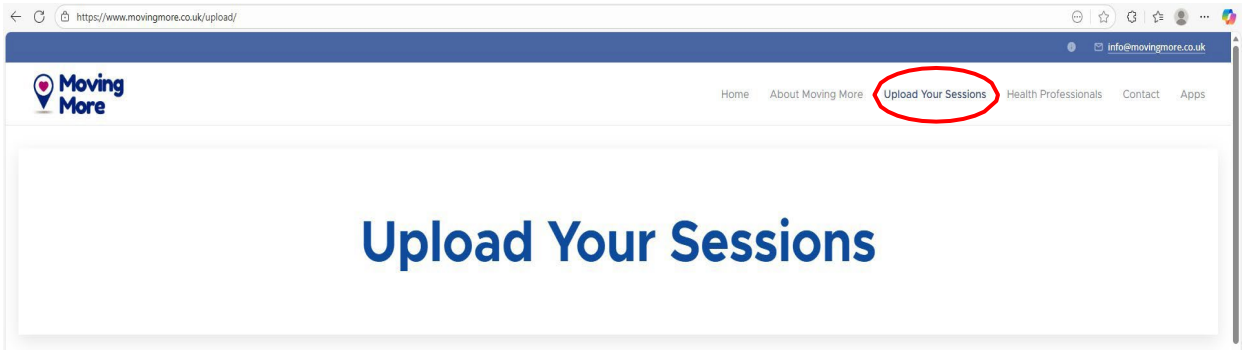
Uploading your session to the **Moving More Activity Finder**

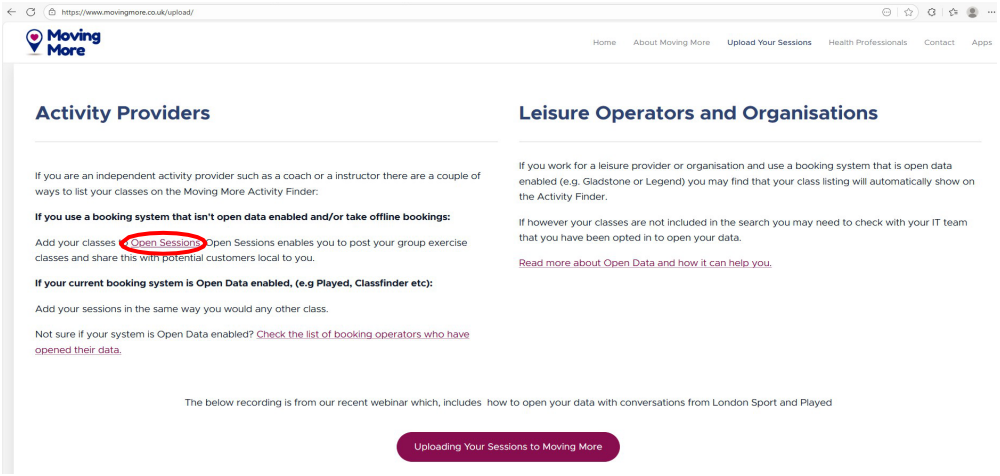
Created by Herts Sport & Physical Activity Partnership

Version last updated October 2026

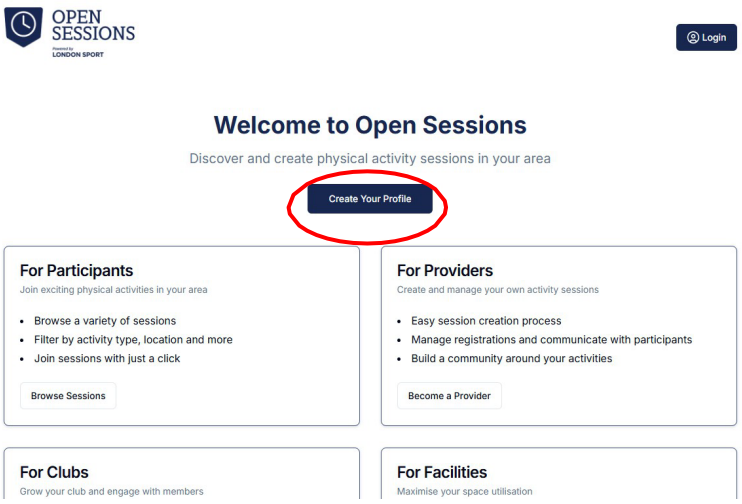
Step 1: Visit https://www.movingmore.co.uk/upload/ and select Upload Your Sessions.



