

**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