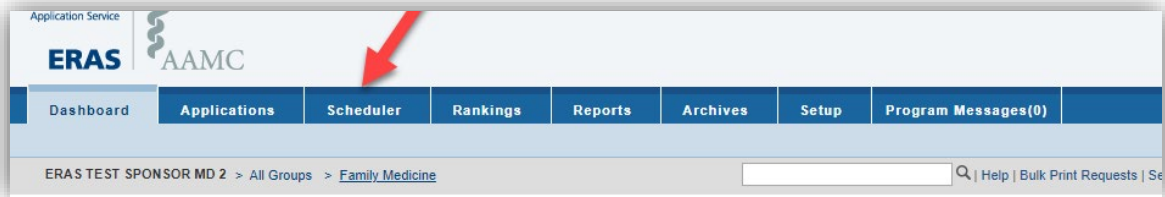
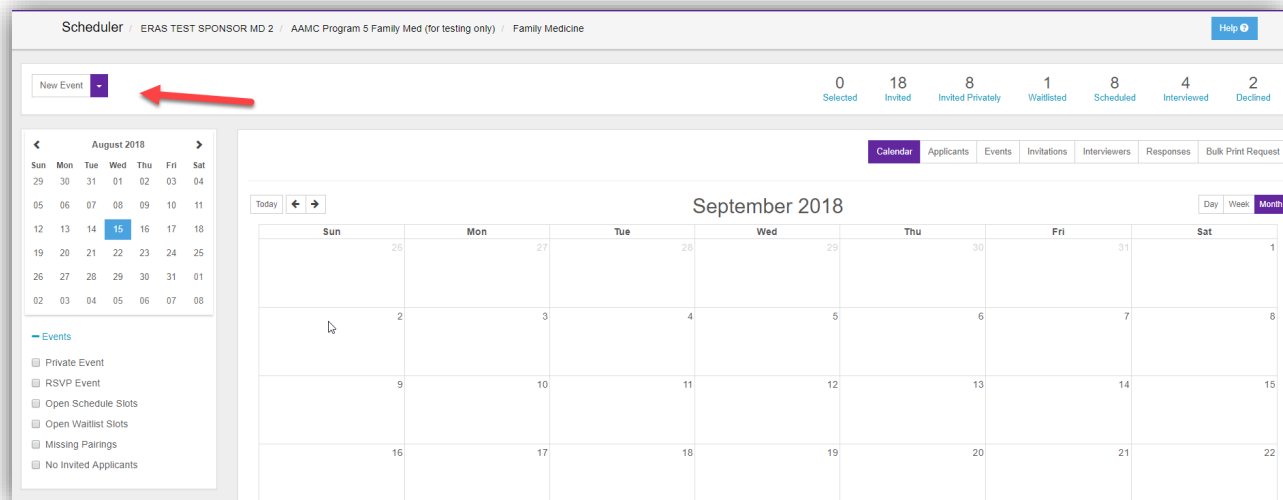


Create *RSVP Event(s)* on individual or multiple dates to send invitations to applicants for self-scheduling. Applicants can *Schedule* themselves for one of the available dates or *Waitlist* themselves for multiple dates. Additional details such as location, start, and end times can be conveyed via the invitation message to the applicant.

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



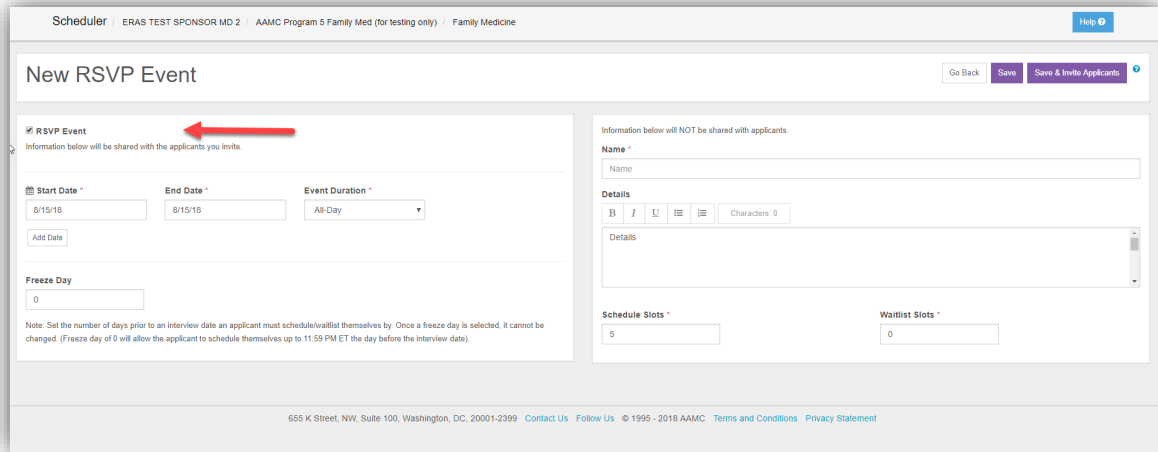
2. Click on the purple drop down arrow next to *New Event*.



