

## “Grouping Sessions”

*For use when sessions need to be grouped by heading(s) and/or listed in a certain order and/or prevention of signing up for competing sessions*

- A. Set up Event
- B. Set up Sessions
- C. Set up fees for event
- D. Set up fee for sessions ( if applies)
- E. Web Publish the Master Event

**Important Note:** [Do not Web Publish the Sessions](#)

Your Session Group Field = "Target Audience" (Field Size is 100 characters) and is used to determine if you will have:

1. **Radio Buttons: One choice in the list (Basic Grouping)**
2. **Checkboxes: Multiple choices in the list (Basic Grouping)**
3. **Sort Order (Enhanced Grouping)**
4. **Exclusive selection (Enhanced Grouping)**

Additionally, whatever text you put in this field will display as a heading over the "List". Your Group Field is used to GROUP choices AND to specify heading AND to specify radio buttons or checkboxes.

### **BASIC GROUPING**

**Example: -Friday Morning Workshops (Radio Buttons with text “Friday Morning Workshops”)  
Or +Thursday Dinner (Checkbox with text “Thursday Dinner”)**

### **In Sessions:**

If you don't fill out the Online Group Field you will simply get a list with checkboxes.

If you do fill out the Online Group Field you MUST begin the text with a + or – to indicate radio buttons or checkboxes (see examples above and below).

1. if you want to specify **Checkboxes**, you put a **+** in front of the text in field
  - a. e.g., +Select Any, +Sessions
2. If you want to specify **radio buttons** (only one selection per group) put a **-** in front of the text in field
  - a. e.g., -Select One, -AM Workshops, -Breakouts

Let's say you have an event that has 2 groups of breakouts (AM and PM) and then a dinner. You would label the first group -AM Workshops (or your choice of words). Every session in the group would carry the same label. You would label the 2nd group -PM Workshops (or your choice of words). Every session in the group would carry the same label. Then you could simply have a dinner session with NO label in

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the Session Group Field, and it would be a checkbox or, you could label the dinner +Dinner and it would have a heading "Dinner" and be a checkbox.

## **ENHANCED GROUPING**

Enhanced Grouping allows the opportunity to determine order of display and to identify any 2 or more sessions where only one selection is allowed.

**Example:**

### **+[A1]Special Dinner**

*Checkbox; First Group-A, First Item-1, X1 = Exclusive selection that matches X1 in another line so both cannot be selected*

### **-[A2-X1]Presentation A - Friday 7/11 (7:30 a.m. - 11:30 a.m.)**

*Radio Buttons; First Group-A, Second Item-1, X1 = Exclusive selection that matches X1 in another line so both cannot be selected*

### **-[A3-X2]Presentation B - Friday 7/11 (7:30 a.m. - 11:30 a.m.)**

*Radio Buttons; First Group-A, Third Item-2, X2 = Exclusive selection that matches X2 in another line so both cannot be selected*

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### **-[B1-X1]Presentation A - Friday 7/11 (12:30 p.m. - 2:30 p.m.)**

*Radio Buttons; Second Group-B, First Item-1, X1 = Exclusive selection that matches X1 in another line so both cannot be selected*

### **-[B2-X2]Presentation B- Friday 7/11 (2:30 p.m. - 4:30 p.m.)**

*[Radio Buttons; Second Group-B, Second Item-2, X2 = Exclusive selection that matches X2 in another line so both cannot be selected]*

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### **-[C1-X1]Presentation A - Saturday 7/12 (7:00 a.m. – 10:00 a.m.)**

*Radio Buttons; Third Group-C, First Item-1, X1 = Exclusive selection that matches X1 in another line so both cannot be selected*

### **-[C2-X2]Presentation B - Saturday 7/12 (8:00 a.m. – 11:00 a.m.)**

*Radio Buttons; Third Group-C, Second Item-1, X2 = Exclusive selection that matches X2 in another line so both cannot be selected*

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Additionally, if a session reaches Max # of attendees, a session will display in red italics and show "Full" -  
- No selection can be made.

If you want to omit a session from the listing, type: **-OMIT OR +OMIT** in the session group field.

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