Editing a Training

If you decided to change training settings and properties or add/remove a session, you can edit the training.

1. Select it in the training calendar and click the Edit button in the opened window.

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Â	Trainings						
	Q Search	Ac	Add Training				
	< Decem	ber 2020 >		Month	Week I	List	
ĉ	Sun	Mon	Ended		Fri	Sat	
1.	29	30	Digital marketing basics Session 1 Type: Meeting	3	4		5
₽	6	7 10:30 AM Digi	When: Dec 7, 2020, 10:30 AM- 11:30 AM Organizer: Nick Moore Webinar type: Zoom Web Meeting	10	11		12
	13	14	Account Zoom: nick.moore@ispring.com Participants: 1 participants	17	18		19
	20	21	Edit 🖑	24	25		26

2. On the Edit Training page, change any training field. After the changes have been performed, click the Save button.

← Edit Training												
Digital marketing basics Webinar												
Outline	General	Notifications	Availability	Completion	More 🚽							
Design y	rour training page	5			Save							