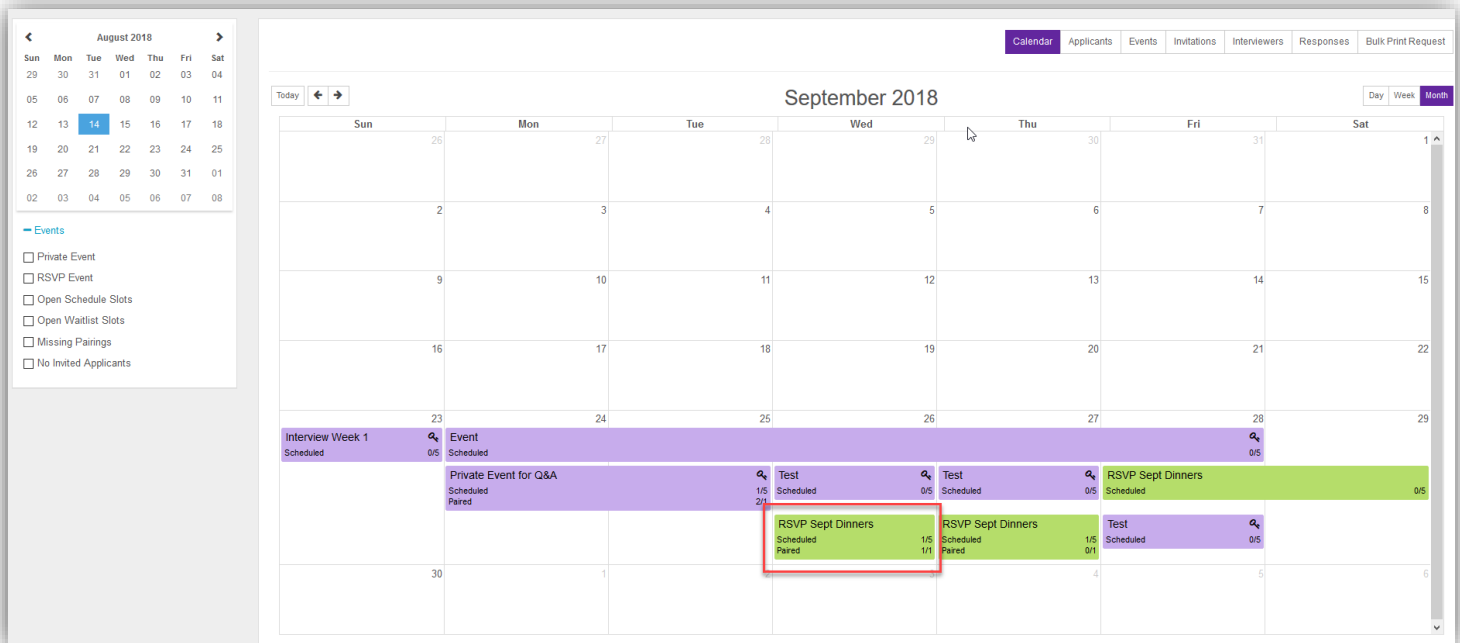


1. To delete an RSVP event, sign into PDWS and click on the **Scheduler** tab.

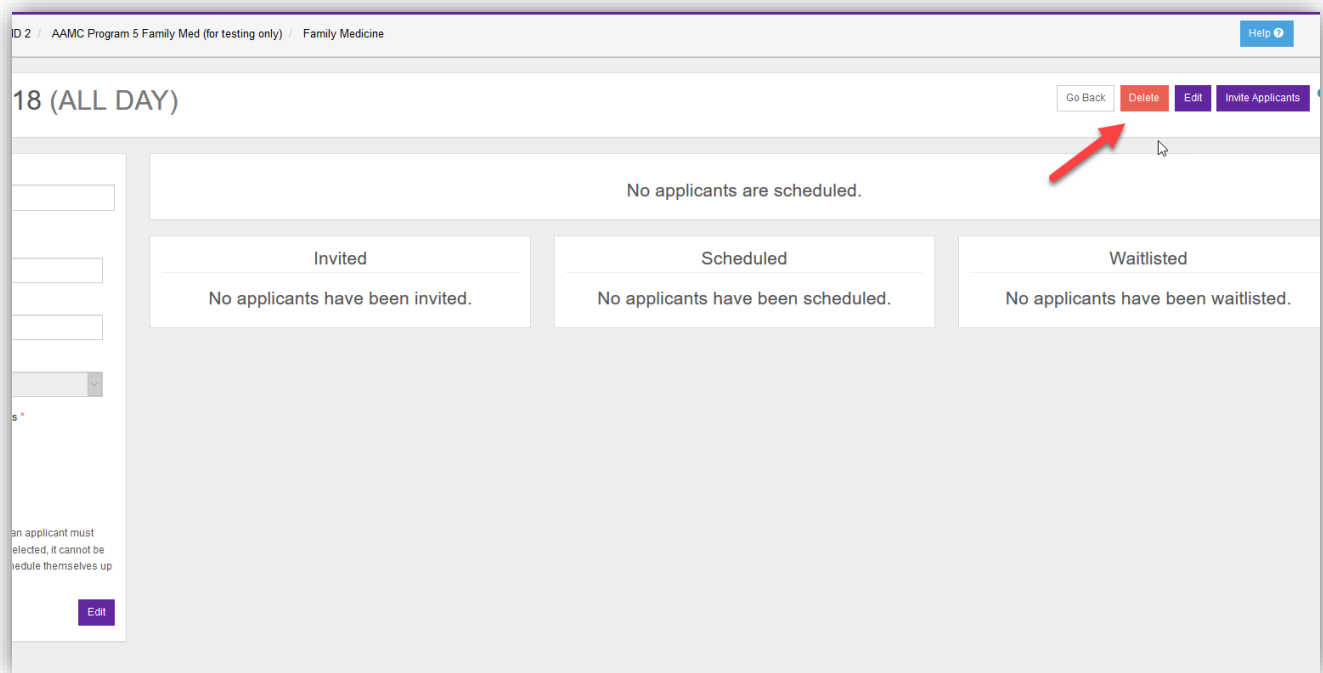


2. Click on an existing RSVP event.



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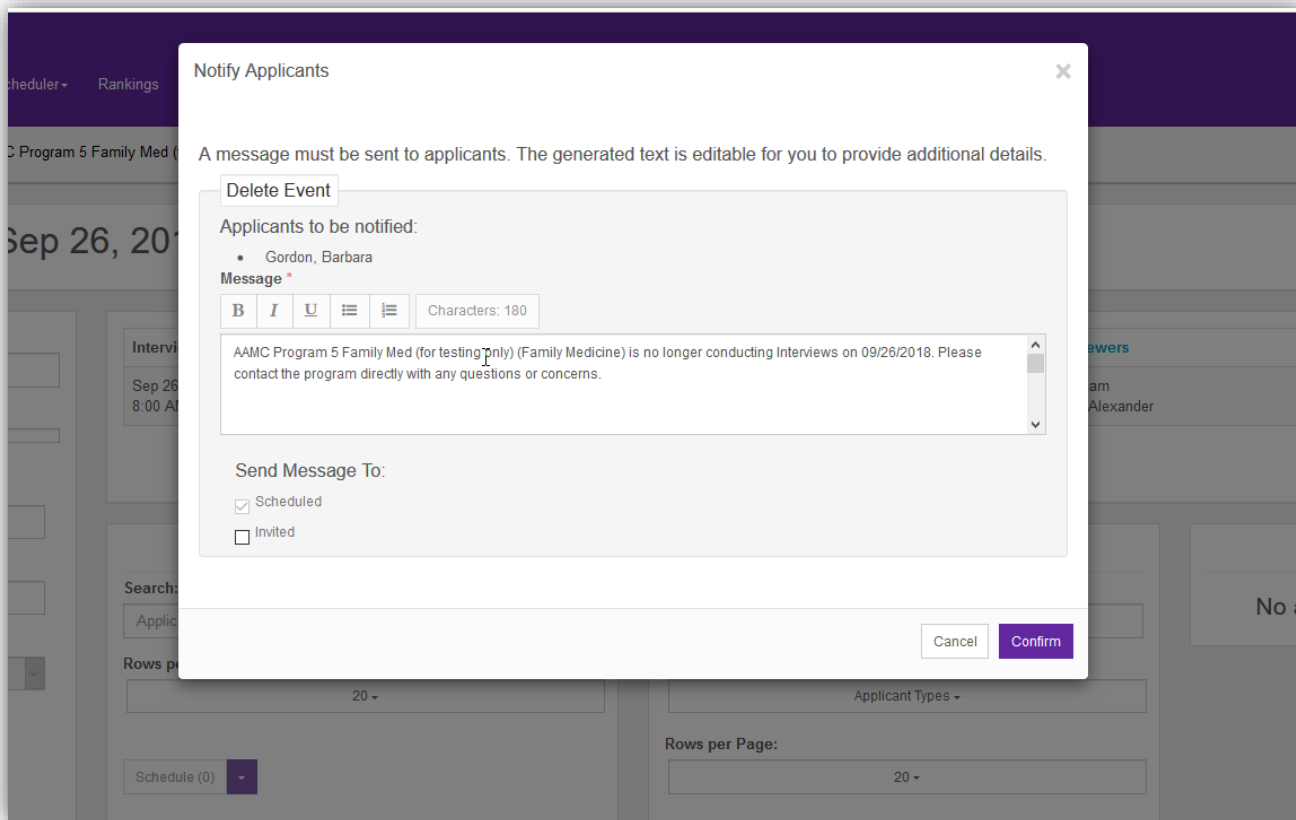
3. Click on the Delete button.



*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. *

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- 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.**



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