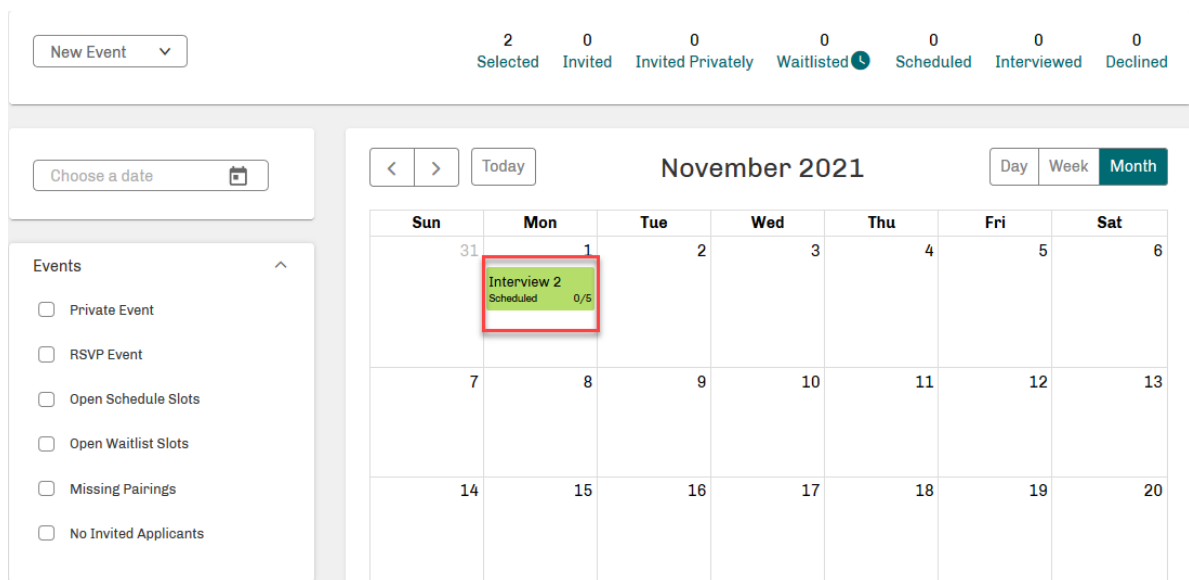


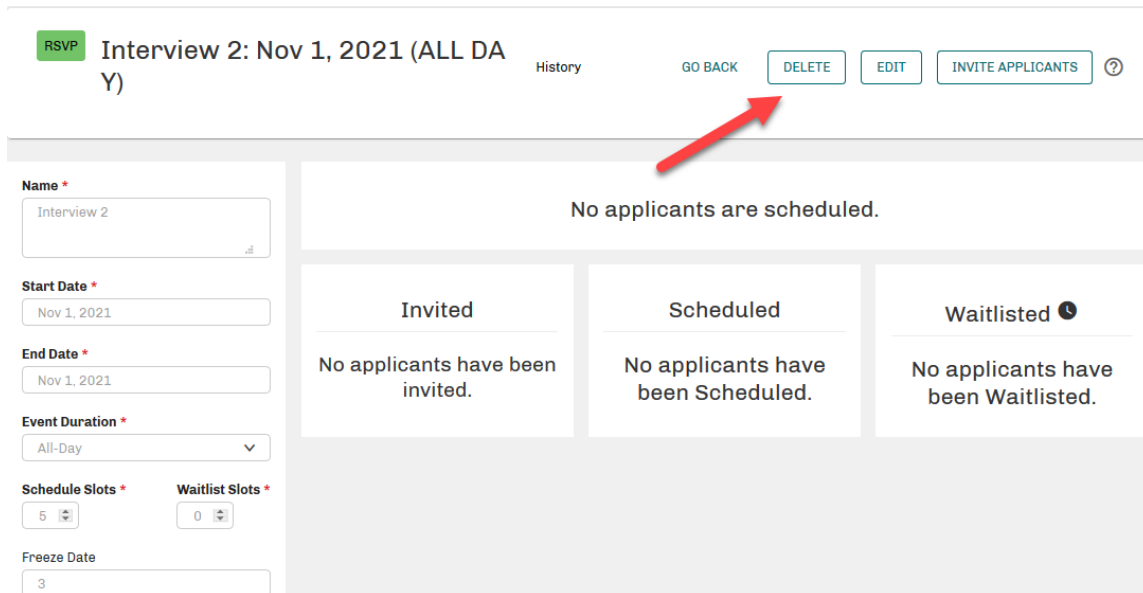
1. To delete an RSVP event, sign into PDWS and click on the **Scheduler** tab.



2. Click on an existing RSVP event.

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**3. Click on the Delete button.**



RSVP Interview 2: Nov 1, 2021 (ALL DAY)  
History GO BACK DELETE EDIT INVITE APPLICANTS ?

**Name \***  
Interview 2

**Start Date \***  
Nov 1, 2021

**End Date \***  
Nov 1, 2021

**Event Duration \***  
All-Day

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

**Freeze Date**  
3

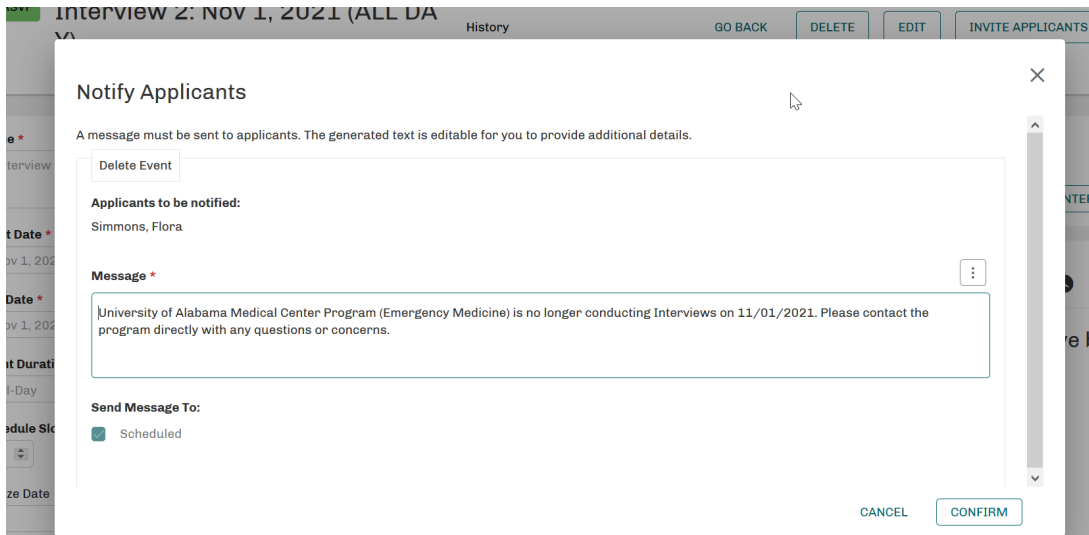
No applicants are scheduled.

Invited	Scheduled	Waitlisted
No applicants have been invited.	No applicants have been Scheduled.	No applicants have been Waitlisted.

**\*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.**



Interview 2: NOV 1, 2021 (ALL DA  
History GO BACK DELETE EDIT INVITE APPLICANTS

Notify Applicants

A message must be sent to applicants. The generated text is editable for you to provide additional details.

Delete Event

Applicants to be notified:  
Simmons, Flora

Message \*

University of Alabama Medical Center Program (Emergency Medicine) is no longer conducting Interviews on 11/01/2021. Please contact the program directly with any questions or concerns.

Send Message To:

Scheduled

CANCEL CONFIRM

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