3. Click on *New Event*.

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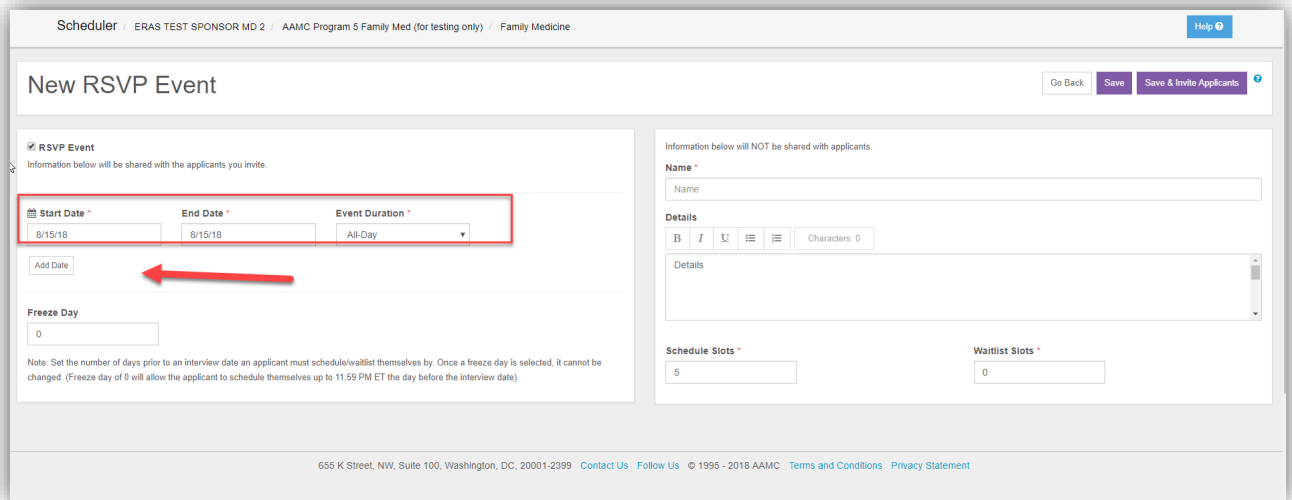
## 4. On the left side, ensure that the *RSVP Event* box is selected.



The screenshot shows the 'New RSVP Event' form. The 'RSVP Event' checkbox is checked and highlighted with a red arrow. The form includes fields for 'Start Date' (8/15/18), 'End Date' (8/15/18), and 'Event Duration' (All-Day). There is also an 'Add Date' button and a 'Freeze Day' field set to 0. The right side of the form contains a 'Name' field, a 'Details' text area, and 'Schedule Slots' (5) and 'Waitlist Slots' (0) fields. Navigation buttons 'Go Back', 'Save', and 'Save & Invite Applicants' are at the top right.

## 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*. \***

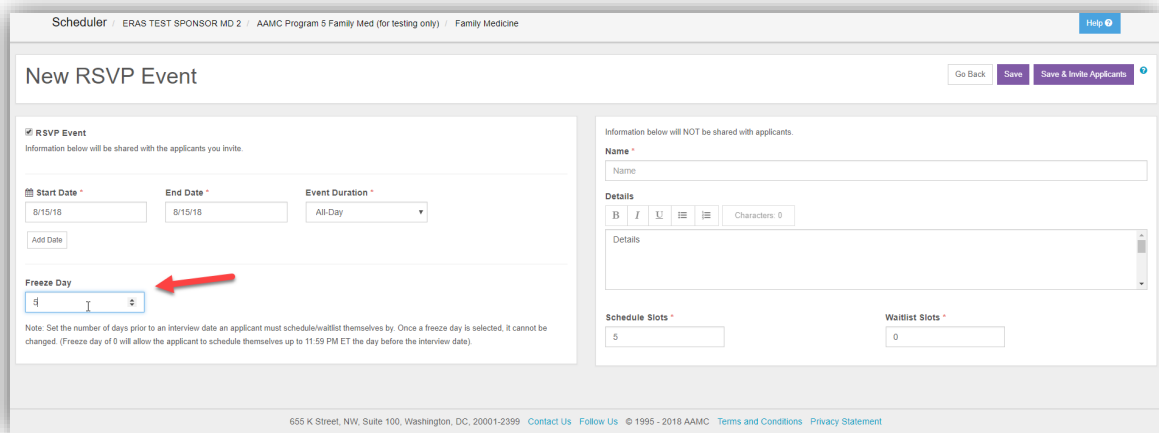


This screenshot is similar to the previous one, but the 'Start Date', 'End Date', and 'Event Duration' fields are highlighted with a red box. A red arrow points to the 'Add Date' button below these fields. The rest of the form, including the 'Name', 'Details', and 'Schedule Slots' fields, remains the same.