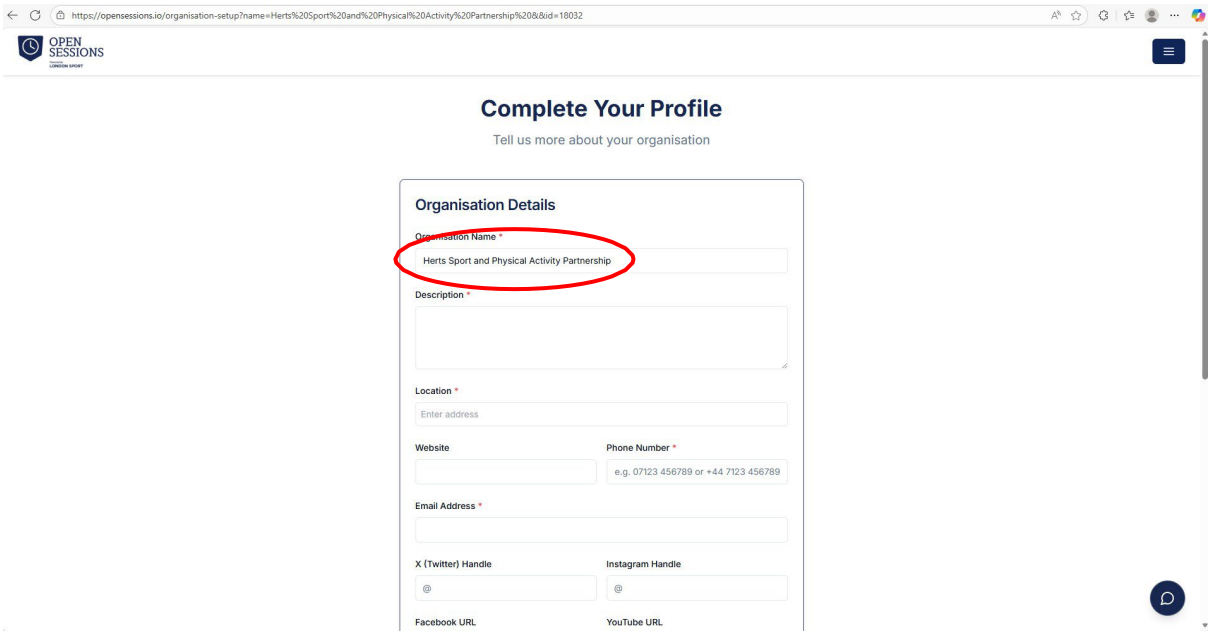
Step 2: Click the Open Sessions link.



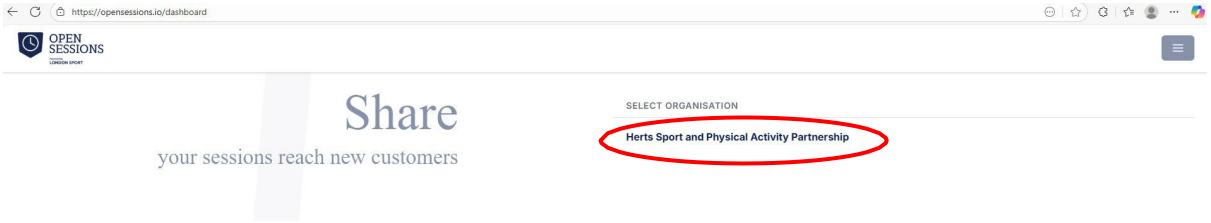
Step 3: Create your profile.



