Editing Sessions

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Tool Search: Dependent Care

Users may edit sessions to change certain details. However, once registration has opened, editing options become more limited.

Editing a Session with Open Registration

Users may perform limited editing of sessions with registrations (Approved or Pending). Items that may be edited include: Session Name, Exclusion Dates, Federal Tax ID, Max number of Students, addition of dependent care sites, Charges and Discounts activation/inactivation, Registration End Date and Time, and Session Details displayed on the parent portal.

NOTE: Users may edit a specific screen by clicking on the Number and Name of the appropriate item at the top of the screen. This allows users quick access of the desired screen. Once the number is pressed, the corresponding screen displays.

Once an edit has been made to a screen and saved, the number changes to a checkmark. Users may still access the screen by pressing the checkmark.

1. Find the session you wish to edit, and press the **Edit** button. The Create Session screen for the selected session displays.
    - Users may add any additional **Exclusion Dates** by clicking on the appropriate dates in the Calendar view.
    - Use the **Federal Tax ID** field to update the number.
    - The **Max Students** field can be used to update the number of students allowed for care at each site.
    - Use the **Add Site** button to add any additional sites to the session.
    - If you do not wish to save the changes, press **Cancel** to return to the Dependent Care Dashboard. To save the changes and remain on the screen, press **Save**. To save the changes and continue to the Charges and Discounts screen, press **Save & Next**.
2. Charges and Discounts for the session may not be edited other than to activate or deactivate a charge/discount.
    - From the Active column users may activate or inactivate a session charge/discount.
        - To *activate* a charge/discount, press the **INACTIVE** button and mark the checkbox. When finished, press **Update** to save the change or **Cancel** for the discount to remain inactive.
        - To *deactivate* a discount, press the **ACTIVE** button and unmark the checkbox. When finished, press **Update** to save the change or **Cancel** for the discount to remain active.
    - To return to the *Create Session* screen, press **Previous**. Any edits made to

charges/discount will not be saved. If you do not wish to save the changes, press **Cancel** to return to the Dependent Care Dashboard. To save the changes and remain on the screen, press **Save**. To save the changes and continue to the Charges and Discounts screen, press **Save & Next**.
3. The Sections & Rates screen is read-only and may not be edited.
4. Use the Portal information screen to make edits to registration start/end dates and session details.
    - You may edit the **Registration Start Date & Time** *if* session registration is not yet open. This means the registration start date is *after* the current system date.
    - To edit the **Registration End Date & Time**, use the calendar icon to make the desired change. You may always edit the registration end date and time regardless of the current system date.
    - Use the **Session Details** area to enter any relevant information for the session. This information is updated to appear on the portal once saved.
5. Press **Previous** to discard any changes made and return to the Sections & Rates screen. Press **Cancel** to exit the screen and return to the Dependent Care Dashboard. Any changes made are not saved. Press **Complete** to save the changes and return to the Dependent Care Dashboard.

Editing a Session with Future Registration Dates

Sessions that are not yet complete (still in draft mode), or have future registration dates, may be edited in full.

NOTE: Users may edit a specific screen by clicking on the Number and Name of the appropriate item at the top of the screen. This allows users quick access of the desired screen. Once the number is pressed, the corresponding screen displays.

Once an edit has been made to a screen and saved, the number changes to a checkmark. Users may still access the screen by pressing the checkmark.

1. Find the session you wish to edit, and press the **Edit** button. The Create Session screen for the selected session displays. For further instruction on entering data in this screen, see the Creating a New Session article.
    1. When finished making changes, press **Save**.
2. To make edits to the Charges & Discounts screen, select Charges & Discounts at the top of the screen. See the Adding Charges and Discounts to a New Session article for more information.
    1. When finished making changes, press **Save**.
3. Select Sections & Rates at the top of the screen to make any edits. See the Adding Sections and Rates to a New Session for more information.
    1. When finished making changes, press **Save**.
4. To update Portal Information, press the Portal Information button at the top of the screen. See Adding Portal Information to a New Session for more information.

1. When finished making changes, press **Save**.