Reschedule a Session (with a new date)

When to use: When you need to change the start date of a session after it has been activated.

Log into MAX
1) Navigate to https://www.tracommax.com/
2) Enter your **USERNAME** and **PASSWORD.**
3) Click **LOGIN.**

Select Session
1) Under **SESSIONS** tab, click **Manage Session**.
2) Click on the Session Name to access the Session Snapshot.

Reschedule Session
1) Click **Cancel/Reschedule Session**.
2) Click **Reschedule Session**.
3) Click **Reschedule Date Known**.
4) Enter the new Start Date.
5) Click **Save**.

Activate Session
1) Check session settings to ensure correct dates for the rescheduled session.
2) Click **Activate Session** for new workflows – invitations, reminders – to resume.

For further questions, please email support@tracom.com.