Schedule Sessions

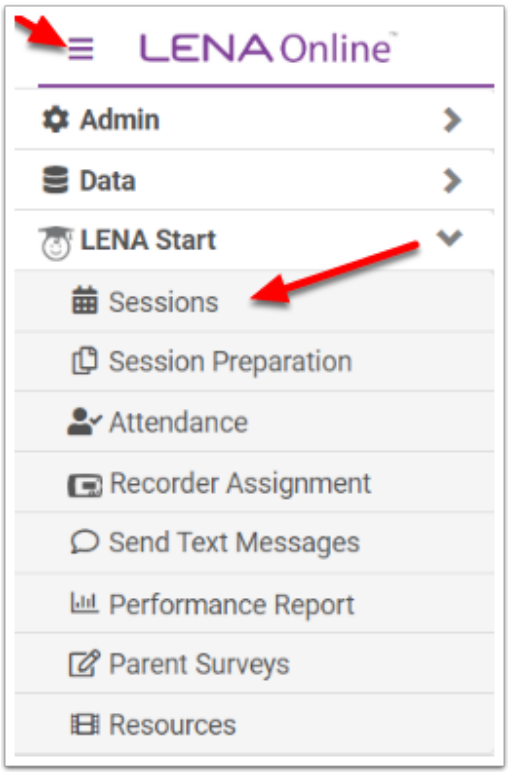
Follow these steps to assign dates and locations for each session before Session 1.

You will need:

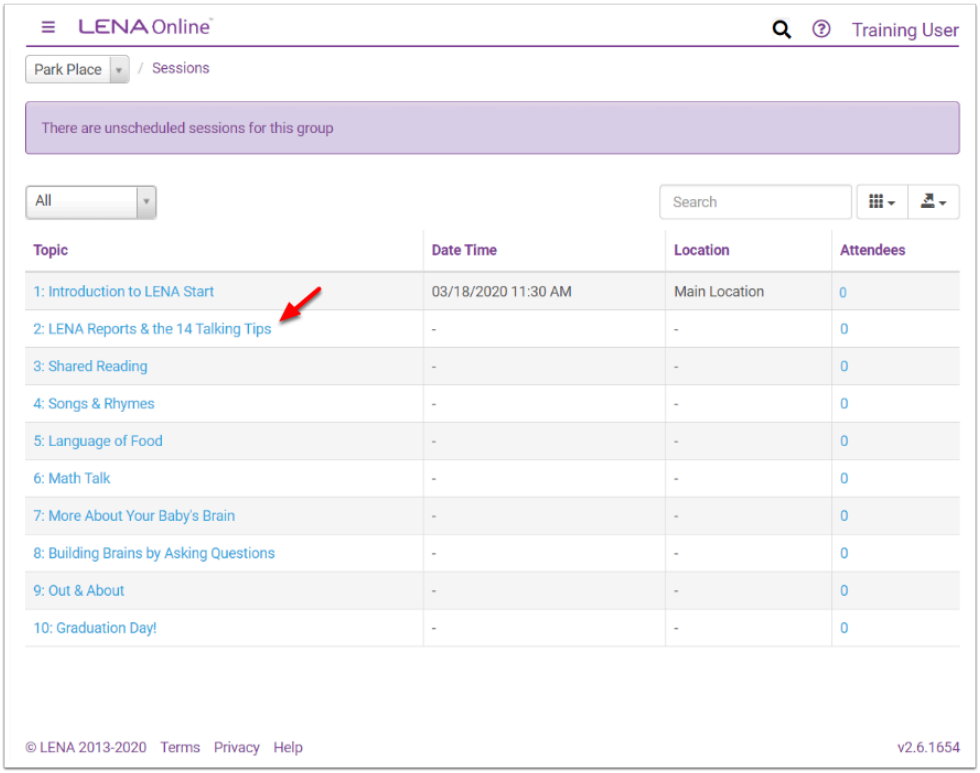
- An existing LENA Start group, created by your account administrator
- Location for each session (or URL for virtual sessions)
- Date and time for each session
  - Remember any holidays, school system vacations, or other factors that might require you to skip a week!
- About 10 minutes for data entry

