



Opening a New Session in Stone Alley

Once you have approval from the council to open a new session for an existing program, either following the budget approval process or approved as a year-round program, please follow the following steps provided by Stone Alley.

1. If you need a new session based on a previous one, please use the built-in feature in your Stone Alley Admin account.

1. Log into your Stone Alley account (where you are a program/group admin).
2. Open the program/group where you'd like to request a new session.
3. Click "Manage Group" (accessible from the panel on the far left).
(NOTE: If you do not see "Manage Group," please email support@stonealley.com with the updated details for your session, including session dates, location, registration fees, and any other important information about this new session.)
4. Under the Group Options heading, select the last option: "Request New Session: Session Creation" button
5. Complete the form, specifying as much detail as possible. The more information you can provide at this point, the quicker we can get working on the setup and send you a link to preview.
6. When you're finished, click the "Submit" button.

2. Here's what you can expect next from Stone Alley

- Once the session request has been submitted, the system will create a new support ticket.
- As we begin to build the session registration, we'll communicate via the ticket thread with any questions.
- After we've completed the initial draft, we'll send you a link to preview.
- Please review promptly with any changes. Once approved, the registration can be set to open.

3. Should you run into any issues, email support@stonealley.com with the subject line "CMRC-New Session Request-[PROGRAM NAME]"