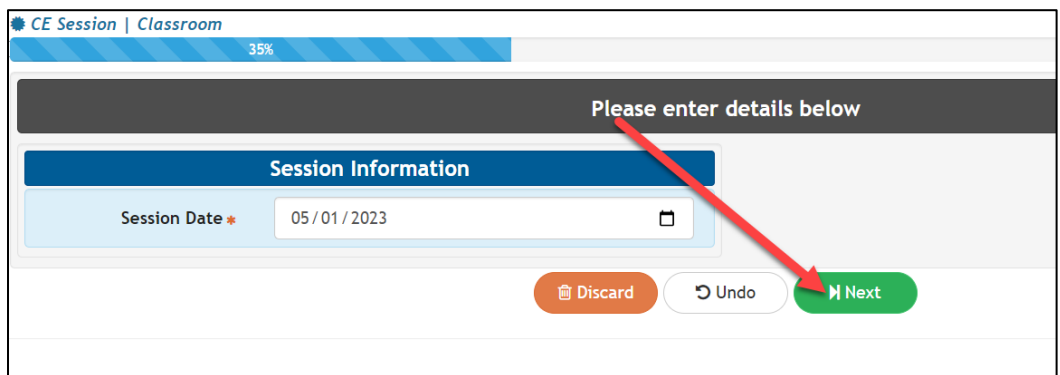   i. Enter the session location address. If the session is a Webinar course, click "Next".

Please enter the address of the session location

Number	
Street Name	
City / Township	
State	--- SELECT ONE ---
Zip Code	

🗑 Discard   ▶ Next

        ii. Enter the Classroom Location where the session will be given. If the session will be given webinar, type "Webinar"

✸ CE Session | Classroom
20%

Please enter the name of the location where the course will be taught. If the course will be presented via

Classroom Location   Holiday Inn Chisago City

🗑 Discard   ↺ Undo   ▶ Next

        iii. Enter the Session date

✸ CE Session | Classroom
35%

Please enter details below

Session Information

Session Date *   05/01/2023

🗑 Discard   ↺ Undo   ▶ Next

iv. Review the Session information, click "Submit" when completed.
1. If you need to change the location or date, click on the orange edit icon in either tile, update and click "Save".
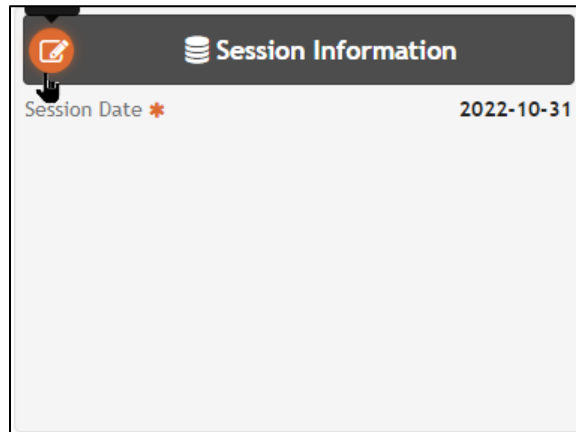
b. Internet/Webinar:
   i. Enter the date of the session
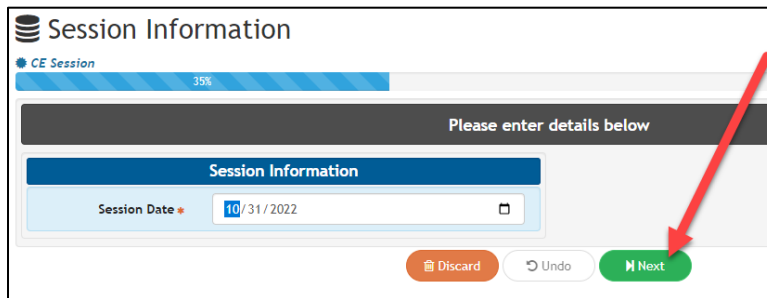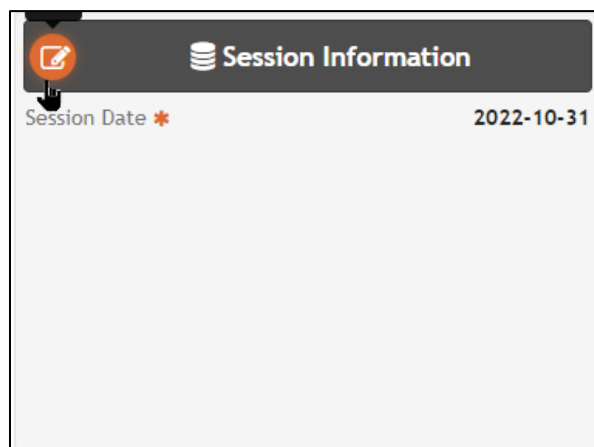

   i. Review the Session information, click "Submit" when completed.
1. If you need to change the location or date, click on the orange edit icon in either tile, update, click "Save."

6. After submitting:
   a. You will receive a confirmation email with session information.
   b. If you need to create additional sessions for the same course, click "Another" and repeat steps above.

   👍 **Create Confirmation**   ⚙ 534132 | *CE Session*

   🏠 Home   ⚙ 534132   ＋ Another ←━━━━━━━━━━━━━━━━━━━━
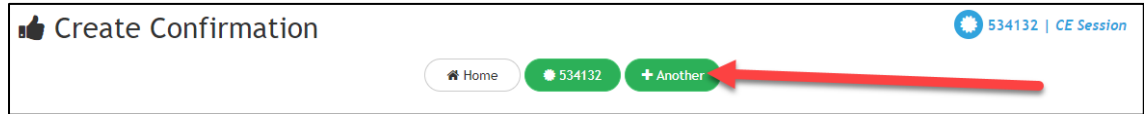
   c. If you need to submit a roster for the session you just completed, click on the session number to go back to the session just created.

   👍 **Create Confirmation**   ⚙ 534132 | *CE Session*

   🏠 Home   ⚙ 534132 ←━━━━━━━━━━━━━━━━━━━━