How to edit your activities after they have been submitted

You will now have the capability to edit or delete your activities yourself.

Please note that you are not able to individually change any entries that were made as a group entry. You will need to contact Susannah at College on susannah@dermcoll.edu.au or 02 8741 4190 to make changes to these activities.

1. Start at the table with your submitted activities

   ![Table with activities and options to edit or remove](image)

   **To Edit**
   
   i. Click Edit beside the activity you need to change.

   ii. You will be taken to the Submit CPD Activity page where you will be able to change any of the details of the activity. See How to Submit a CPD Activity for details

   **To Delete**

   i. Click Remove beside the activity you want to delete.

   ii. Click Confirm Removal button if you want to delete.