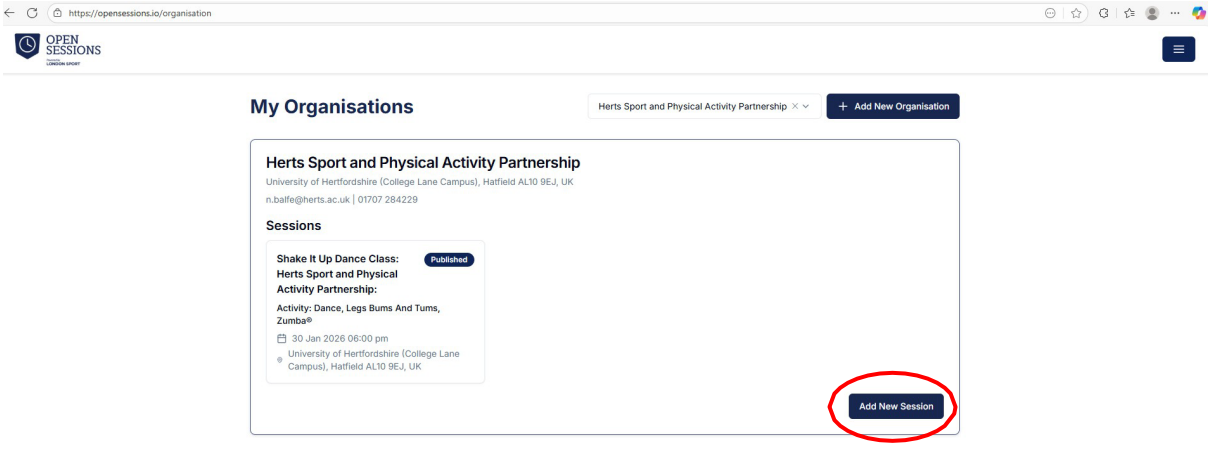
Step 4: Complete your profile by adding your organisation details.



