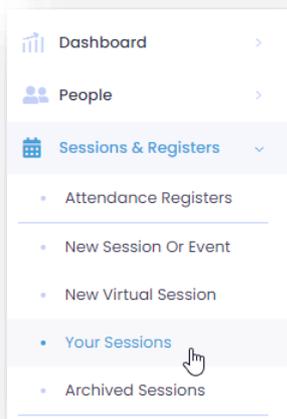


# Archiving 'Old' Sessions/Matches

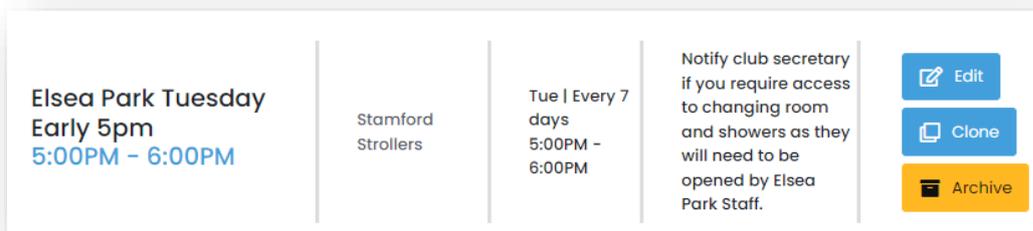
On a regular basis, sessions and matches with dates passed should be archived to remove them from the current Sessions list.

(Suggest this is done monthly)

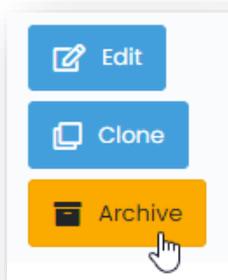
- Login to Coacha as Admin
- Click on **Sessions & Registers > Your Sessions**



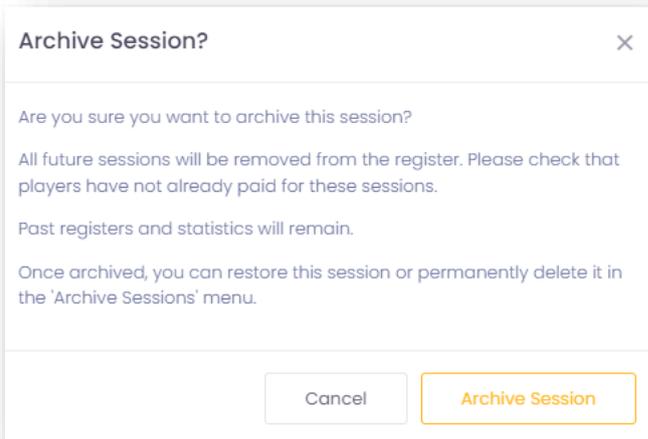
- Review the list of current Sessions to find those that have been completed



- Click Archive to move it from the current list to the Archive section



- When prompted confirm by clicking **Archive Session**



If you need to re-activate an Archive session.

- Go to **Sessions & Registers > Archived Sessions**
- Find the session on the list and click on Restore

<p>Elsa Park Tuesday Early 5pm 5:00PM - 6:00PM</p>	<p>Stamford Strollers</p>	<p>Tue   Every 7 days 5:00PM - 6:00PM</p>	<p>Notify club secretary if you require access to changing room and showers as they will need to be opened by Elsa Park Staff.</p>	<p>Restore Clone Delete</p>
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