



Editing Session Details for an Existing Session

For a FUTURE session:



Things to consider:

1. *If the wrong **LEARNING** was used in the creation of a **SESSION**, the session must be deleted and recreated using the correct learning.*
2. *When making changes to session details for which participants and facilitators need to receive a notification (such as location or date), you must first Place Session On Hold:*

From Administrator **Main Menu**

- Follow [Search for an Existing Session](#) instructions to locate the desired session
- Check the box beside the ☒ [Underlined Session Title](#)
- From the left-side menu, click on [Place Session On Hold](#)
- On the **Confirmation** screen – “Do you wish to put this session(s) on hold?”, click .
- On the **E-Track – Hold Session** screen – **DO NOT CHECK EITHER OF THE BOXES ON THIS SCREEN!!**
- Click .
- Click on the [Underlined Session Title](#).
- Make desired changes to session information:

Changing the session location:

- On the [General](#) tab
 - You may need to change the Geographic County
- On the [Booking & Meeting Times](#) tab:
 - Click on the  button
 - Click on yellow folder  icons until address of desired location is revealed
 - Click on the [Blue Underlined Facility Address](#) to select and replace formerly assigned facility

Changing session times – be sure to make changes to the following for each date of the session:

- **FACILITY START/END TIMES**
- Scheduled Facilitator START/END TIMES for each facilitator assignment

Changing session date(s) – be sure to make changes to the following:

- [General](#) tab:
 - ~ Start Date
 - ~ End Date
- [Booking & Meeting Times](#) tab:
 - ~ The facility assignment for each day of the session
 - ~ The facilitator assignment(s) for each day of the session
- [Registration](#) tab:
 - ~ Registration window Close Date

Adding a facilitator:

- In the appropriate date block, click on the button.
- On the resulting screen, click on the button.
- Check the box beside the desired facilitator.
- Scroll down and click .
- Verify that date and time assignments are correct.
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Changing a facilitator:

- In the appropriate date block, to the far right of the existing facilitator's name, click on the red **X** to remove.

Schedule Facilitator:

START/END DATES

START/END TIMES

08/02/2017 08/02/2017 09:00 AM 04:00 PM

[Add Additional Dates/Times](#)

- Click to confirm that you wish to remove the facilitator.
- In the same date block, click on the button.
- On the resulting screen, click on the button.
- Check the box beside the desired facilitator.
- Scroll down and click .
- Verify that date and time assignments are correct.
- Click to save the session.
- Click to return to the Session Search Results screen.

After all desired changes have been made, reschedule the session:

- Check the box beside the [Underlined Session Title](#)
- From the left-side menu, click on [Reschedule Session On Hold](#)



E-Track queues appropriate e-mail notifications for each attendee with an accurate e-mail address.

If an attendee does not have an e-mail address in E-Track, the RTC must contact the attendee to notify of changes.



For a PAST session:

If the wrong LEARNING was used in the creation of a SESSION, the session must be deleted and recreated using the correct learning.

From Administrator **Main Menu**

- Follow [Search for an Existing Session](#) instructions to locate the desired session
- Click on the [Underlined Session Title](#)
- Turn off notifications:
 - From the left-side menu, click on Notifications
 - Click in the status field of the first notification and select OFF
 - Just to the right of the first status field, click on the arrow to apply OFF status to all notifications.
 - Return the [Learning Completion Notification](#) status to ON
 -  to save changes
 -  to return to Session Search Results screen
- Make desired changes to session details:

Changing the session location:

- On the [General](#) tab
 - You may need to change the Geographic County
- On the [Booking & Meeting Times](#) tab:
 - Click on the  button
 - Click on yellow folder  icons until address of desired location is revealed
 - Click on the [Blue Underlined Facility Address](#) to select and replace formerly assigned facility





Changing session times – be sure to make changes to the following for each date of the session:

- FACILITY START/END TIMES
- Scheduled Facilitator START/END TIMES for each facilitator assignment

Changing session date(s) – be sure to make changes to the following:

- [General](#) tab:
 - ~ Start Date
 - ~ End Date
- [Booking & Meeting Times](#) tab:
 - ~ The facility assignment for each day of the session
 - ~ The facilitator assignment(s) for each day of the session
- [Registration](#) tab:
 - ~ Registration window Close Date

Adding a facilitator:

- In the appropriate date block, click on the  button.
- On the resulting screen, click on the  button.
- Check the box beside the desired facilitator.
- Scroll down and click .
- Verify that date and time assignments are correct.
- 

Changing a facilitator:

- In the appropriate date block, to the far right of the existing facilitator's name, click on the red **X** to remove.

Schedule Facilitator:

START/END DATES START/END TIMES

* * * *

08/02/2017 08/02/2017 09:00 AM 04:00 PM X

[Add Additional Dates/Times](#)

- Click **OK** to confirm that you wish to remove the facilitator.
- In the same date block, click on the **Facilitator Catalog** button.
- On the resulting screen, click on the **Search** button.
- Check the box beside the desired facilitator.
- Scroll down and click **OK**.
- Verify that date and time assignments are correct.

After all desired changes have been made:

- Click **Save** to save the session.
- On the pop-up screen, check ALL boxes to confirm you want to save the booking:

Application Exception - Internet Explorer

https://e-track-qa.teds.com/teds/MultipleException.jsp?wnt_clst=1506521594469&wnt_clet=&wnt_txnid=

E-Track - Save Session

<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> At least one of the dates of this booking is in the past. Do you wish to save the booking anyway?
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/> At least one of the dates of this booking is in the past. Do you wish to save the booking anyway?

- Click **OK** to save.
- **X**