

Set up a new Session for classes

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Last Modified on 12/23/2025 2:02 pm EST

Issue/Question

How do I add a new session?

Resolution

The session must first be created in the General Settings:

1. Go to the **Gear** icon > **Settings** > **General** > **Drop-down Lists**.
2. From the left menu, select **Session** from the Class section of the lists.
3. Click **Add Row** to add a class session and add the **Session Name**.
4. Optionally assign **Start/End/Registration Start** dates for the new session.
 - When you assign a session to a class, the class will inherit the dates you specify here; they can be changed on individual classes if needed.
5. Select **Hide from customers** if you want to prevent it from appearing in the Parent Portal or Online Registration.
 - Note: Hiding the session value from customers does not hide the classes in that session; it only prevents your customers from being able to filter using that session drop-down list value.
6. Select **Hide from users** if you want to prevent a session from appearing in the drop-down lists in both your system and online.
7. Click **Save Changes**.

Now that the session has been added to your drop-down lists, you can add your new classes or [copy classes from your previous session](#).
