Bulk Load a Session

Common Buttons & Icons

	**Menu** icon
	**Home** icon

Bulk Load a Session

From the PASS Home screen:

1. Click **Session Scheduler** in the **Instructor Led Training Management** section.
2. Click the **Menu** icon.
3. Click **Bulk Loaded Sessions**.

Create a CSV File

1. Click **Download Template**.

   Note: Generally, you have the Excel file completed before starting a Bulk Load.

2. Open the file in **Excel**.
3. Enter an **Event Name**.
4. Enter a **Facility Name**.
5. Enter a **Room Name**.
6. Highlight the **Start Date/Time** and **End Date/Time** cells.
7. Right-click the cells; then click **Format Cells**.
8. Click **Custom** in the **Category** menu.
9. Type **yyyy-mm-dd hh:mm** in the **Type** field; then, press [**Enter**].
10. Click **OK** to save your formatting.
11. Enter the **Start Date/Time** as --/--/---- --:--am or pm; for example, 8/10/2019 10:00am.
12. Enter the End Date/Time as --/--/---- --:--am or pm.
13. Enter the **Instructor Username**, if desired.
14. **Save** the file to your computer.

Upload the CSV File to PASS

1. Click **Select files** on the **Event Session Uploader** screen in PASS.
2. Select your saved CSV file and **Open** it.
3. Click **Submit**.

   Note: To fix an error, you can either return to your CSV file and book another room or time frame, or, remove the conflicting reservation from within the Session Scheduler.

4. Click **Bulk loaded sessions** to return to the **Bulk Session Uploader** screen.
5. Click the **Home** icon when you are finished.