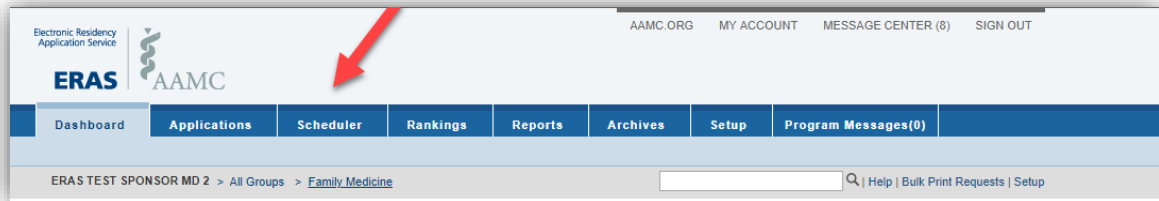
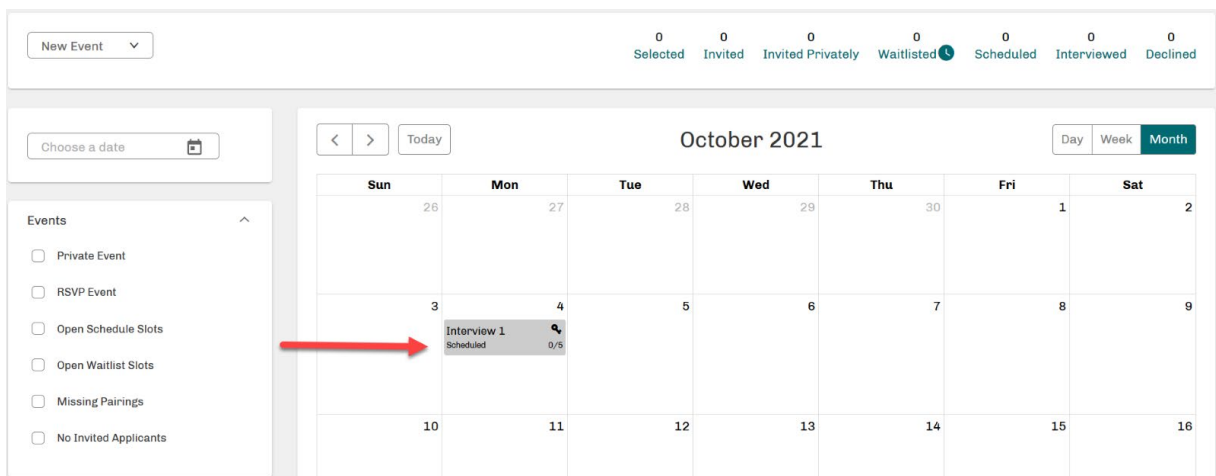


1. To delete a Private Event, sign into the PDWS and click on the Scheduler tab.



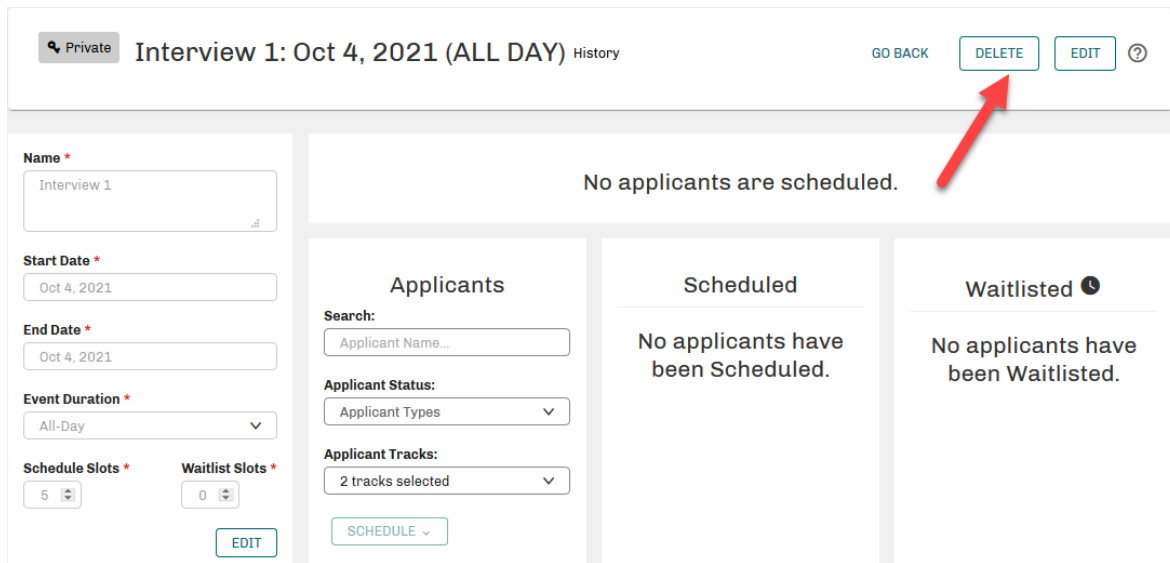
2. Click on an existing Private Event.



NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

3. Click on the delete button.

***Once an event is deleted, it cannot be retrieved. You may confirm the event was deleted from the calendar view. ***



The screenshot shows a web interface for managing a private event. At the top, the event title is "Interview 1: Oct 4, 2021 (ALL DAY) History". To the right of the title are buttons for "GO BACK", "DELETE", "EDIT", and a help icon. A red arrow points to the "DELETE" button. Below the title bar, the main content area displays "No applicants are scheduled." and three columns: "Applicants", "Scheduled", and "Waitlisted". The "Applicants" column has a search bar and filters for "Applicant Status" (set to "Applicant Types") and "Applicant Tracks" (set to "2 tracks selected"). There is a "SCHEDULE" button below these filters. The "Scheduled" and "Waitlisted" columns both display "No applicants have been Scheduled." and "No applicants have been Waitlisted." respectively. On the left side of the interface, there are input fields for "Name" (Interview 1), "Start Date" (Oct 4, 2021), "End Date" (Oct 4, 2021), "Event Duration" (All-Day), "Schedule Slots" (5), and "Waitlist Slots" (0). An "EDIT" button is located below the "Waitlist Slots" field.

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413