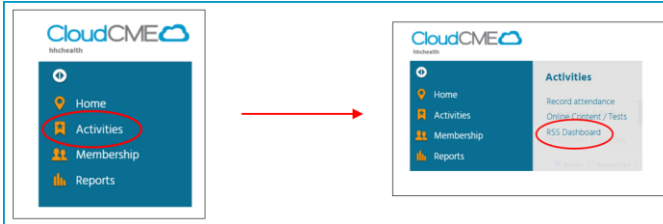


Change the Date or Time of an RSS Child Activity

1. Open the RSS Dashboard in the search bar.



2. Click "Parents Only" and enter your Parent activity name in the search box

HOCC Medical Grand Rounds (17051) Parents Only

3. Update the Status and/or dates as needed to find the appropriate Child session.

HOCC Medical Grand Rounds (17051) Parents Only

Day Week Month

3/5/2021 5/20/2021 Status: Incomplete

4. In the Topic Column, click on the link to the Child session

Status	ID	Series	Topic	Date
APPROVED	Parent: 21093 Child ID: 22155	The Hartford Talks	The Hartford Talks: Covid 19: A Story of Providers and Caregivers	Thursday, April 15, 2021 4:00:00 PM - 5:00:00 PM

5. Update the date and time in the popup *RSS Activity Editor*

RSS Activity Editor

Instructions: Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking finished, click Save.

Name: The Hartford Talks: Covid 19: A Story of Providers and Caregivers

Location: ZOOM

Date/Time: 4/15/2021 4:00 PM to 4/15/2021 5:00 PM

6. Scroll to the bottom of the popup window and Save

7. Confirm the date and time have updated in the *Date* column

Status	ID	Series	Topic	Date
APPROVED	Parent: 21093 Child ID: 22155	The Hartford Talks	The Hartford Talks: Covid 19: A Story of Providers and Caregivers	Thursday, April 15, 2021 4:00:00 PM - 5:00:00 PM