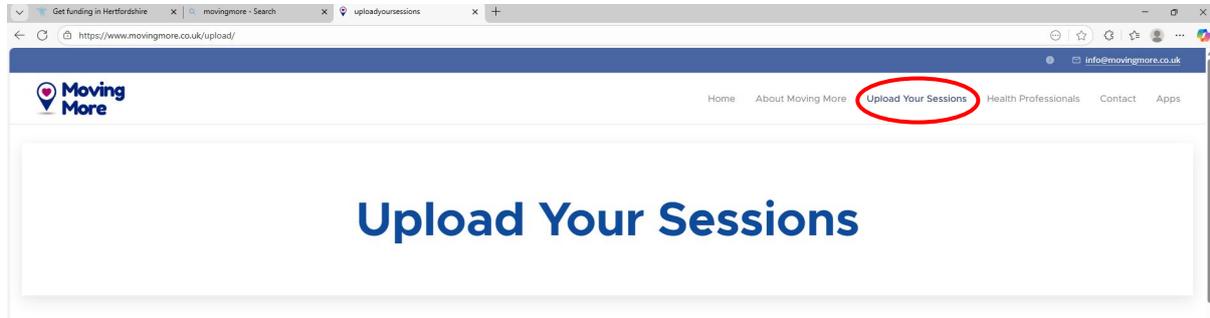


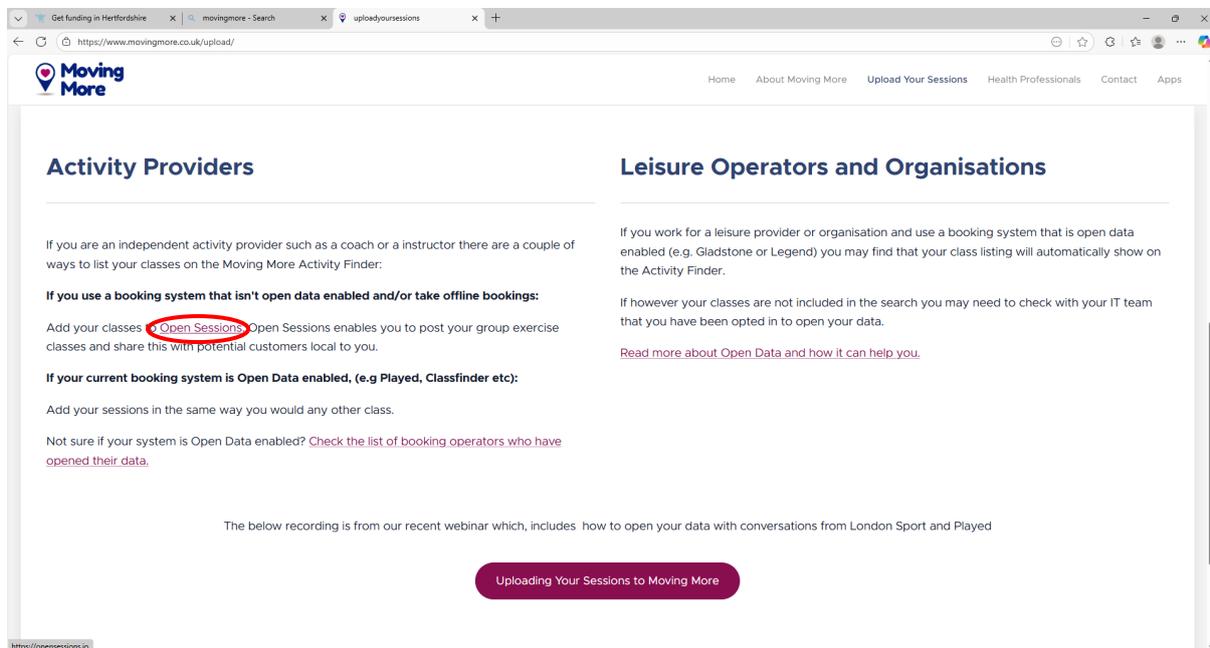
How to upload a session to the Moving More activity finder.

