PATH

PERFORMANCE AND TRAINING HUB

EDITING AND CANCELLING SESSIONS

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OVERVIEW:	Instructors may need to cancel or edit a session for an existing event. Examples for editing a session may include updating a WebEx link, increasing classroom size to allow more attendees, etc. Examples for cancelling a session may include low enrollment, inclement weather, instructor out sick, etc.
	Use this step-by-step guide to edit and/or cancel a session for an existing event. *
	● Editing a Session Pages 2 - 3
	● Cancelling a Session Page 4
	*Steps 1 – 3 are the same for both Editing a Session and Cancelling a Session.
GETTING STARTED:	Access PATH through REACH to begin. You can also copy and paste the following URL in your browser – (Insert URL here).

ADDITIONAL RESOURCES:	Editing and Cancelling Sessions video tutorial located on the PATH Tools & Resources page.

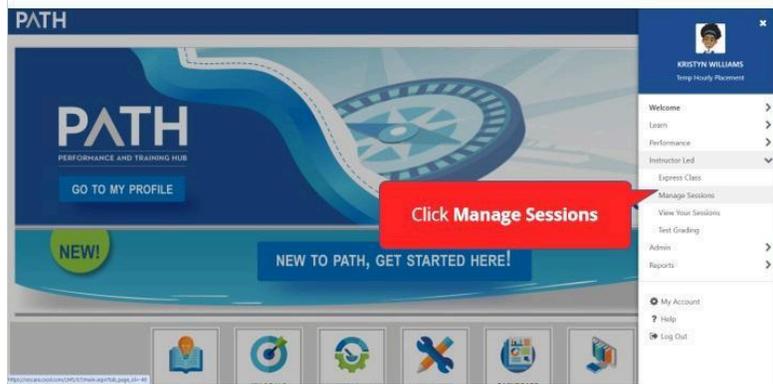## EDITING A SESSION

Step 1:

Click the Navigation Menu; THEN click **Instructor Led.**
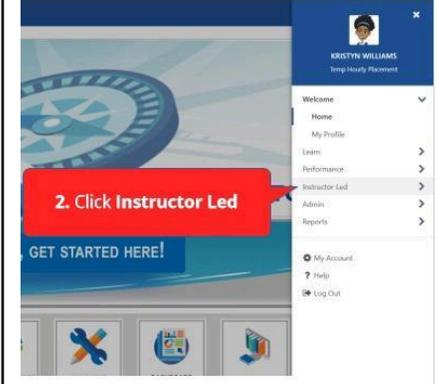
Step 2:

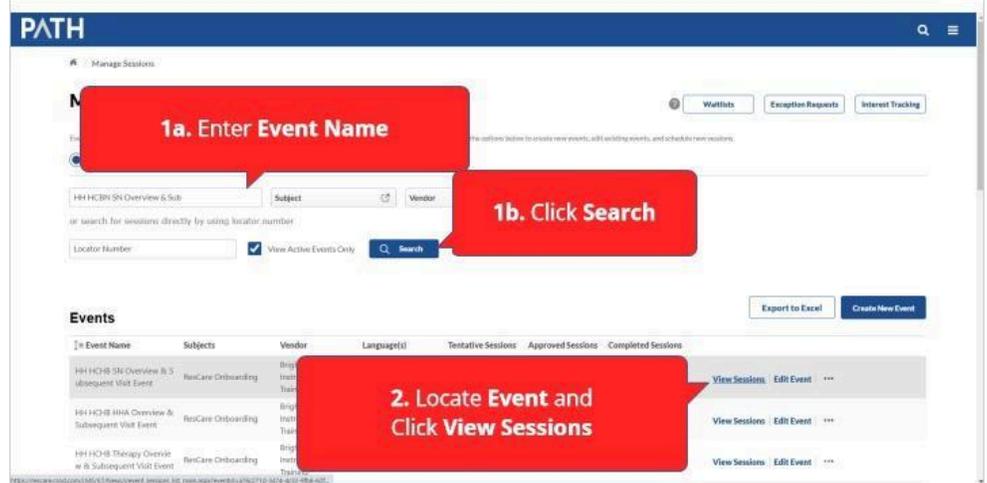**Click Manage Sessions** from the drop-down menu.

