

AIM Sessions

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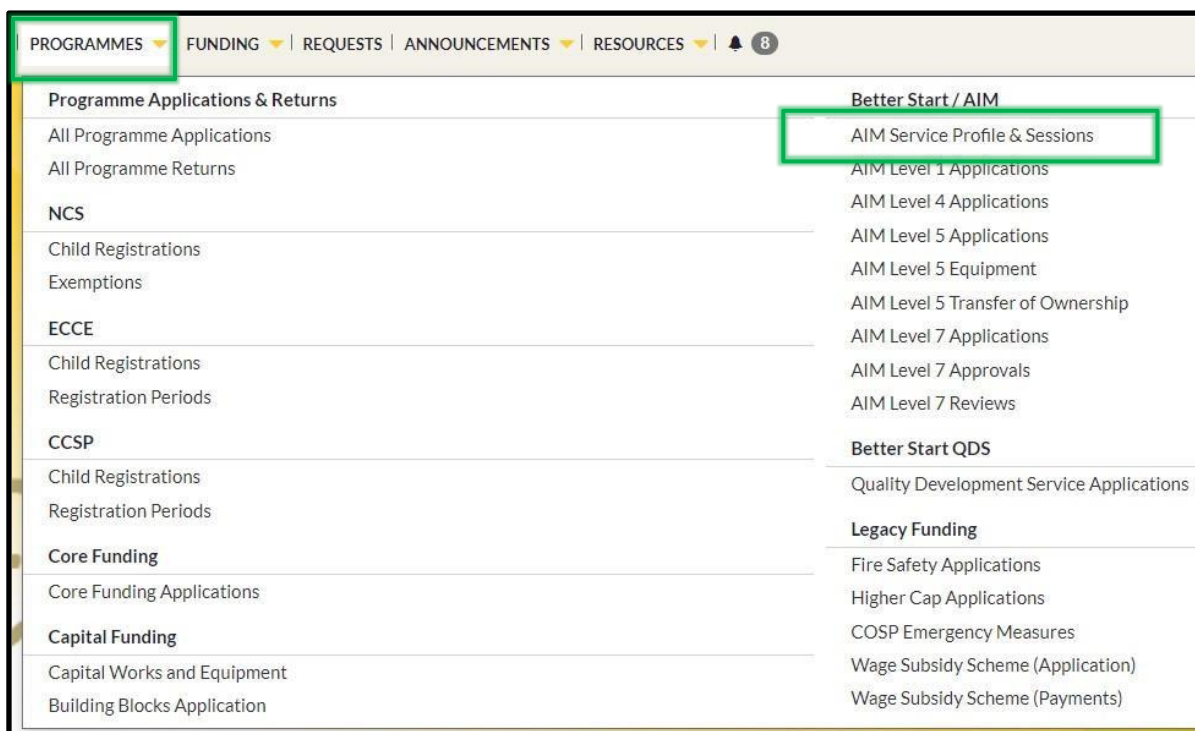
Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary.



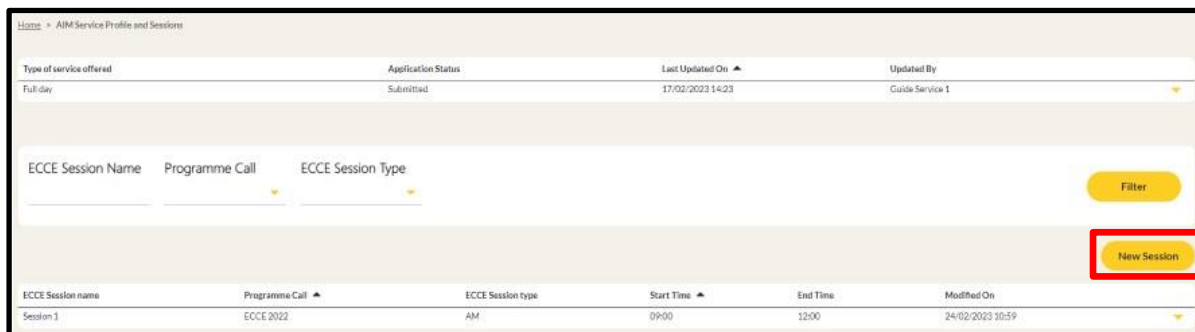
Creating a New Session

Please Note: You can create as many sessions as your service offers, but they must have their own unique name.

Step 1: From the Hive homepage, select **'Programmes'** and then select **'AIM Service Profile & Sessions'**.



Step 2: You are now in the **'AIM Service Profile & Sessions'** page – to create a session, select **'New Session'**.



