

Edit session details

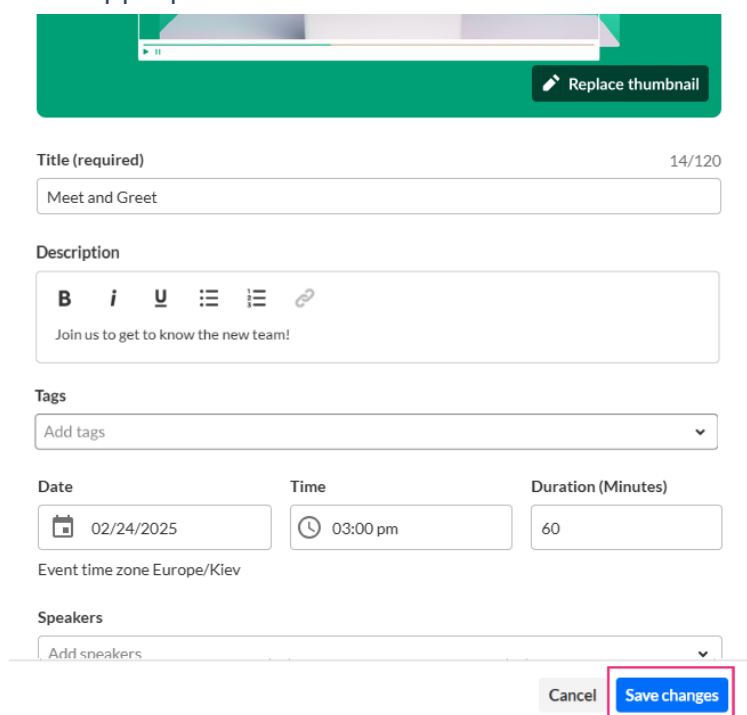
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 This article is designated for all users.

About

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, etc.

1. Make appropriate edits.



The screenshot shows the 'Edit session details' form. At the top is a video player with a 'Replace thumbnail' button. Below it is the 'Title (required)' field with a character count of 14/120, containing the text 'Meet and Greet'. The 'Description' field has rich text formatting icons (bold, italic, underline, list, link) and the text 'Join us to get to know the new team!'. The 'Tags' field is a dropdown menu with 'Add tags' selected. The 'Date' field shows '02/24/2025', the 'Time' field shows '03:00 pm', and the 'Duration (Minutes)' field shows '60'. Below these is the 'Event time zone Europe/Kiev'. The 'Speakers' field is a dropdown menu with 'Add speakers' selected. At the bottom right are 'Cancel' and 'Save changes' buttons, with the 'Save changes' button highlighted by a red rectangle.

2. When you are finished making your edits, click **Save changes**.

The session is now updated with the new information.