Enroll Attendees to a Session

Once a training session has been created, you can use the **Session Roster** to add an attendee.

1. In the menu bar, open the **ILT Admin** tab.
2. Select **Manage Events & Sessions**.
3. Find the Event in the Events list. You can use the **Search All Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.

> 💡 Search All Events will default to search only active events. If the event is over, deselect the blue, View Active Events Only checkbox.

4. Select the **View Sessions** button ⊞ in the event's option column to open the various sessions.
5. Find the session in the Sessions list. You can use the **Search** section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
6. Select the **View Roster** button 🐱 in the session's option column to open the **Session Roster**.
7. Select the **Add Users** button ✚ in the Users sub-section.
8. Search in the **Select User** pop-up for the attendee you want in the session.
9. Select the **Add** button ✚ beside the name of the attendee you want in the session.

> 💡 Repeat steps 8 and 9 if you have more than one attendee to add to a session.

10. Note that the names are added to the **Selected Users Menu**, which is only visible after you have added an attendee.
11. When you are done adding attendees for the session, select **Done**.

> ⚠ Attendees have not been added to the session yet. They are now a **Pending User**.

12. Select **Add Pending Users to Roster** in the Users sub-section to add the attendee to the session.

Withdraw Attendees from a Session

Use the **Session Roster** to remove an attendee from a session.

1. In the menu bar, open the **ILT Admin** tab.
2. Select **Manage Events & Sessions**.
3. Find the Event in the Events list. You can use the **Search All Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.

> 💡 Search All Events will default to search only active events. If the event is over, deselect the blue, View Active Events Only checkbox.

4. Select the **View Sessions** button 🪟 in the event's option column to open the various sessions.
5. Find the session in the Sessions list. You can use the **Search** section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
6. Select the **View Roster** button 👥 in the session's option column to open the **Session Roster**.
7. Select the **Remove User** button 👤 in the user's option column.
8. Select the reason for withdrawal from the **Session Withdrawal Options** list.
9. Press **Submit**.