# Lamplight for Delivery

Here at HQ, we collect data weekly on the sessions that are taught and the young people we teach via Lamplight, so it essential that you are up to date on there, no matter how else you track your sessions internally.

Please make sure sessions are added to Lamplight in advance or within 24 hours of being taught, and an accurate number of young people as soon as possible- encourage volunteers to add this data straight after the session.
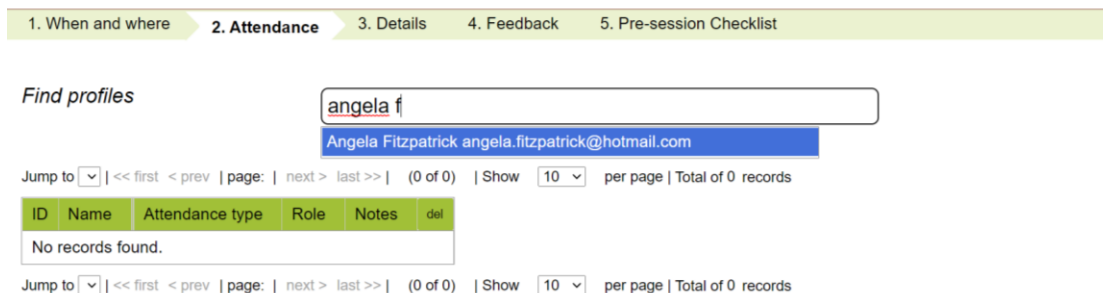
Adding a session to Lamplight
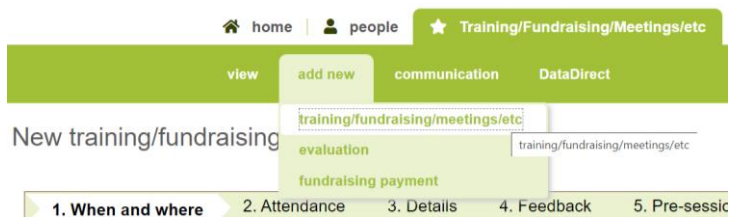
Add new -> training/ fundraising/ meetings/ etc

Essential information to add

1. When and where

- Time, date, location

2. Attendance

- Depending on your local sign up process, you can add volunteers here by typing the name into the search bar, or you can encourage volunteers to add themselves
- This is how hours information is collected for certificates and references
- No need to add DP

- Volunteers should fill this out as soon as possible after a session

- Vital for us to have this information- impact, funding, reporting to funders and commissioners

3. Details

- Write all info in the first box on this page- this info is displayed in the description whereas every other box is NOT displayed in the description but only when you view details. Putting everything in this box makes it easier for vols, HQ, and you.
- Package- write the package- organisation/ service/ local authority etc. Important to track packages and funding. If big package number session e.g. 8/12 (8th session of 12 in package)
- Type of session- bleeding/ joint/ KO
- DP info- location and contact info (phone number)
- How many YPs are expected/ how many vols needed

4. Feedback and 5. Pre-session Checklist

- Don't worry about these sections.

PRESS SAVE