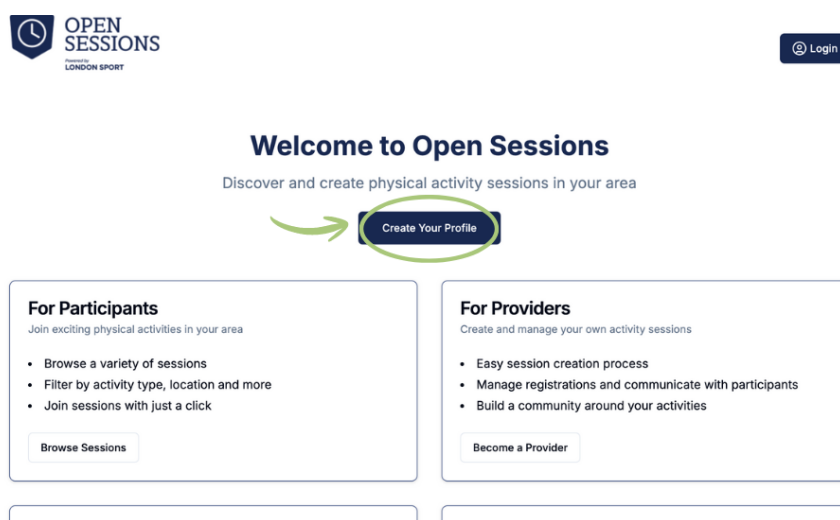
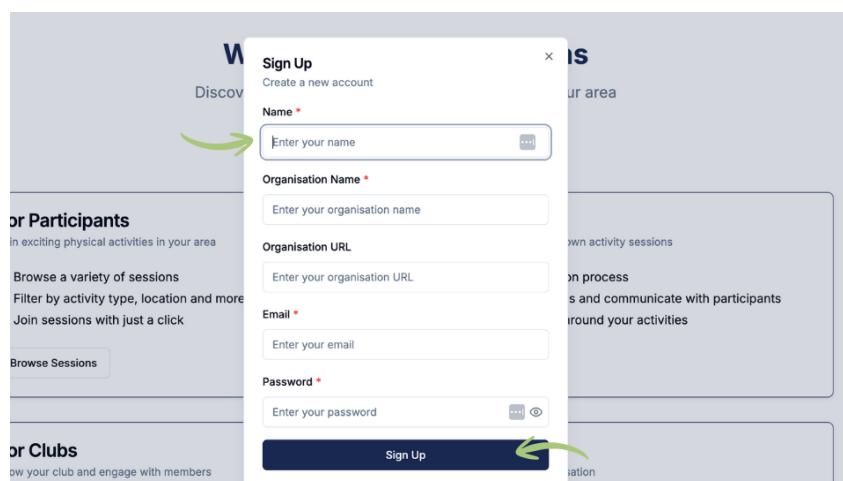


Step 1: Create your Open Sessions profile

1. Go to <https://opensessions.io/#/home>



2. Click Create your profile
3. A pop-up form will appear – enter your details
4. Click Sign up



5. Check your inbox for a verification email
6. Click Confirm your email address in that email to activate your account

Step 2: Add your organisation details

1. After confirming your email, you'll be taken to a page called [Edit Your Organisation](#).
2. Fill in your organisation's details, including name, description and contact information.
3. When you're finished, click [Update organisation](#) to save your details.

Edit Your Organisation

Tell us more about your organisation

Organisation Details

Organisation Name *

Description *




Website

Phone Number *

e.g. 07123 456789 or +44 7123 456789

Please enter a valid phone number

Email Address *

X (Twitter) Handle

Instagram Handle

Step 3: Select your organisation

1. A new window will open.
2. Under Select organisation, click the name of your organisation from the list.
3. This will open a window where you can start adding activities as your organisation

Edit Your Organisation

Tell us more about your organisation



Organisation Details

Organisation Name *

Description *

Website

Phone Number *

e.g. 07123 456789 or +44 7123 456789

Please enter a valid phone number

Email Address *

X (Twitter) Handle

Instagram Handle

Step 4: Add a new session

1. You'll now be on the [My Organisations](#) page.
2. Click [Add new session](#).
3. This will open a form where you can add the details of your activity.



Step 5: Create your session

1. A page called [Create a Session](#) will open.
2. In the large text box, describe your session – don't worry about including all the details here, as you can add more specifics on the next screen
3. When you're happy with the description, click [Create](#).

Create a Session

Describe your activity session in natural language

For example:

Yoga every Tuesday at 7pm in Central Park

Football for under 12's every Saturday at 10am at the Community Centre

Weekly running group, Thursdays 6pm at Riverside Trail

Beginner-friendly tennis lessons, Monday and Wednesday evenings

Step 6: Review your session details

1. A page called Review Your Session will open.
2. Here you can add or update additional information about your activity – for example:
 - Location
 - Activity type
 - Contact details
 - Dates, times and how often it runs
 - Age range, fees (if any) and accessibility information
3. You don't need to complete every box – just include the details people need to join in
4. When you're ready, choose one of the options at the bottom:
 - Publish Session to make it live on the activity finder
 - Save as a Draft if you want to come back and finish it later

Review Your Session

Please review and adjust the details of your activity session

Session Details

Session Title *

Description *

Location *

Activity Type *

Contact Email * Contact Phone Number *

Where can participants find out more about this activity?

Attendee instructions

That's it! Once you click Publish, your activity will go live and appear on the Lambeth Can Move activity finder for people in our community to find and join.