Step 3:

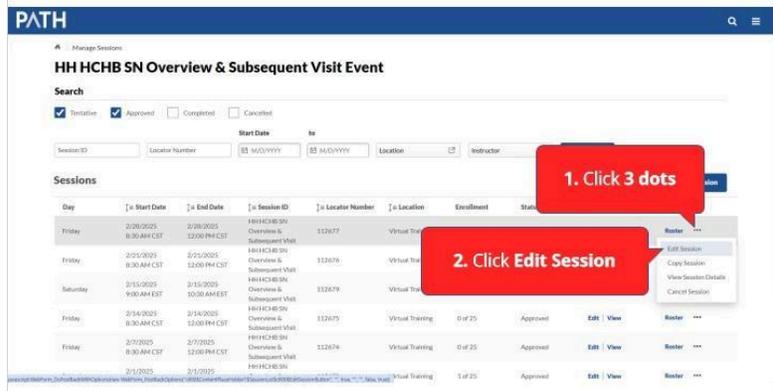- Use the search bar to **Search Event Name**. *

  See 1a & 1b in image.

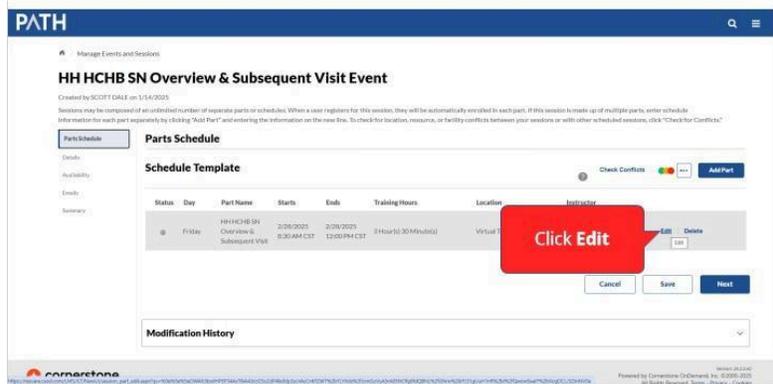- **Locate the event** from list; then **click View Sessions.**

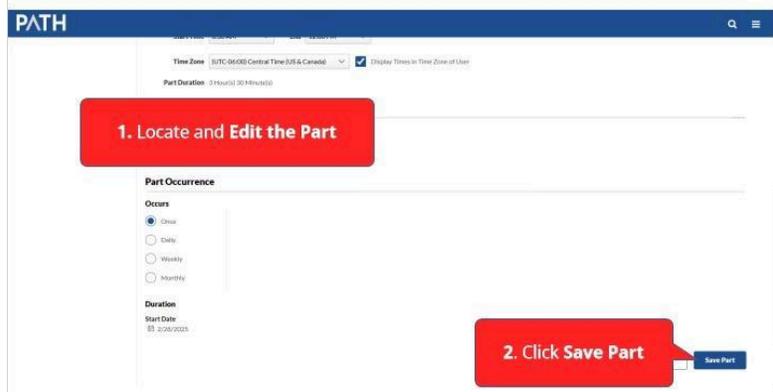|	
Step 4: ● **Click the 3 dots** next to that session. ● **Click Edit Session** from the drop-down menu.	
Step 5: **Click Edit**.	
Step 6: **Locate the part to edit.** Once updated, **click Save Part.**	

CANCELLING A SESSION
Repeat Steps 1 – 3 from Editing a Session (page 2).
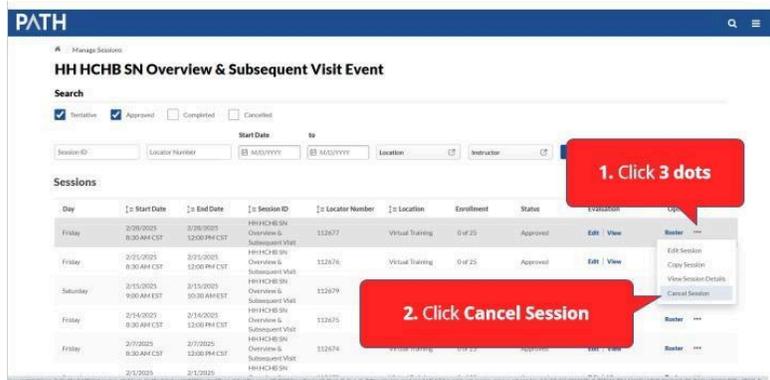
Step 4: ● **Click** the **3 dots** next to the session you need to cancel. ● **Click Cancel Session**.	
Step 5: Click the **drop-down arrow** to select a reason for cancellation; then click submit.	