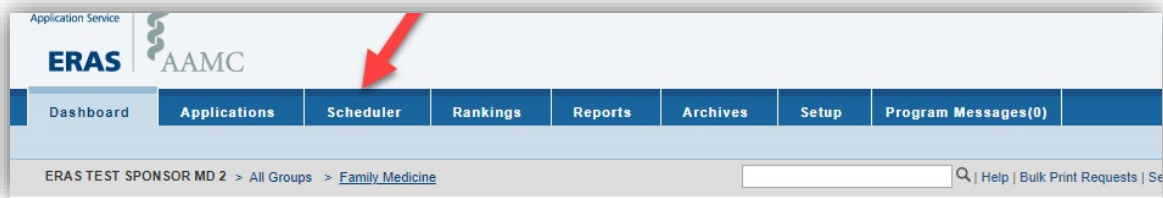


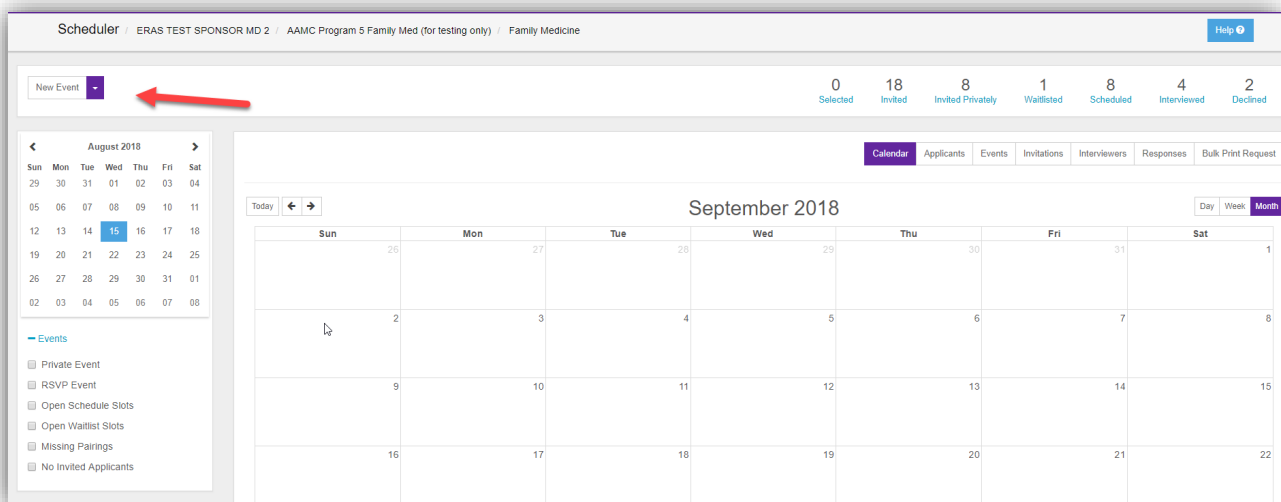
**Private Event(s)** are used to schedule applicants to interviews that should only be displayed in the PDWS. These events cannot be included in a Scheduler invitation and sent to applicants. Therefore, applicants will not be able to self-schedule for interviews. Program Messages are used to send the details of the Private Event information to the applicants.

1. To create a Private Event, sign into PDWS and click on the **Scheduler** tab.

**\*Private Events cannot be included in invitations for applicants to Self-Schedule for Interviews\***



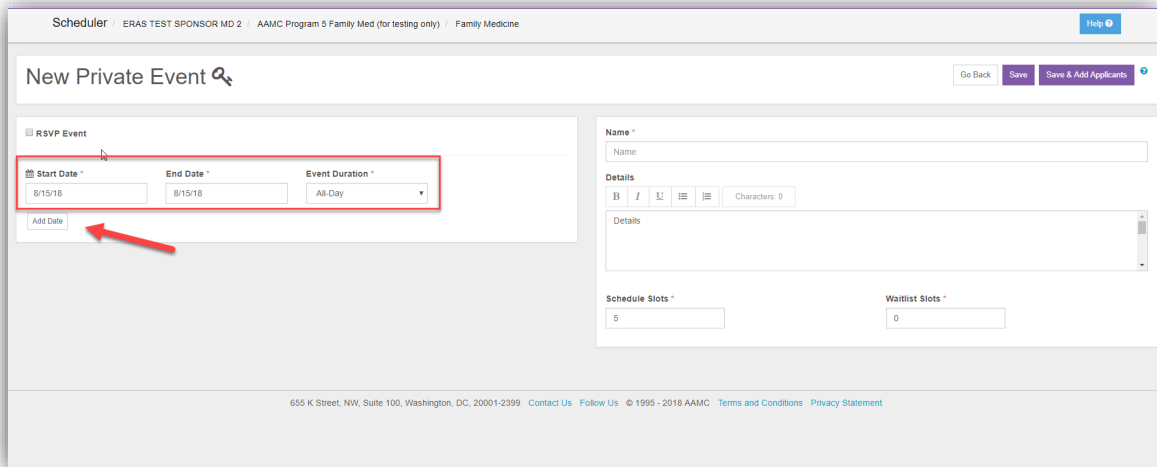
2. Click on the purple drop down arrow next to **New Event**.
3. Click on **New Event**.



