

Adding Attendees to a Session.

After a session is created, you can add the attendees to the session using the following steps:

1. Open the Session Details screen.
2. Click on the “+” button to create a new contact and add them as an attendee.
3. Only do this if you have not added the contact previously. Otherwise, it will create a duplicate contact.
4. Click on the “...” button to select from existing contacts.

Sessions > 2026-07-09 Agape Session

Edit ...

Overview Engagement Info

Session Detail

Date Start	Duration	
Jul 07 12:45	1h	
Session Type	Meeting Location Type	Status
In-Person	Organization Office	Planned
Location Details	Topics Covered	
None	None	

Notes and Follow-Up

Session Notes
None

Next Steps
None

Next Session Date/Time
None

Assigned User
None

Teams
None

Created
May 22 12:47 · Admin

Modified
May 22 12:51 · Admin

Attendees History

Attendees

Name	Company	Email	Phone	Account Title
Sam Rutigliano				
James Koran	Agape W8Loss	james@agapew8loss.c...	+1 216-903-27...	

Callout 1: Create a new Contact as an Attendee (points to '+')

Callout 2: Select Attendee from existing Contacts (points to '...')

3 Press Select to add Contact to Session

1 Enter a name to search for a Contact

2 Click on Check Box to select and add the Contact

Select · Contacts

Select Cancel

All - [Search] [Filter]

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<input type="checkbox"/>	Name	Company	Email	Phone	Account Title
<input type="checkbox"/>	Request Info	Info Question	rq@info.gom	+1 1232343456	
<input type="checkbox"/>	Jim Beem		jb@gmail.com	+1 1233452345	
<input type="checkbox"/>	Brundene Van Ness	Brundene Van Ness (Pre-Star...	bv@gmail.com	+1 215-123-4567	
<input type="checkbox"/>	James Breiner		james.breiner@cbmentor...	+1 440-532-09...	
<input type="checkbox"/>	sharon Rose		sharon.m.rose@gmail.com	+1 216-870-9728	
<input type="checkbox"/>	David Schwieterman		dave.schwieterman@cbm...	+1 440-220-09...	
<input type="checkbox"/>	ZZTEST-INFOREQ D...	ZZTEST-INFOREQ Bakery	zztest-inforeq@example....	+1 216-555-0199	
<input type="checkbox"/>	Richard Brooks		rmbrooks10@gmail.com	+1 216-403-7284	
<input type="checkbox"/>	Fred Flinstone		fred@gmail.com	+1 1231231234	
<input type="checkbox"/>	Dan Yurman		dan.yurman@cbmentors....	+1 216-555-1212	

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