

Moving users from the waitlist into a session:

1. Select the hamburger menu (top right corner of your MyPL screen).
2. Select **Manage Learning** from the hamburger menu.
3. Select **Manage Sessions** (top left part of your MyPL screen).
4. Locate the relevant session then select the Manage Attendees icon.

Education

Manage Learning

- Manage Catalogue
- Manage Learning Assets
- Manage Sessions**
- Add Learning
- Assign Learning
- Marking
- Assignment Submission

Recently Viewed

Manage Sessions

Add Learning Event Add

Search for Learning Event Sessions

Restore your previous search

Published (37) Completed (863) Setup (0) Cancelled (110)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
27/03/2024 12:30 PM	Online/Internet/VC [Online/Internet/VC]	SLSOs in nurturing a growth mindset & developing your superpower	SLSOs in nurturing a growth mindset & developing your superpower	Attended(0), Attending(26), Did Not Attend(0)	View Edit Add Attendees Add to Calendar
27/03/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	Session 2	Attended(0), Attending(50), Did Not Attend(0)	View Edit Add Attendees Add to Calendar
26/03/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	Session 3	Attended(0), Attending(11), Did Not Attend(0)	View Edit Add Attendees Add to Calendar



5. Type the user's email address in the **Search** box.
6. Select the **Search** button.
7. Select the plus icon (green, to the right side of your screen) to add the user into the session.

Scroll towards the end of the screen to the Waitlisted users:

Waitlisted users

Session Waiting List (0) Event Waiting List (215)

5 6 **Search**

Type	Name	Actions
No items to display		

Navigation: [Previous] [0] [Next]

Waitlisted users

Session Waiting List (0) Event Waiting List (1)

Search

Type	Name	Actions
	Rosa [redacted] [344b3097-e0f6-4a75-9ccf-84d49703aed3] User	 7

Navigation: [Previous] [1] [Next]

If the plus icon is inactive: you may need to edit/increase the maximum number of participants.

1 - 1 of 1 items



How to edit the maximum number of participants:

Edit Learning Event Session: Session 3

For Learning Event [Navigating Your Path to Success](#)

Status	Published
Name*	Session 3
Identifier*	202300030669
Time Zone*	(UTC+10:00) Canberra, Melbourne, Sydney
Start Date*	26/03/2024 10:00 AM
End Date (please specify)*	26/03/2024 12:00 PM
	Session Scheduler
Venue (please specify)*	Online/Internet/VC [Online/Internet/VC]
	<input type="checkbox"/> Show Map
Presenter	
Registration Open*	22/11/2023 12:00 AM
Registration Closed*	27/03/2024 12:00 AM
Duration* ?	2h
Min Attendance*	20
Max Attendance*	50

Before increasing the **Max Attendance** for your waitlisted users:

Change the **Registration Open** date, or the **Registration Closed** date.

The session will still be visible in **Browse Learning**. If you do not adjust the **Registration Open** date, or the **Registration Closed** date, anyone can take up the spots you allocated for your waitlisted users.



Moving users from the waitlist into a session 22/07/2024