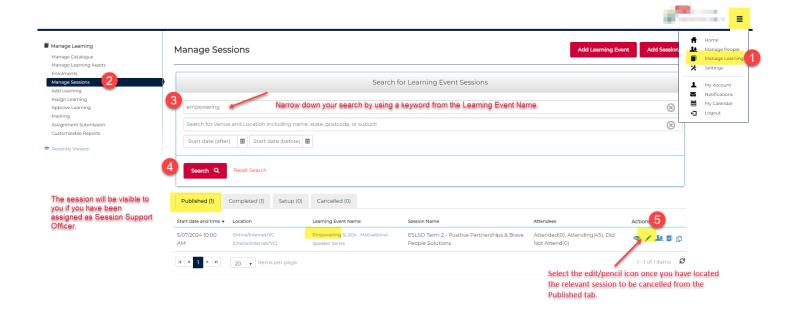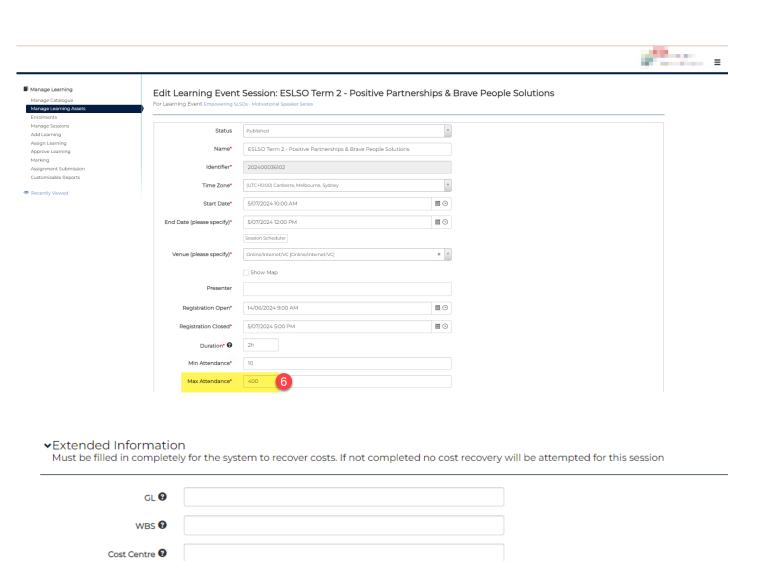# How to edit the max number of participants in a session – for assigned Session Support Officers

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. Update the **Max Attendance** field e.g. increase or decrease.

7. Select the **Save Learning Event Session** to save the session update you made.

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

For Learning Event Empowering SLSOs - Motivational Speaker Series

Manage Learning
- Manage Catalogue
- Manage Learning Assets
- Enrolments
- Manage Sessions
- Add Learning
- Assign Learning
- Approve Learning
- Marking
- Assignment Submission
- Customisable Reports

Recently Viewed

Field	Value
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]
	☐ Show Map
Presenter	
Registration Open*	14/06/2024 9:00 AM
Registration Closed*	5/07/2024 5:00 PM
Duration* ❓	2h
Min Attendance*	10
Max Attendance*	400 ⑥

⌄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

Field	Value
GL ❓	
WBS ❓	
Cost Centre ❓	
Fund ❓	

⑦

Save Learning Event Session or Cancel

›Recent activities