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4. On the left side, ensure that the RSVP Event box is not selected.
5. Select your interview date and event duration. The duration can be in the AM, PM, or an All-Day Event.

**\*To add more dates to the event, click on Add Date. \***



The screenshot shows the 'New Private Event' form in the AAMC Scheduler. The form is titled 'New Private Event' and includes a search icon. On the left side, there is a section for 'RSVP Event' which is currently unselected. Below this, there are three input fields: 'Start Date' (8/15/18), 'End Date' (8/15/18), and 'Event Duration' (All-Day). A red box highlights these three fields, and a red arrow points to the 'Add Date' button located below them. To the right of these fields, there is a 'Name' field, a 'Details' text area with a character count of 0, and two input fields for 'Schedule Slots' (5) and 'Waitlist Slots' (0). At the bottom of the form, there is a footer with the address '655 K Street, NW, Suite 100, Washington, DC, 20001-2399' and links for 'Contact Us', 'Follow Us', 'Terms and Conditions', and 'Privacy Statement'.

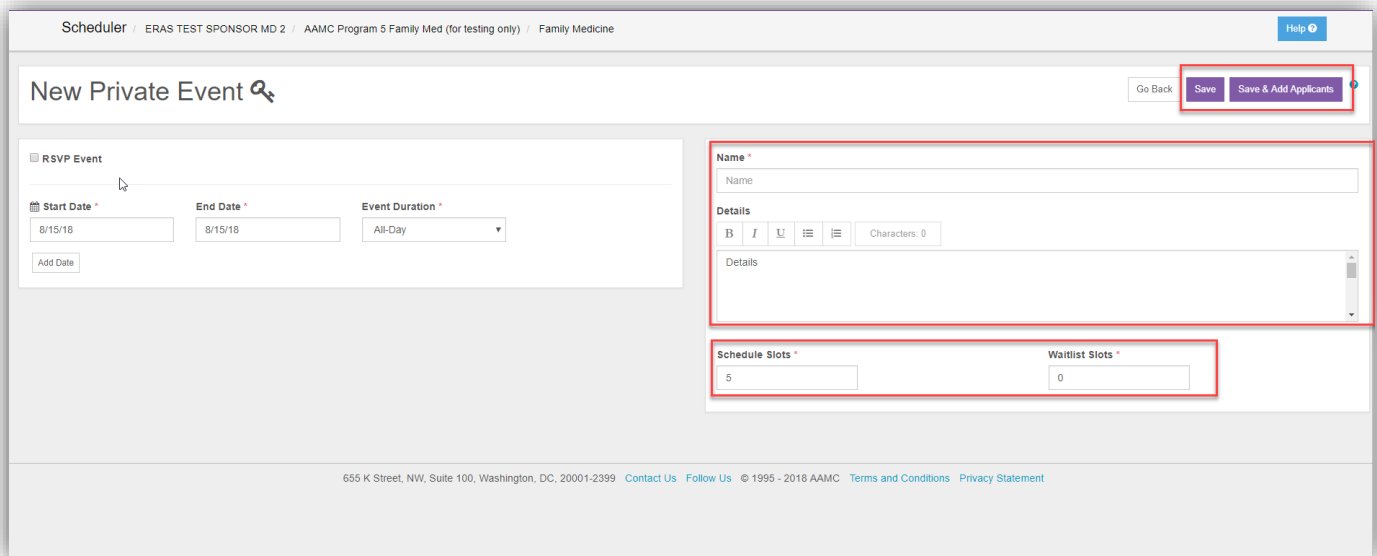
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6. You must enter in the Name, Schedule slots, and Waitlist slots. If you wish to include Details, you will insert that information beneath the name.

**\*Schedule slots start at 5 and Waitlist slots start at 0 by default. \***

7. At the top right, click Save. Your event is created, and you will be returned to the Calendar.

**\*If you click on “Save and Add Applicants” it takes you to where you can immediately add applicants to the event(s). \***



Scheduler / ERAS TEST SPONSOR MD 2 / AAMC Program 5 Family Med (for testing only) / Family Medicine

Help

### New Private Event

Go Back Save Save & Add Applicants

RSVP Event

Start Date \* 8/15/18 End Date \* 8/15/18 Event Duration \* All-Day

Add Date

Name \*

Name

Details

B I U   Characters: 0

Details

Schedule Slots \* 5 Waitlist Slots \* 0

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