Step 3: On this page, you will complete the session details for your ECCE session(s), beginning with programme call. The current programme call will be pre-populated but, when more than one programme call is active, it can be changed before submission.

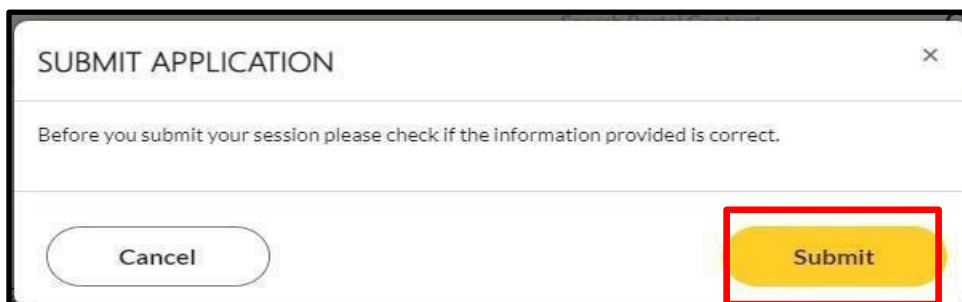
Please Note: If you click ‘Yes’ under the ‘Session Model’ heading, this will generate more options (seen in screenshot).

Once you have completed the questions, click on ‘**Submit**’.

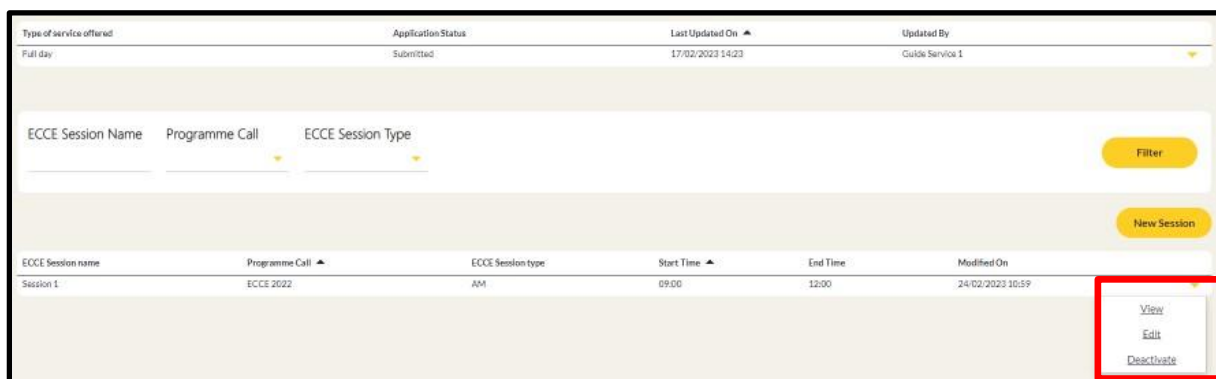
Step 3a: In the ‘**Session Model**’ section, once you select ‘**Yes**’, a list of options will appear, and all are marked with a red Asterix. You can select multiple options if your service offers multiple session models. Once you have made your selection, click on ‘**Submit**’.



Step 4: Ensure to review all information entered. Once you have entered all the required information, click on **'Submit'**.

