

How to Set Up Session Registration

Session registration empowers you with the capabilities to customize the choices your event attendees can have on what sessions they can see and attend. By adding features such as session limits, and unique events to certain ticket holders, you can create a sense of exclusivity within your event attendees before your event has even begun.

How to Set Up Session Registration

1. The first thing that you need to do to set up session registration, is to head over to the Registration Form (**Registration > Registration Form**) and add the Session Selector as one of the fields on your form. Read more [here](#) about the Registration Form.

? If you turn on session registration as a field in the registration form (and don't make it a required field), then attendees can register for the event without signing up for any specific session. However, this means on the day of the event, these attendees can only attend sessions that don't require registration.

Additionally, attendees can always update their session selection, right up until the session itself.

2. Head over to **Event Content > Agenda → Session Registration** and click on the “Add New” button in the top right corner.
3. Open the “Select sessions for registration” drop-down, and either click on the “Select All” option at the top, or choose the sessions that you want to add to the session selector.

? Why wouldn't I just select all the sessions every time?

If you want to make all of your sessions available to your attendees, then Select All makes the most sense. However, if you have some hidden sessions, such as VIP Events, you might not want to make them available for all registrations.

4. Decide whether you want to make the session selector visible for all or hidden. The Hidden feature is good if you are still testing the feature out.
5. Next, if you want to limit the number of attendees to a session, check the “Set session capacity limit”, and set the number of people that can attend the session.
6. If you don't want everyone to be able to register for a session, set the session as private.
7. When you're done, click “Done”, or keep adding more rules by clicking “Done + Add Another”.
8. Back on the Session Registration page, if you want to go back, and edit the registration for a session, click on the cog wheel icon next to the session you want to edit. Additionally, if you want to scrap the registration altogether, click the trash icon.
9. Click on the “Settings” button at the top of the page to go deeper into the customization for session registration.
10. You may want to restrict registration from the website or the app to a certain session. This can be done by turning the Web or App Agenda on, and choosing which tickets can register using that platform.

11. In some plans, you may want your attendees to sign up for any sessions. However, if you want to make sure that some speakers aren't talking to an empty room, you can restrict attendees from signing up for multiple sessions that are running at once, by turning off the "Allow registration for overlapping sessions" button.
12. Your messaging to your attendees should be consistent throughout all of your materials. In the Session Capacity Labels section, you can set the session labels that will indicate whether a session has limited capacity or not. You can choose from one of Bizzabo's suggested labels, or create your own custom label.

These labels will appear in the session selector on the registration form.

13. Ticket rules allow you to hide sessions for registration from certain ticket holders. Click on "Add New Ticket Rule" to create a new rule.

Note: You may have already created certain ticket rules when creating tickets. They will also appear here. To edit the rule, click on the cog next to the rule. Alternatively, you can remove the rule entirely by clicking on the trash can.

14. The new ticket rule window will open below the ticket rules.
15. First, choose which ticket types you want to make a rule for.
16. Next, decide how many sessions these ticket holders can sign up for. You have a single session ticket or a full-pass ticket. Clicking on the "Limited" option will give you an option to choose how many sessions this ticket holder can register for.
17. Finally, decide how you would like to limit the session registration. You can decide to not limit the number of sessions, by choosing "Unlimited" from the "Limit Session Registration" drop-down, or you can limit the registration by days / sessions / event type / audience / topic / session type. Should you choose by days or sessions, an additional drop-down will appear next to the "Limit Session Registration" drop-down. In this new drop-down, decide on what days or sessions this ticket holder can register for.

Why would I limit session registration?

Limiting session registration allows you to create tickets that are only for certain days, or only for a certain amount of sessions. Additionally, you can prevent your regular ticket holders from being able to register for VIP level sessions.

18. When your ticket rule is ready, click on the "Done" button at the bottom right.

Want to bulk register your attendees to a session?

Our support team will be happy to help you bulk upload your attendees to your session. Simply use [this template](#), and send support@bizzabo.com and they will do their magic!

Session registration allows you to have more control of the session experience of your attendees, by guiding them on what their event schedule will look like.