

How To Extend the Dates for a Recurring Session

- Login to Coacha as Admin
- Click on **Sessions & Registers > Your Sessions**
- Find the recurring Session to be extended

The screenshot shows a session card with the following details: Title: Elesa Park Tuesday, Time: 8:00PM - 9:00PM, Location: Stamford Strollers, Frequency: Tue | Every 7 days, Time: 8:00PM - 9:00PM, Type: Regular weekly session. On the right side, there are three buttons: Edit (blue), Clone (blue), and Archive (orange).

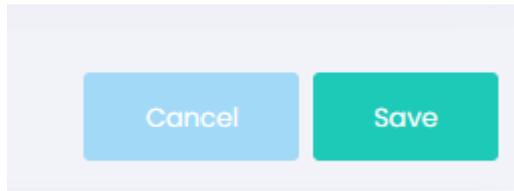
- Click on Edit
- Scroll down to the Session Timetable section

The screenshot shows the 'Session Timetable' form with the following fields: Start date for this session: 2021-11-09, Add end date? (checked), End day for this session: 2022-04-30, Start time for this session: 20:00, End time for this session: 21:00, Is this a recurring session? (checked), Every 7 day on a Tue. The days of the week are Mon, Tue, Wed, Thur, Fri, Sat, Sun.

- Any of the date can be changed in this screen and when saved it will update all sessions going forward. In most cases it will be a simple matter of changing the End Day. Coacha allows up to 60 days booking in advance so generally take the End Day date shown and move it out a month.

The screenshot shows the 'Session Timetable' form with the following fields: Start date for this session: 2021-11-09, Add end date? (checked), End day for this session: 2022-05-31, Start time for this session: 20:00, End time for this session: 21:00, Is this a recurring session? (checked), Every 7 day on a Tue. The days of the week are Mon, Tue, Wed, Thur, Fri, Sat, Sun.

- Scroll back to the top of the page and Click Save



Once saved Coacha will generate sessions from on the recurrence set through to the End Date entered