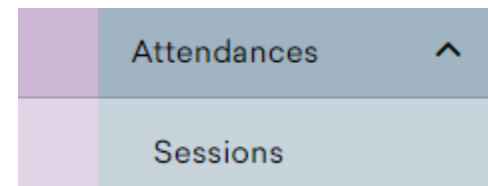


## How to Edit, Cancel or Delete Recurring Sessions


After creating a set of recurring sessions, it's possible to edit, cancel or delete all of these sessions in a single action.

Firstly, you need to access the list of recurring sessions with this process:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** Tab on the left-hand side
- Select the **date** of any recurring session
- Select **Session Series** from the sub-menu on the left-hand side



From this screen, you can edit, cancel or delete the sessions in the series. To edit the recurring sessions:


- Click on the **Pencil** icon directly to the right of the earliest dated session that you wish to edit 
- Make the relevant changes and then select the **Apply changes to subsequent sessions in series**



- Click **Save**


The changes will be applied to all future sessions in the series. Earlier dated sessions will not be changed.

To cancel the recurring sessions:

- Click on the **Cancel** icon directly to the right of the earliest dated session that you wish to cancel 
- Select the **Cancel all subsequent sessions in series?** field and then click **Save**

The cancellation will be applied to all future sessions in the series. Earlier dated sessions will not be cancelled.

To delete the recurring sessions:

- Click on the **Delete** icon directly to the right of the earliest dated session that you wish to delete 
- Select the **Apply changes to subsequent sessions in series** field and then click **Save**

All future sessions in the series will be deleted. Earlier dated sessions will not be removed.