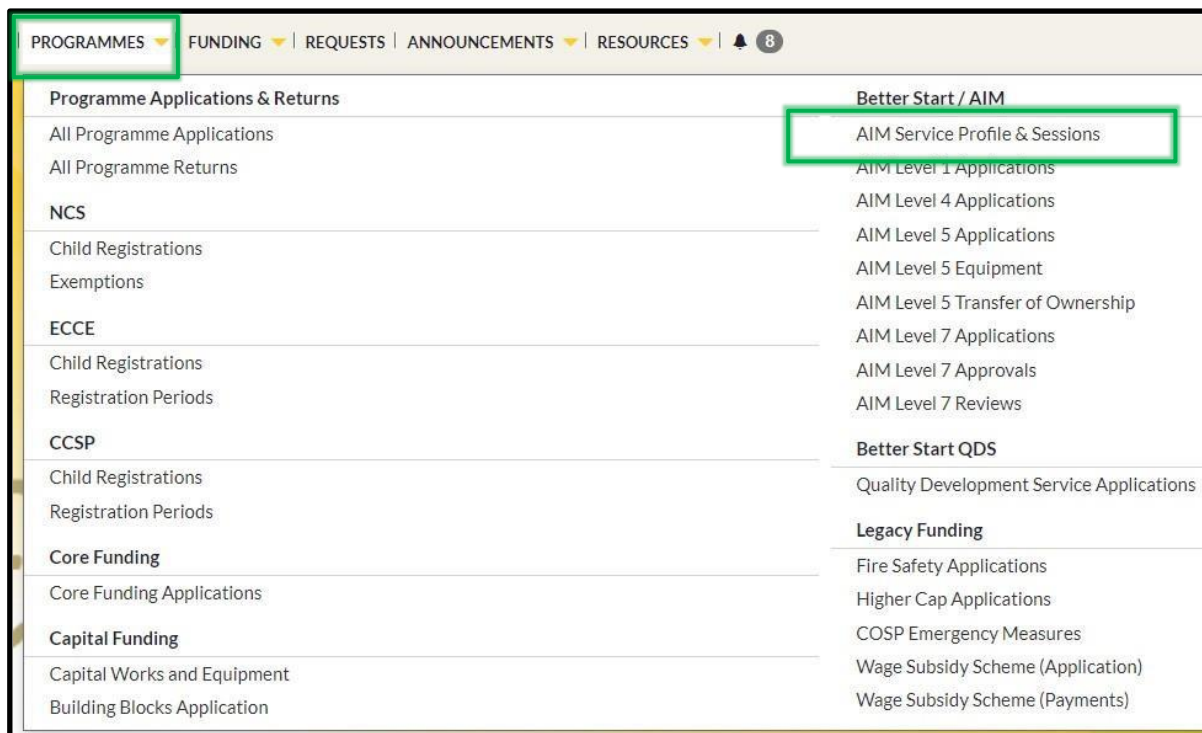


Step 5: A new session will now have been created. From the **drop-down arrow**, there will be options to **'View', 'Edit' or 'Deactivate'**.



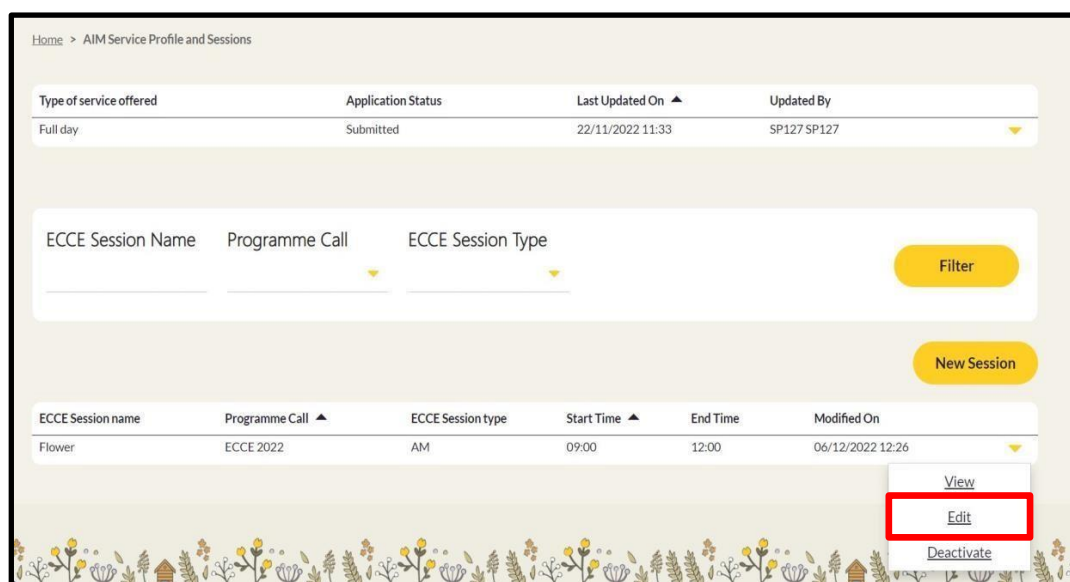
Editing an Existing Session

Step 1: From the Hive homepage, select **'Programmes'** and then select **'AIM Service Profile & Sessions'**.



The screenshot shows the 'PROGRAMMES' navigation menu. The 'PROGRAMMES' dropdown is highlighted in green. Underneath, the 'Better Start / AIM' section is also highlighted in green, and the 'AIM Service Profile & Sessions' option is highlighted with a red box.

Step 2: You are now in the **'AIM Service Profile & Sessions'** page. From the **drop-down arrow** select **'Edit'**.



