

# How to edit the Registration Open and Registration Closed fields – for assigned Session Support Officers

1. Select the **Manage Learning** tab from the hamburger menu (top right).
2. Select the **Manage Sessions** tab (top left).
3. Narrow down your search by using a keyword from the Learning Event Name.
4. Select the **Search** button.
5. Select the edit/pencil icon once you have located the relevant session.
6. Edit the **Registration Open, Registration Closed** date as required.
7. Select the **Save Learning Event Session** to save the session update you made.

The screenshot shows the 'Manage Sessions' interface. On the left is a sidebar menu with 'Manage Sessions' highlighted. On the right is a hamburger menu with 'Manage Learning' highlighted. The main area has a search bar with 'empowering' entered. Below the search bar is a table with one row of session data. The 'Action' column for this row has a pencil icon highlighted. Red callouts 1-5 point to these elements. Red text annotations provide additional instructions.

**1** Manage Learning

**2** Manage Sessions

**3** Narrow down your search by using a keyword from the Learning Event Name.

**4** Search

**5** Select the edit/pencil icon once you have located the relevant session to be cancelled from the Published tab.

The session will be visible to you if you have been assigned as Session Support Officer.

Published (1)	Completed (1)	Setup (0)	Cancelled (0)		
Start date and time	Location	Learning Event Name	Session Name	Attendees	Action
5/07/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Empowering SL50s - Motivational Speaker Series	ESLSO Term 2 - Positive Partnerships & Brave People Solutions	Attended(0), Attending(45), Did Not Attend(0)	[Pencil icon]

1 - 1 of 1 items



Manage Learning

Manage Catalogue

Manage Learning Assets

Enrolments

Manage Sessions

Add Learning

Assign Learning

Approve Learning

Marking

Assignment Submission

Customisable Reports

Recently Viewed

These dates relate to the start, end of the training.

## Edit Learning Event Session: ESLSO Term 2 - Positive Partnerships & Brave People Solutions

For Learning Event Empowering SLSOs - Motivational Speaker Series

Status	Published
Name*	ESLSO Term 2 - Positive Partnerships & Brave People Solutions
Identifier*	202400036102
Time Zone*	(UTC+10:00) Canberra, Melbourne, Sydney
Start Date*	5/07/2024 10:00 AM
End Date (please specify)*	5/07/2024 12:00 PM
Session Scheduler	
Venue (please specify)*	Online/Internet/VC [Online/Internet/VC]
<input type="checkbox"/> Show Map	
Presenter	
Registration Open*	14/06/2024 9:00 AM
Registration Closed*	5/07/2024 5:00 PM
Duration*	2h

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Edit the relevant field.

Registration Open allows you to open the session for enrolments sooner or later.

Registration Closed field allows you to close the session for enrolments sooner or later.

### Extended Information

Must be filled in completely for the system to recover costs. If not completed no cost recovery will be attempted for this session

GL	
WBS	
Cost Centre	
Fund	

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Save Learning Event Session or Cancel

Recent activities

