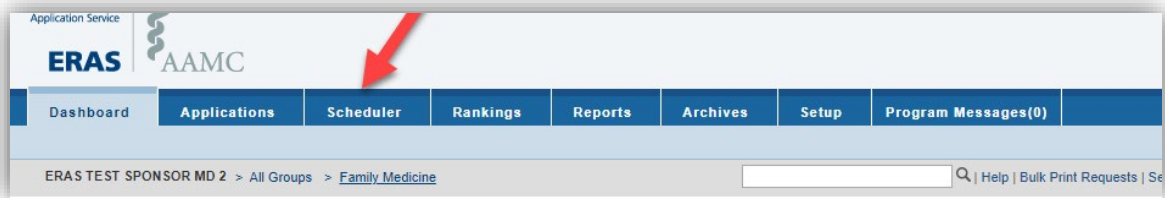


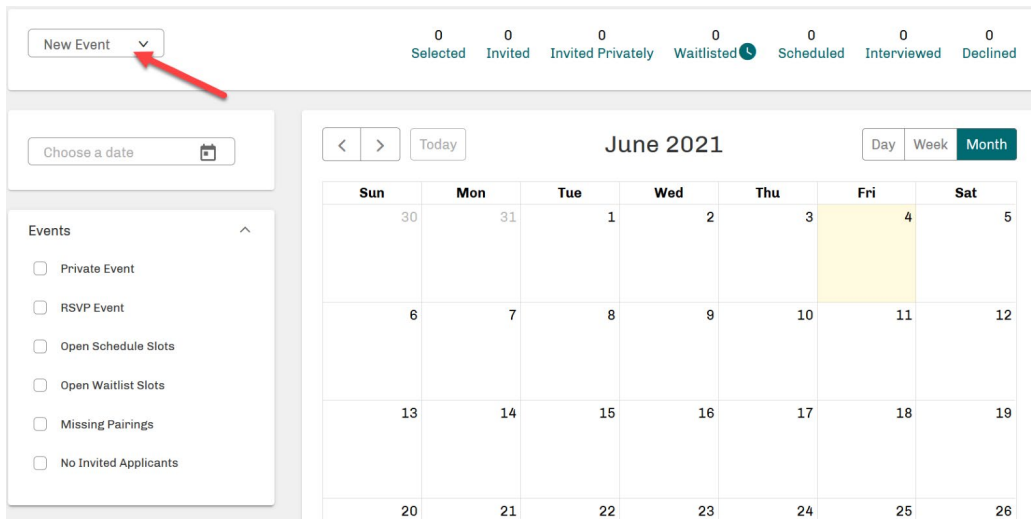
67Private Event(s) are used to schedule applicants to interviews that should only be displayed in the PDWS. These events cannot be included in a Scheduler invitation and sent to applicants. Therefore, applicants will not be able to self-schedule for interviews. Program Messages are used to send the details 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. ***


New Private Event 



GO BACK SAVE SAVE & ADD APPLICANTS ?

RSVP Event

Start Date*	End Date*	Event Duration*
10/04/2021 	10/04/2021 	All-Day 
ADD DATE		

Name*

Details 

Schedule Slots*  Waitlist Slots* 

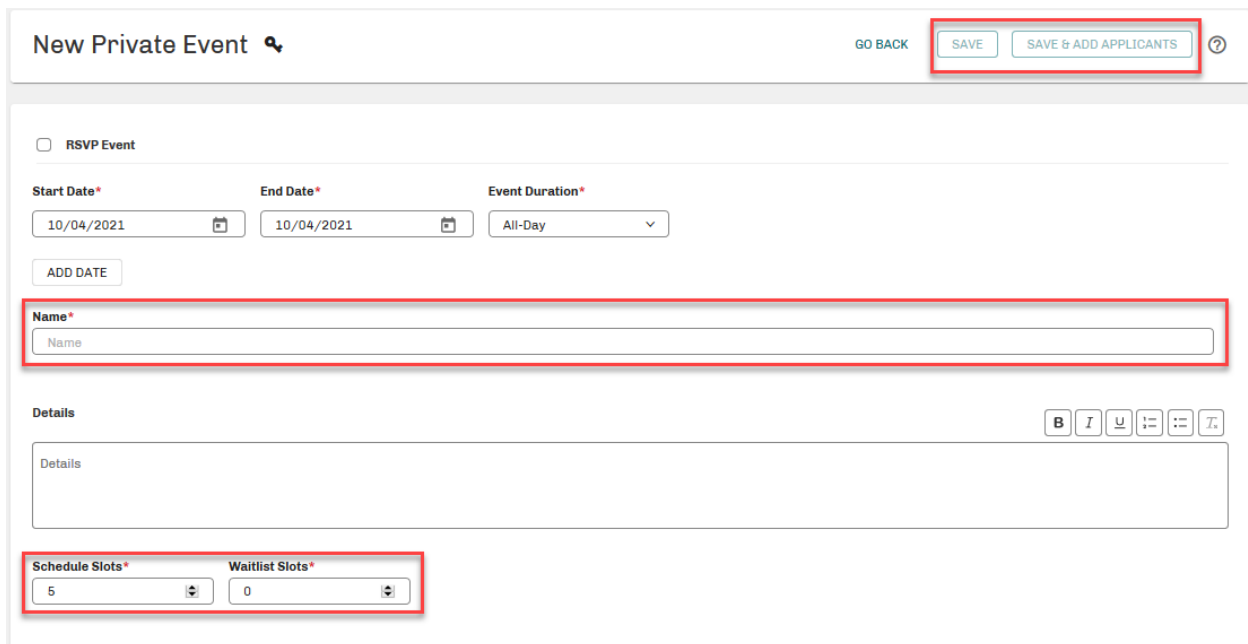
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6. You must enter in the Name, Schedule slots, and Waitlist slots. If you wish to include Details, you will insert that information beneath the name.

***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). ***






New Private Event  GO BACK SAVE SAVE & ADD APPLICANTS 



RSVP Event

Start Date* 10/04/2021  End Date* 10/04/2021  Event Duration* All-Day 

ADD DATE

Name*

Details B I U   

Schedule Slots*  Waitlist Slots* 

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