

If an approved session has been rescheduled

Go into the approved session, (1) update the session to the rescheduled date and time in **Edit → Time & Place** (2) the uploaded information sheet will need an updated session date (top right corner). In **Edit → Custom**, the uploaded information sheet will need to be removed, and the updated information sheet will need to be uploaded, be sure to save or changes will be lost.

If an approved session has been canceled

Open the session, in the Edit tab, select the red **delete** button at the bottom right and then the green **delete** button

*Not removing canceled session will impact the average attendance per session