1. In the context drop-down, select the group you want to schedule.

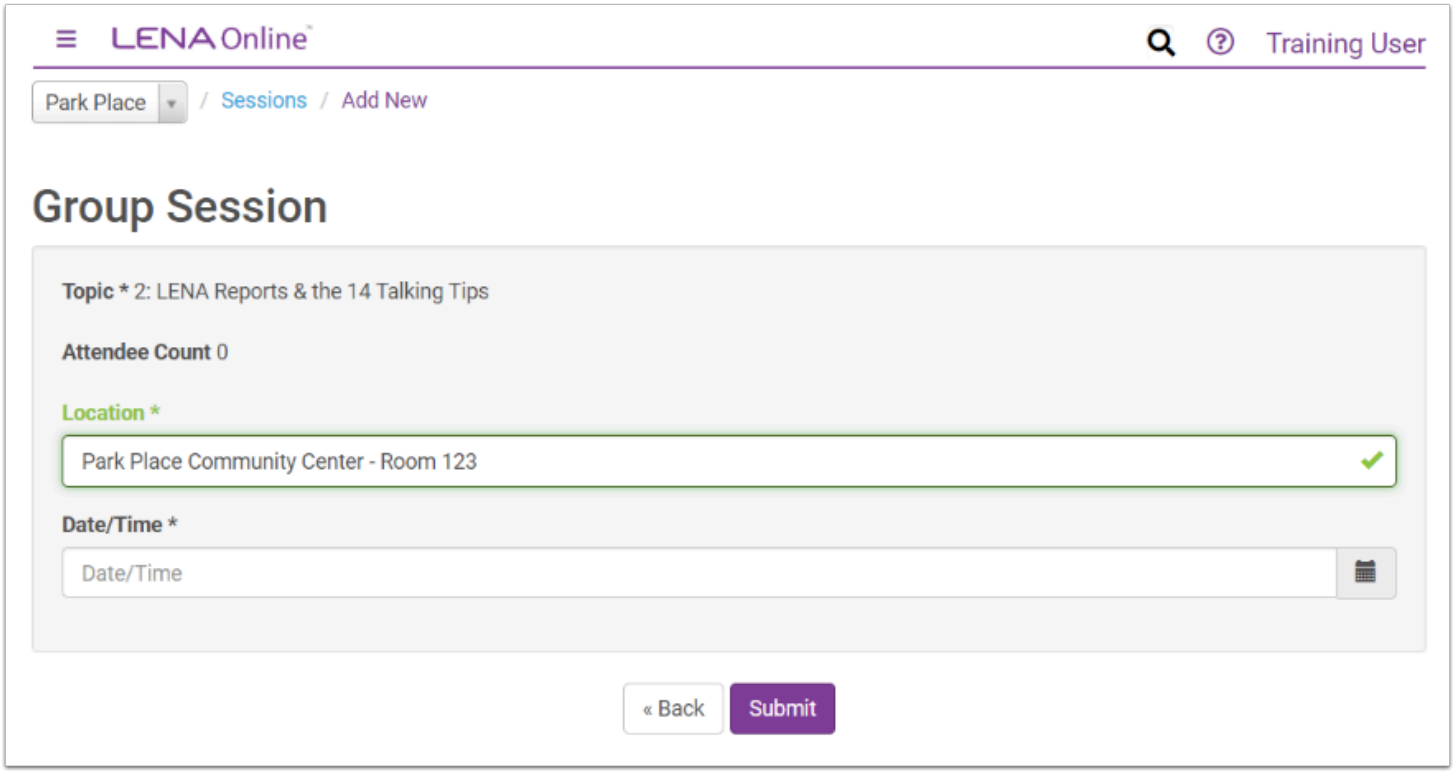
2. In the Main Menu, expand the LENA Start options and select Sessions.



