

# How to edit the venue of a scheduled 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. Select the edit/pencil icon once you have located the relevant session.
4. Select the relevant venue from the drop down menu.
5. Select the **Save Learning Event Session** button to save the session update you made.

The screenshot shows the 'Manage Sessions' interface. At the top right, a hamburger menu is open, with 'Manage Learning' highlighted (1). On the left sidebar, 'Manage Sessions' is selected (2). The main area displays 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 the edit/pencil icon in the 'Actions' column is circled in red (3). A red note says 'Select the edit/pencil icon once you have located relevant session to edit.' Below the table, the 'End Date (please specify)\*' is set to '11/12/2024 12:00 PM'. A red circle with the number '4' is next to the 'Session Scheduler' button. The 'Venue (please specify)\*' dropdown menu is open, showing a list of venues including 'Armidale Hospital [Armidale Hospital]', '105 Phillip Parramatta Office [105 Phillip Parramatta Office]', '105 Phillip St, Parramatta Room 11.01 [105 Phillip St, Parramatta Room 11.01]', '105 Phillip St, Parramatta Room 4.01 [105 Phillip St, Parramatta Room 4.01]', and '105 Phillip St, Parramatta Room 5.01 [105 Phillip St, Parramatta Room 5.01]'. Other fields include 'Presenter', 'Registration Open\*', 'Registration Closed\*', 'Duration\* ?' (set to 20), and 'Min Attendance\*' (set to 20).



▼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

