

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. Select the edit/pencil icon once you have located the relevant session.
4. Edit the **Registration Open**, **Registration Closed** date as required.
5. Select the **Save Learning Event Session** button to save the session update you made.

The screenshot shows the 'Manage Sessions' interface. On the left, a sidebar menu has 'Manage Sessions' highlighted with a red '2'. On the right, a hamburger menu has 'Manage Learning' highlighted with a red '1'. The main content area shows a search bar and a table of sessions. The table has columns for 'Start date and time', 'Location', 'Learning Event Name', 'Session Name', 'Attendees', and 'Actions'. The first row is highlighted, and a red '3' points to the pencil icon in the 'Actions' column. A red note says 'Select the edit/pencil icon once you have located relevant session to edit.' Below the table, a form for editing a session is shown. A red '4' points to the 'Presenter' field. The 'Registration Open*' field is highlighted in yellow and contains '6/05/2024 12:00 AM'. The 'Registration Closed*' field is highlighted in yellow and contains '12/12/2024 12:00 AM'. The 'Duration*' field contains '2h'.

Manage Sessions

Search for Learning Event Sessions

Search for Venue and Location including name, state, postcode, or suburb

Start date (after) Start date (before)

Search Reset Search

Published (7) Completed (7) Setup (0) Cancelled (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
11/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(13), Did Not Attend(0)	
10/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(2), Did Not Attend(0)	
9/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(45), Did Not Attend(0)	

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

Select the edit/pencil icon once you have located relevant session to edit.

4 Presenter

Registration Open* 6/05/2024 12:00 AM

Registration Closed* 12/12/2024 12:00 AM


Duration* ? 2h




▼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

