

# Should my series be entered as a single event record or as multiple records?

Are the participants the same for each session?

Yes



No



Create a separate record for each session.

Keep the Event Title the same to have the events roll up on reports.

Is the topic the same each session?

Yes



No



Create a separate record for each session.

Is it important for you, your team, or your supervisor to know the individual dates of each session?

Yes



No



Create a single record.

Participant counts should be the maximum number for any individual session.

Contact hours should be the total teaching time added up for all sessions.

Create a separate record for each session.

Keep the Event Title the same to have the events roll up on reports.