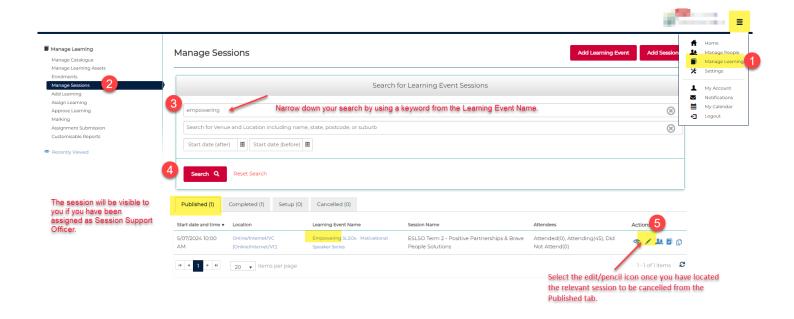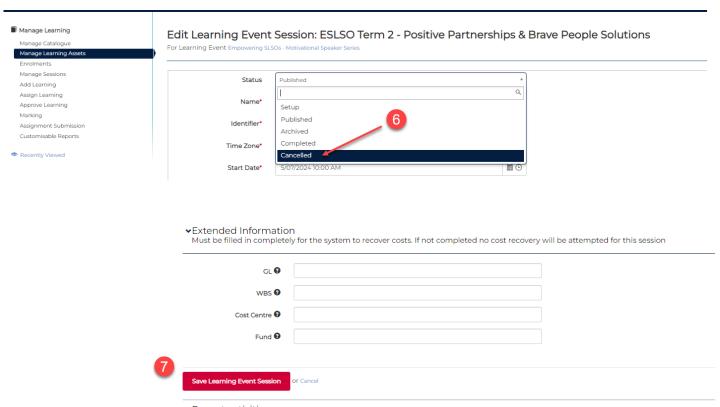# How to cancel a scheduled session – for assigned Session Support Officers

Please note:

- Participants enrolled in the session will be automatically notified by changing the session status to **Cancelled**.
- All participants will be automatically moved into the course waitlist.
- If you wish to send a customised email to participants via MyPL regarding the session cancellation, send the email first.
- Do not update the session status to **Cancelled** until you receive confirmation the customised email was successfully sent out.

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 to be cancelled from the **Published** tab.

6. Select the **Cancelled** status from the session **Status** menu.

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