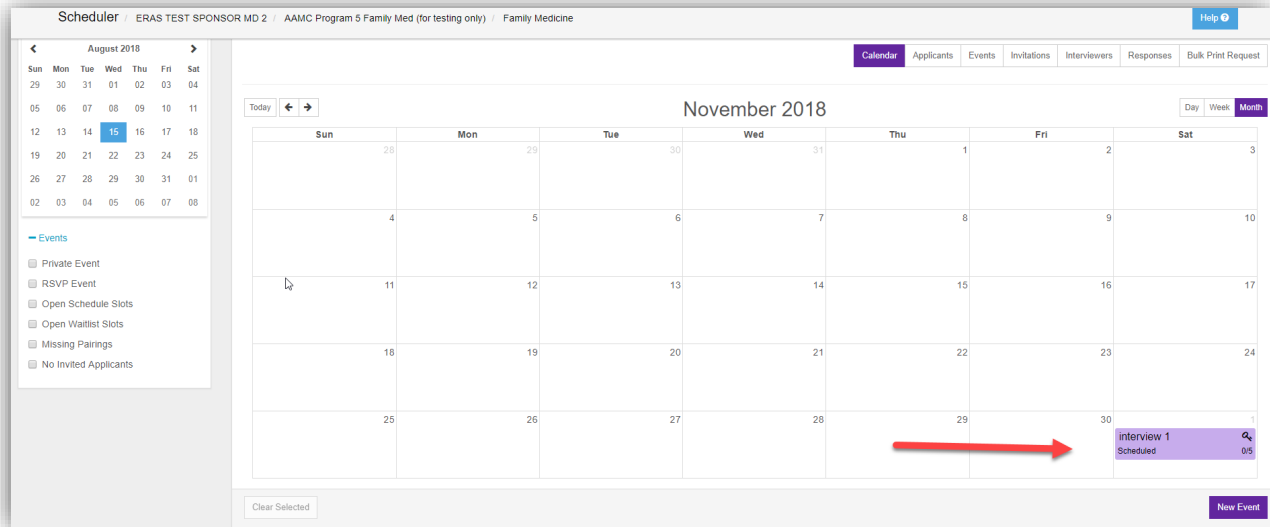
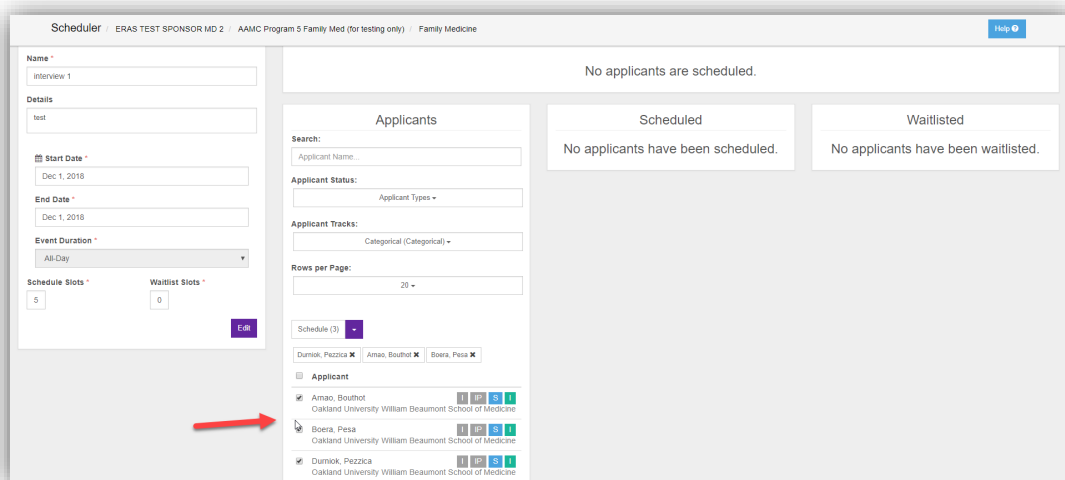


## 1. Click on an existing Private Event to invite applicants.

**\*Private Events will only display in the PDWS and will not be visible by applicants. They appear on the calendar in purple and have a key icon.\***

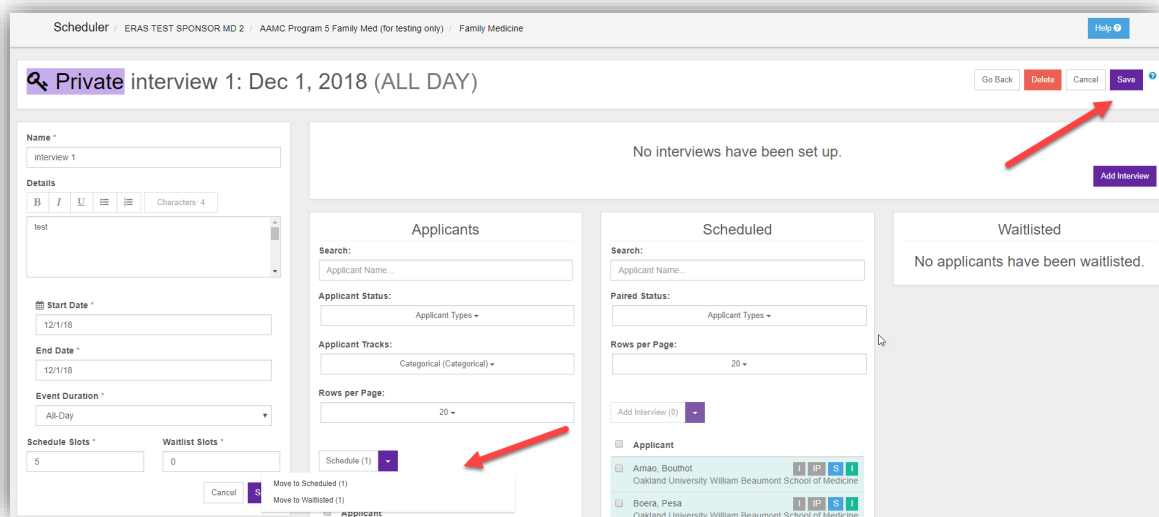


## 2. From the Applicants columns, select applicant(s) by checking the box next to their name.



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3. Within the Applicants column, click on the purple drop-down arrow. Click on “Move to Scheduled” or “Move to Waitlisted”. Applicant names now appear shaded in light blue in the Scheduled or Waitlisted columns.



4. Click Save on the top right. You will be returned to the Calendar view.

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