3. Click on the first Session that does not have a date and time or location.



4. Enter the Session location.



Whatever you type here will appear in the session reminder text sent to each caregiver 2 days before the session.

Make the location as specific or generic as needed - for example, *Riverside Elementary, 123 Clark St., Room 251* or *Hometown Family Resource Center*.

If your sessions are virtual, paste in the full meeting link beginning with **https://** so that LENA can include your meeting links in the automatic session reminder texts.

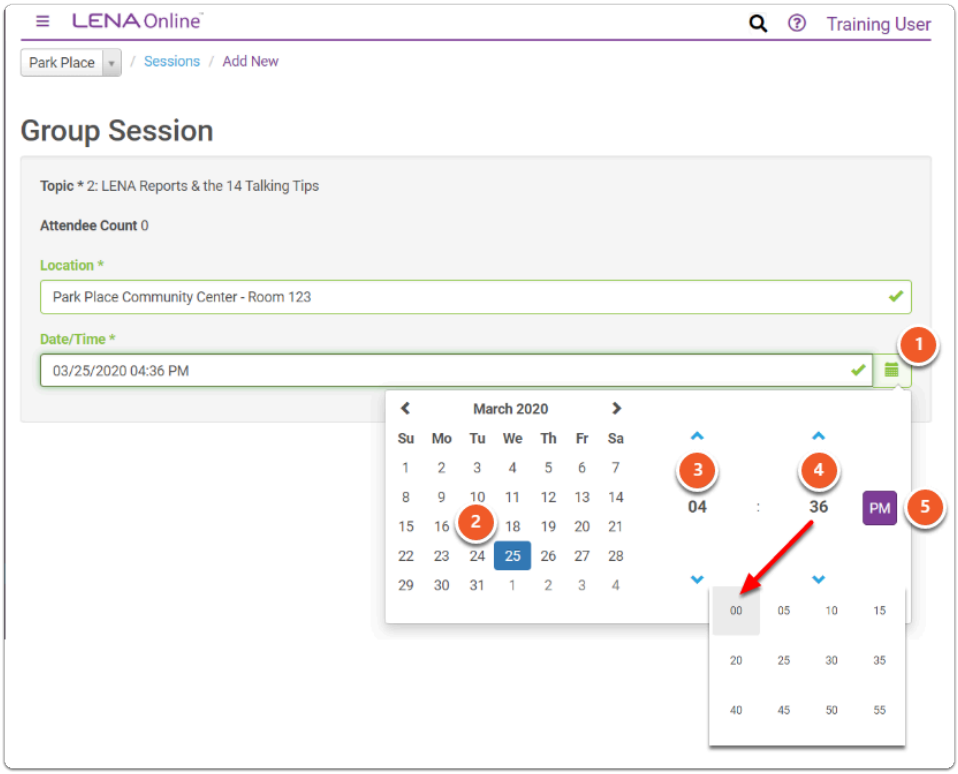
Timesaving Tip: If all sessions will be in the same location, highlight and copy the location now so you can quickly paste it on the other session screens.

5. Enter the date and time of the session.

One easy method is to:

