1. To delete an RSVP event, sign into PDWS and click on the **Scheduler** tab.

2. Click on an existing RSVP event.
3. **Click on the Delete button.**

![Image of a computer screen showing the delete button highlighted]

*This concludes the necessary steps in deleting an RSVP event with no Invited, Scheduled, or Waitlisted applicants. Continue to step 4 if you have invited applicants to the RSVP event.*
4. Deleting events with Invited, Scheduled, or Waitlisted applicants will require you to send a response to the applicant(s). Default text for the program is automatically included in addition to the option to enter additional details. All applicants will be Bcc’d and a message will be sent to the applicant’s MyERAS Message Center.