Step 1: Visit this address & select Upload Your Sessions:

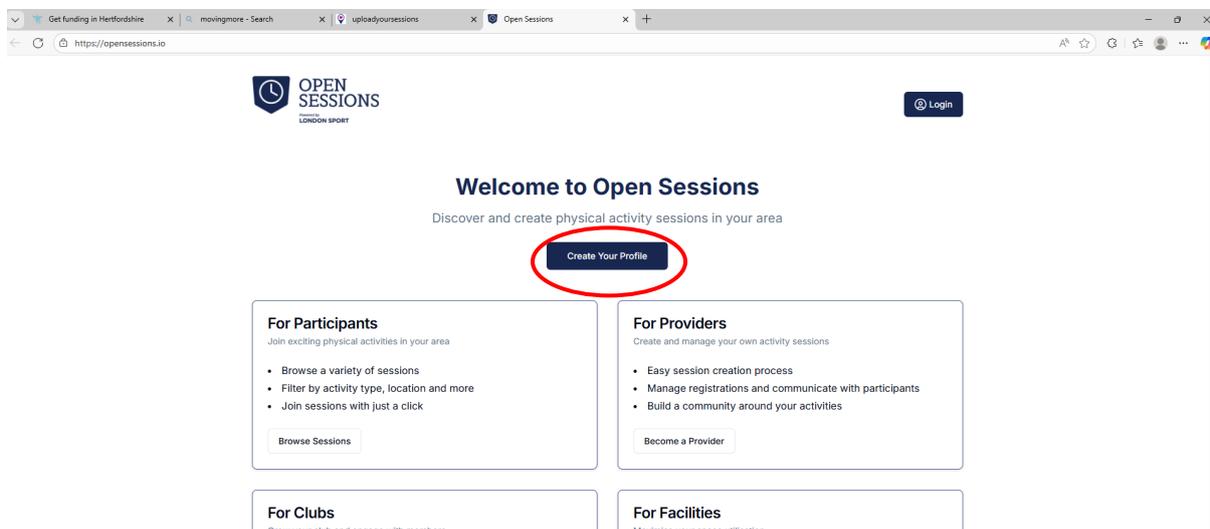
<https://www.movingmore.co.uk/upload/>



Step 2: Select Open Sessions



Step 3: Create your Profile



Step 4: Input your organisation details

Complete Your Profile
Tell us more about your organisation

Organisation Details

Organisation Name *
Herts Sport and Physical Activity Partnership

Description *

Location *
Enter address

Website Phone Number *
e.g. 07123 456789 or +44 7123 456789

Email Address *

X (Twitter) Handle Instagram Handle

Facebook URL YouTube URL

Step 5: Select your organisation

Share
your sessions reach new customers

SELECT ORGANISATION
Herts Sport and Physical Activity Partnership

Step 6: Add a new Session

My Organisations
Herts Sport and Physical Activity Partnership x + Add New Organisation

Herts Sport and Physical Activity Partnership
University of Hertfordshire (College Lane Campus), Hatfield AL10 9EJ, UK
n.balfie@herts.ac.uk | 01707 284229

Sessions

Shake It Up Dance Class: Published
Herts Sport and Physical Activity Partnership:
Activity: Dance, Legs Bums And Tums, Zumba®
30 Jan 2026 06:00 pm
University of Hertfordshire (College Lane Campus), Hatfield AL10 9EJ, UK

Add New Session

Step 7: Create your session. The website will then automatically generate you a session title and description – we recommend you edit this to make it short, snappy and really clear what the session type is.

The screenshot shows the 'Create a Session' page. At the top, it says 'Describe your activity session in natural language'. Below this is a text input field containing 'Nats Dance Class Friday 6pm' and a blue 'Create' button. This entire section is circled in red. Below the input field, there are three example text boxes: 'Yoga every Tuesday at 7pm in Central Park', 'Football for under 12's every Saturday at 10am at the Community Centre', and another empty one.

Scrolling down the page, make sure to add in at least 3 tags to the 'Activity Type' section. This will determine when your activity will show up from searches on Moving More

The screenshot shows the 'Review Your Session' page. It asks the user to 'Please review and adjust the details of your activity session'. The 'Session Details' section is highlighted with a red circle. It includes: 'Session Title' (Shake It Up Dance Class: Herts Sport and Physical Activity Partnership), 'Description' (Discover the rhythm and joy of dancing at our Shake It Up Dance Class every Friday evening...), 'Location' (University of Hertfordshire (College Lane Campus), Hatfield AL10 9EJ, UK), 'Coordinates' (51.748503° N, 0.241807° W), and 'Activity Type' (Dance, Legs Bums And Tums, Zumba®). The 'Activity Type' section is also circled in red. Below this are fields for 'Contact Email' (n.balf@herts.ac.uk), 'Contact Phone Number' (01707 284229), 'Where can participants find out more about this activity?' (Add your own website/booking URL. (Optional)), and 'Attendee instructions'.

Continue scrolling down, tick if the class takes place more than once. You can input the frequency/recurrence.

