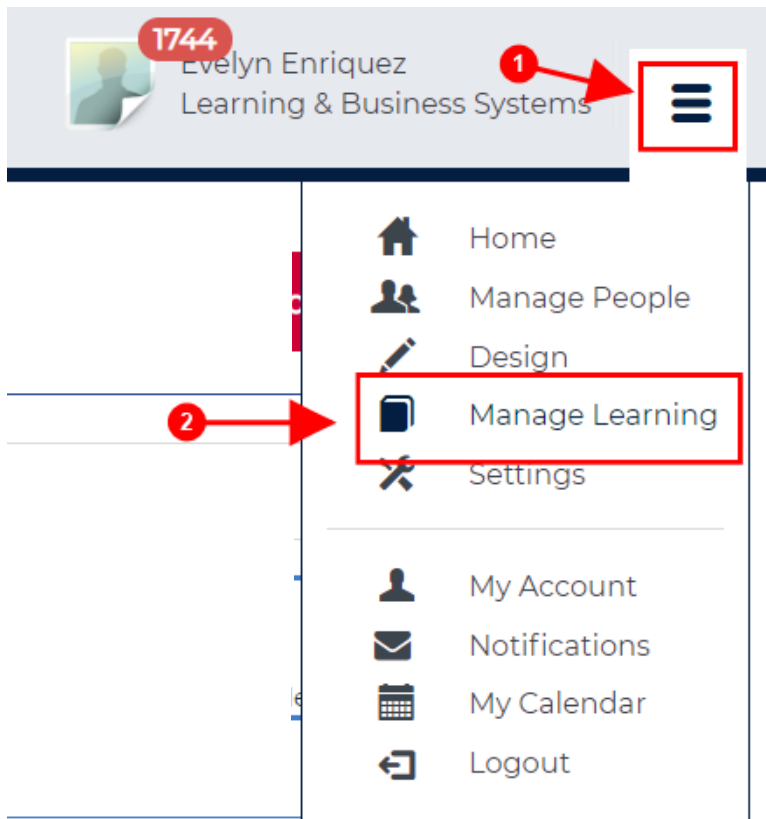# Cancel a session

This reference guide outlines the steps for cancelling a session:

Step 1: Go to the hamburger menu (top right corner of your MyPL screen).

Step 2: Select Manage Learning form the hamburger menu.

NSW | **Education**
GOVERNMENT

📖 Manage Learning

Manage Catalogue

Manage Learning Assets

Enrolments

Manage Sessions

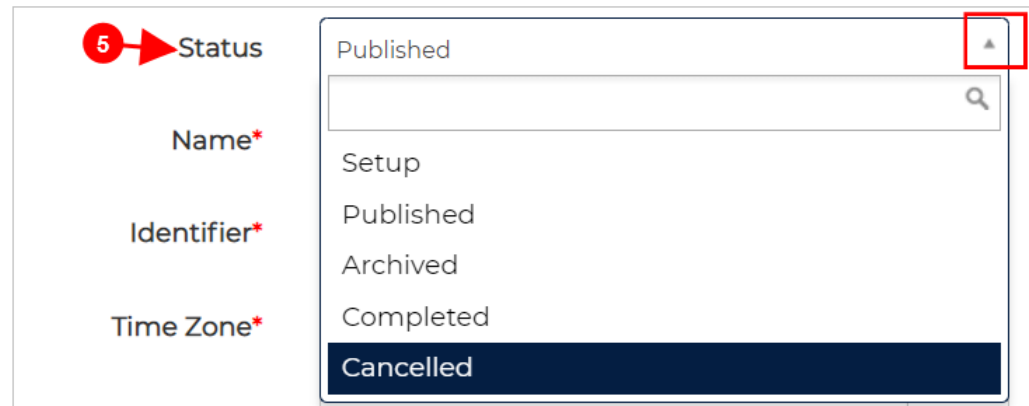Add Learning

Assign Learning

Step 3: Manage Sessions (left side of your MyPL screen).

Step 4: Select the edit/pencil icon for the relevant session.

Published (49)	Completed (1266)	Setup (6)

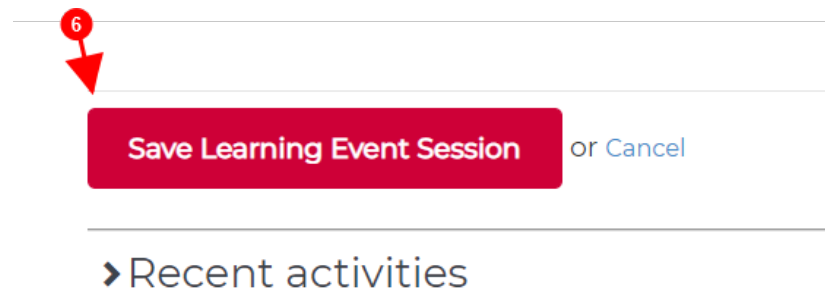| Start date and time ▼	Location	Learning Event Name	Session Name	Attendees	Actions
27/07/2020 9:00 AM	State Office - Darlinghurst - Oxford Street [State Office - Darlinghurst - Oxford Street]	Windows 10	Windows 10 1	Attended(0), Attending(0), Did Not Attend(0)	👁 ✏ 👥 ☑

My PL

Step 5: Select **Cancelled** from the Status drop down menu.

Step 6: Select the **Save Learning Event Session** button.

The MyPL system will automatically send an email to all enrolled participants informing them the session has been cancelled. An example email is shown below:

Dear Dominic,

The following session has been cancelled and you have been placed on the waiting list for other sessions:

Name: Windows 10

Time: Monday July 27 2020 from 9:00 AM to 10:00 AM (Canberra, Melbourne, Sydney UTC+10)

Venue: State Office - Darlinghurst - Oxford Street, State Office - Darlinghurst - Oxford Street, 1 Oxford Street, DARLINGHURST, NSW, 2010, Australia

Regards
System Admin.