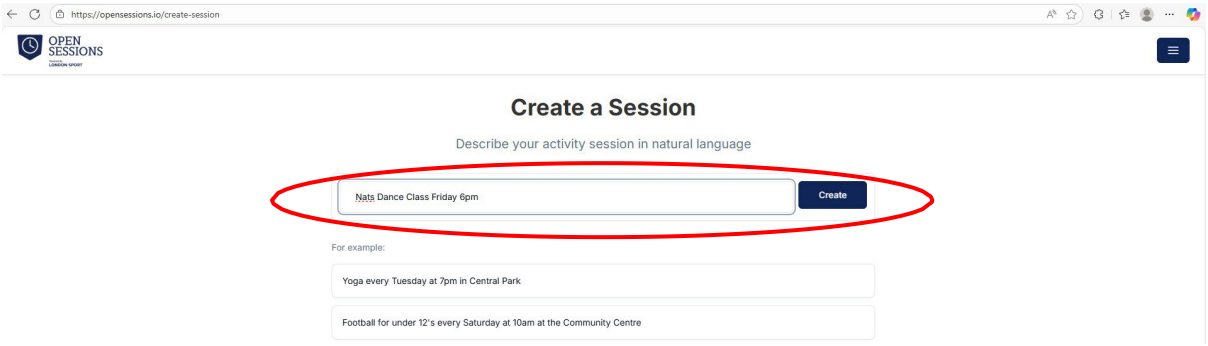
Step 5: Select your organisation



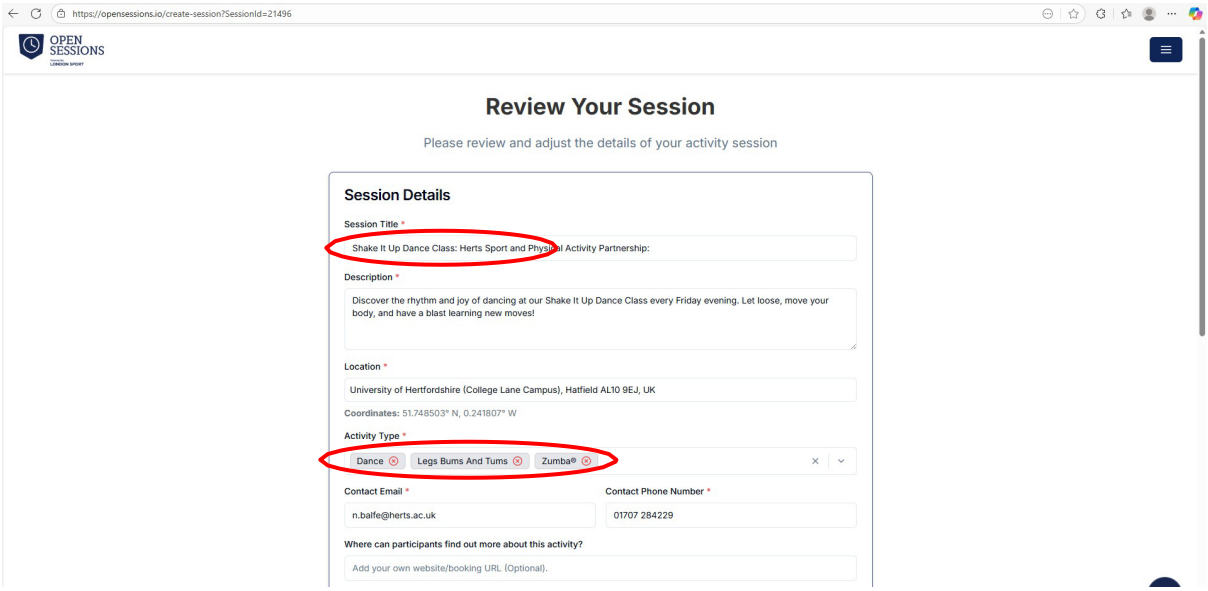
Step 6: Then add a new session



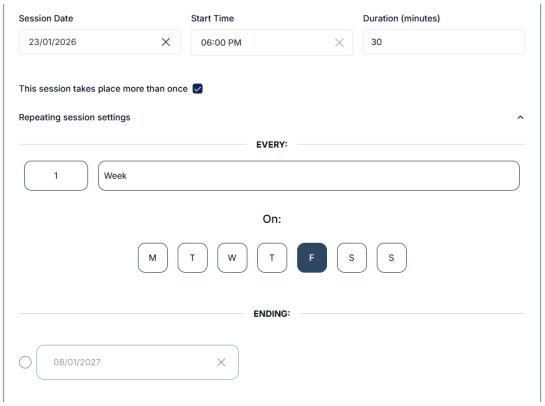
Step 7: Create your session. The website will automatically generate a session title and description, but we recommend you edit this to make it short, snappy, and clear as to what the session type is.



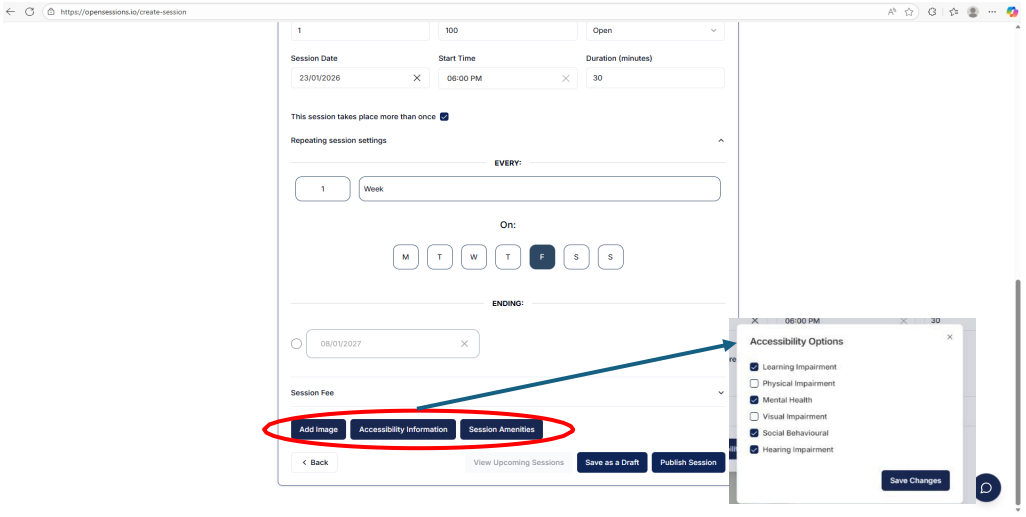
Step 8: Scroll down the page and select the three most appropriate tags from the premade ‘Activity Type’ section. This will help your activity show in the searches e.g., a line dancing class could have the tags “dancing,” “line dancing” and “group exercise.”



