On opening open sessions, create a log in using the url below.

1. Go to organisations on the top menu bar
2. Click on the organisation name that will then appear on the list
3. Click on the button in the top right that reads **Add New Session**
4. Fill in all the necessary details
5. Complete the pages and press **save and publish**. You will then be able to go back to **sessions** via the top menu and see your session published
6. To go back and add another session, click back to **my organisation**, and add **new session**.

[www.opensessions.io](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.opensessions.io%2F&data=04%7C01%7C%7C23104c8d32a940199f4008d9565d3c45%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637635780707295941%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=o5kKQ85exRR%2BkCDDsSvIbYqkJ4IZ3qpTbVwzGYbJaCc%3D&reserved=0)

To ensure this data is then pulled through correctly to our activity finder, complete the below steps once all your sessions are uploaded.

1. Click on **Organisation Settings** at the top on the menu bar and then **organisation information**
2. Ensure you fill in the address of your organisation
3. Click on the box that reads *I confirm that I have the appropriate insurance, licensing and safeguarding in place and music licensing.* Then click **save.**
4. Scroll down the page and you can add any website and social media links to your organisation. This will help users find out more information about you and your other sessions.