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**6. Set a *Freeze Day*. The *Freeze Day* will apply to all the dates.**

**\* Set the number of days prior to an interview date an applicant must schedule/waitlist themselves by. Applicants will not be pushed into a scheduled slot by waitlist automation once the freeze date has passed. Once an applicant has been invited to the event, it cannot be changed. (Freeze day of 0 will allow the applicant to schedule themselves up to 11:59 PM ET the day before the interview date). \***



The screenshot shows the 'New RSVP Event' form in the AAMC Scheduler. The form is titled 'New RSVP Event' and has a 'Help' button in the top right corner. Below the title are 'Go Back', 'Save', and 'Save & Invite Applicants' buttons. The form is divided into two main sections. The left section is for event details and includes a checkbox for 'RSVP Event' (checked), a note 'Information below will be shared with the applicants you invite.', and fields for 'Start Date' (8/15/18), 'End Date' (8/15/18), and 'Event Duration' (All-Day). Below these is an 'Add Date' button. The 'Freeze Day' field is highlighted with a red arrow and contains the number '4'. A note below this field reads: 'Note: Set the number of days prior to an interview date an applicant must schedule/waitlist themselves by. Once a freeze day is selected, it cannot be changed. (Freeze day of 0 will allow the applicant to schedule themselves up to 11:59 PM ET the day before the interview date)'. The right section is for applicant information and includes a 'Name' field, a 'Details' text area with a character count of 0, and 'Schedule Slots' (5) and 'Waitlist Slots' (0) fields. 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', '© 1995 - 2018 AAMC', 'Terms and Conditions', and 'Privacy Statement'.

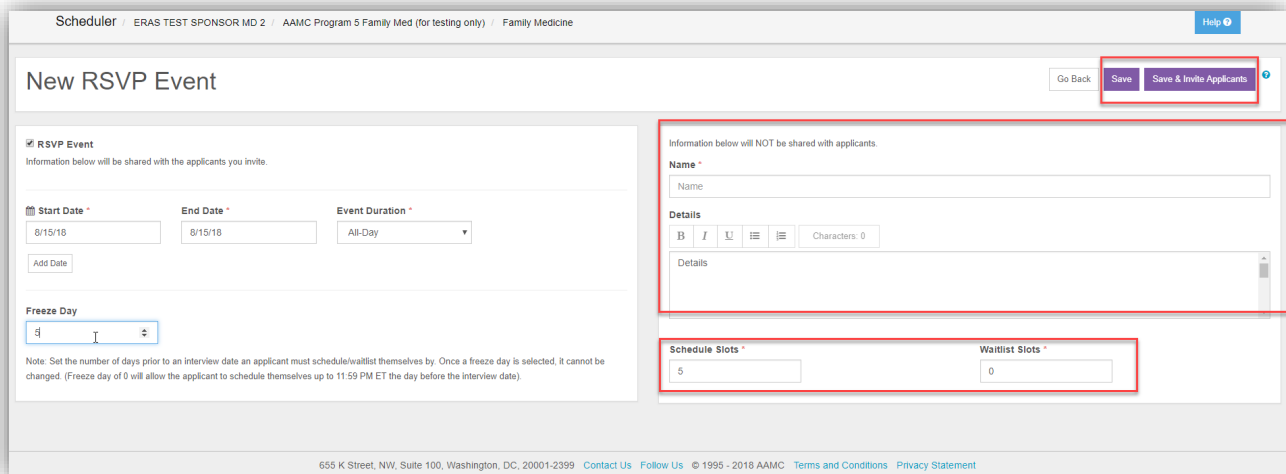
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7. You must enter in the **Name**, **Schedule slots**, and **Waitlist slots**. If you wish to include **Details**, you will insert that information beneath the name.

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

8. 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” you can immediately invite applicants to the event(s). \***



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

### New RSVP Event

Go Back Save Save & Invite Applicants

**RSVP Event**  
Information below will be shared with the applicants you invite.

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

**Freeze Day**  
5

Note: Set the number of days prior to an interview date an applicant must schedule/waitlist themselves by. Once a freeze day is selected, it cannot be changed. (Freeze day of 0 will allow the applicant to schedule themselves up to 11:59 PM ET the day before the interview date)

Information below will NOT be shared with applicants.

**Name \***  
Name

**Details**  
Details Characters: 0

**Schedule Slots \*** 5 **Waitlist Slots \*** 0

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