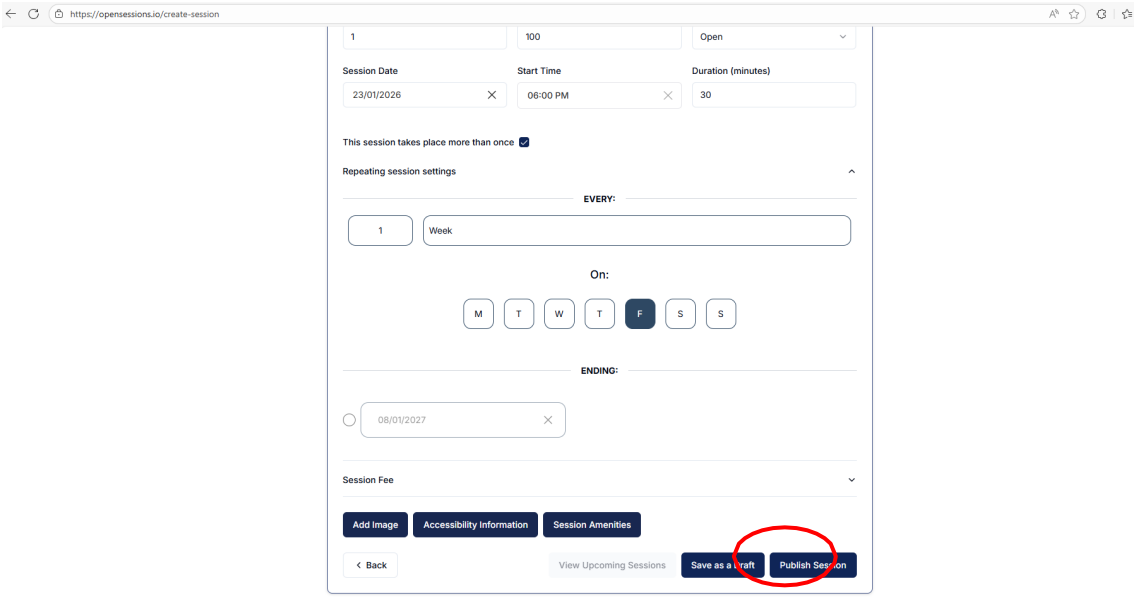
Step 9: Continue scrolling down and tick if the class takes place more than once. It is a good idea to input the frequency/recurrence.



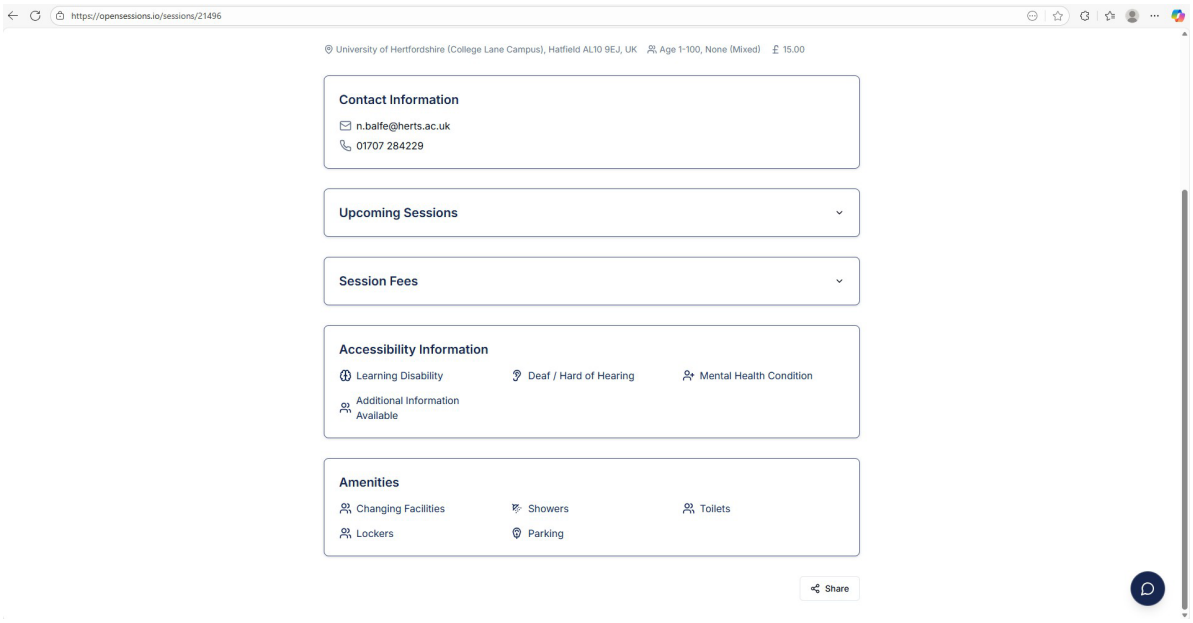
Step 10: Now you can add an image, accessibility information, and session amenities. Open Sessions will automatically generate an image for your session if you do not upload one yourself, but we recommend you upload your own photo of a session, so it is more representative of what is on offer. Please ensure the relevant photography consent is in place. Accessibility information is particularly useful to provide as often people are looking for inclusive activity sessions, so the more details you can provide the better.



Step 11: Click the publish session button to activate your session listing.



Step 12: Now your class has been published on Open Sessions.



Step 13: To check if your class/session has been successfully published to the Moving More Activity Finder, visit www.movingmore.co.uk and type in the location of your class into the search bar, scroll until you find it and then click on the tile to see the full session listing.

