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Archive a season of plans

Revision 2026-10-10

Move all active practice plans into a season book when the season ends.

When a season ends, archive your plans so the **Active** tab is clean for the next one.

Archive a season

1. In **Practice Planner**, select **Archive Season** (top right).
2. Follow the steps on screen and confirm.

All active plans move into the **Archive** tab as a season book.

Before you archive

Until you archive a season, the **Archive** tab says "Archive is empty" with the reminder "Use Archive Season on the Active tab to store finished plans in a season book."

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