The screenshot shows the session recurrence settings. It includes fields for 'Session Date' (23/01/2026), 'Start Time' (06:00 PM), and 'Duration (minutes)' (30). Below these is a checkbox for 'This session takes place more than once' which is checked. Under 'Repeating session settings', there is a dropdown for 'EVERY:' set to '1' and a dropdown for 'On:' set to 'Week'. Below this is a row of days: M, T, W, T, F, S, S, with 'F' (Friday) selected. At the bottom, there is an 'ENDING:' field set to '08/01/2027'.

Step 11: Add an Image, Accessibility Information and Session Amenities.

Open Sessions will automatically generate an image for your session if you do not upload one yourself – we recommend you upload your own photo of a session so it is more representative of what is on offer.

Accessibility Information is going to be particularly beneficial to provide, especially because we often have Social Prescribers utilising MovingMore.co.uk who are looking for inclusive activity sessions.

The screenshot shows the 'create-session' form with the following details:

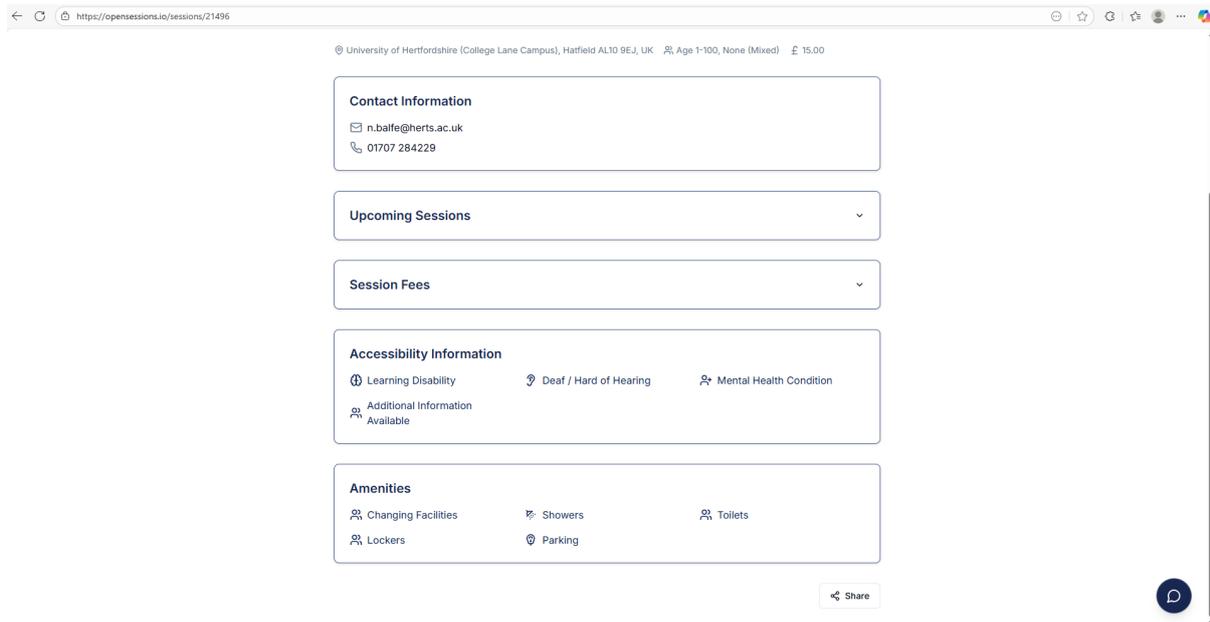
- Session ID: 1, Price: 100, Status: Open
- Session Date: 23/01/2026, Start Time: 06:00 PM, Duration: 30 minutes
- Repeating session settings: EVERY: 1 Week, On: F (Friday)
- Ending: 08/01/2027
- Buttons: Add Image, Accessibility Information, Session Amenities (circled in red)
- Accessibility Options modal (open):
 - Learning Impairment
 - Physical Impairment
 - Mental Health
 - Visual Impairment
 - Social Behavioural
 - Hearing Impairment

Step 12: Publish the session

The screenshot shows the 'create-session' form with the following details:

- Buttons: Add Image, Accessibility Information, Session Amenities
- Buttons: < Back, View Upcoming Sessions, Save as a Draft, Publish Session (circled in red)

Now your class has been published on Open Sessions!



To check if your class has been published to Moving More follow the instructions below:

- Visit www.movingmore.co.uk, type in the location of your class into the search bar.
- Search the activity session type from the tags you selected in step 7
- Click on the tile to see the full information about the class you have published.