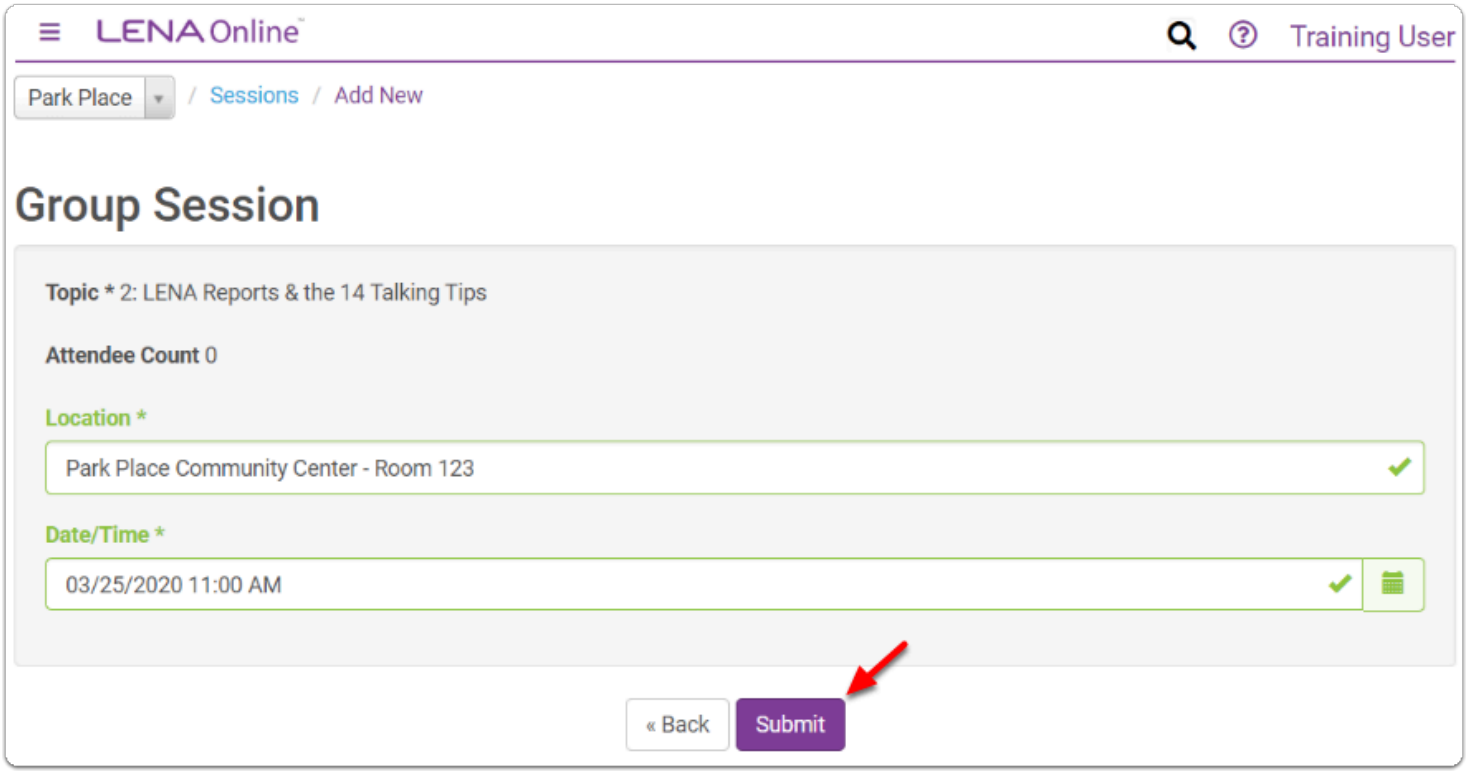
1. Click the calendar icon.
2. Click the date.
3. Click the hour and select the right option in the popup.
4. Click the minutes and select the right option in the popup.

5. Click AM/PM to adjust.



(You *can* type in the information *if* you use the required format of MM/DD/YYYY HH:MM AM/PM. LENA is not flexible on this.)

6. Click Submit to save the record.



This takes you back to the list of sessions.

7. Repeat Steps 3 through 5 until all sessions are scheduled.

Now your group is "active" on the LENA Start dashboards.

Notes about session scheduling:

- Sessions must occur in chronological order - that is, the Session 5 date cannot be after the Session 6 date.
- Once a session has been scheduled, it can be rescheduled but cannot be cleared and left blank.