The screenshot shows the 'AIM Service Profile and Sessions' page. At the top, there is a breadcrumb: 'Home > AIM Service Profile and Sessions'. Below this is a table with the following data:

Type of service offered	Application Status	Last Updated On ▲	Updated By
Full day	Submitted	22/11/2022 11:33	SP127 SP127

Below the table are search filters for 'ECCE Session Name', 'Programme Call', and 'ECCE Session Type', along with a 'Filter' button and a 'New Session' button. At the bottom, there is another table with the following data:

ECCE Session name	Programme Call ▲	ECCE Session type	Start Time ▲	End Time	Modified On
Flower	ECCE 2022	AM	09:00	12:00	06/12/2022 12:26

Below the second table, there are three buttons: 'View', 'Edit' (highlighted with a red box), and 'Deactivate'.



Step 3: On this page, make the changes needed. Please note that all data except the 'Programme Call' may be edited. Once the changes have been made, ensure to review all information click on **'Submit'**.

* Programme Call	ECCE 2022	▼
* Session name <small>(i.e. room name with session type)</small>	Butterfly	
* Session Type	AM	▼
* Start Time	10:00	▼
* End Time	13:00	▼
* A Naionra session?	No	▼
* Maximum number of staff in session	3	
* Maximum number of children in session	15	

SESSION MODEL

* Session Model Applicable <small>(please select all that apply)</small>	No	▼
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Close Submit

Guidance Note: You cannot edit the 'Maximum number of children in session' field. To change the number in this field, you must submit a request on the Hive. Please ensure the session name, the programme call the session relates to, and the new figure are included in the request.

These changes will be reflected in any applications where the child attends the amended session.



Copying Sessions

Step 1: From the Hive homepage, select ‘Programmes’ and then select ‘AIM Service Profile & Sessions’.

Please note: There are two options for copying sessions:

1. Individual sessions can be copied from the previous programme call.
2. All sessions from the previous programme call can be copied.

Copying an Individual Session

Step 2: You are now in the ‘AIM Service Profile & Sessions’ page. From the **drop-down arrow** select ‘Copy Session’.

Programme Call	ECCE Session name	Max. No. of Children	ECCE Session type	Start Time	End Time	Modified On
ECCE 2023	Pink room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27
ECCE 2023	Blue room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27
ECCE 2023	Green room PM 12-3	11	PM	12:00	15:00	01/05/2024 13:28
ECCE 2023	Yellow room PM 1-4	11	PM	13:00	16:00	01/05/2024 13:28



Step 3: On this page, select the new programme call and make any changes, if necessary. Once the changes have been made, ensure to review all information and then click on **'Copy Session'**.

AIM SESSION

ECCE SESSION

Please provide details of ECCE session/s offered in your service, this should include the name of session/s, type of session, session start and end time, session model offered. If you are a Nalotra, and registered ratio of staff to children in the session.

* Programme Call: ECCE 2024

* Session name (i.e. room name with session type): Pink room AM 9-12

* Session Type: AM

* Start Time: 9:00

* End Time: 12:00

* A Nalotra session?: No

* Maximum number of staff in session: 2

* Maximum number of children in session as per your service's TUSLA registration: 22

SESSION MODEL

* Session Model Applicable (please select all that apply): No

Copying all Sessions

Step 1: If you wish to copy multiple sessions from the previous programme call you can do a bulk copy by selecting **'Copy Sessions'**. This will copy any or all sessions that have not been already individually copied.

Programme Call	ECCE Session name	Max. No. of Children	ECCE Session type	Start Time	End Time	Modified On
ECCE 2023	Pink room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27
ECCE 2023	Blue room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27
ECCE 2023	Green room PM 12-3	11	PM	12:00	15:00	01/05/2024 13:28
ECCE 2023	Yellow room PM 1-4	11	PM	13:00	16:00	01/05/2024 13:28

Step 2: Confirm copying all sessions from the previous programme call by clicking on **'Yes'**.

Copy AIM Sessions ×

Are you sure you want to copy all sessions from the previous programme call?



All sessions have now been copied from the previous programme call to the new programme call, with no changes made.

Programme Call ▲	ECCE Session name	Max. No. of Children	ECCE Session type	Start Time ▲	End Time	Modified On	
ECCE 2024	Blue room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:50	▼
ECCE 2024	Pink room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:50	▼
ECCE 2024	Green room PM 12-3	11	PM	12:00	15:00	01/05/2024 13:50	▼
ECCE 2024	Yellow room PM 1-4	11	PM	13:00	16:00	01/05/2024 13:50	▼
ECCE 2023	Pink room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27	▼
ECCE 2023	Blue room AM 9-12	22	AM	09:00	12:00	01/05/2024 13:27	▼
ECCE 2023	Green room PM 12-3	11	PM	12:00	15:00	01/05/2024 13:28	▼
ECCE 2023	Yellow room PM 1-4	11	PM	13:00	16:00	01/05/2024 13:28	▼

