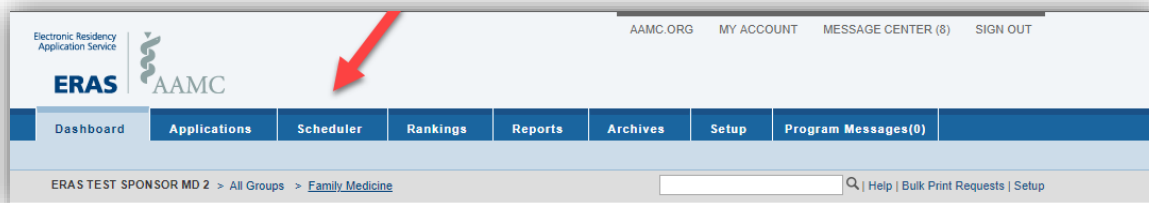
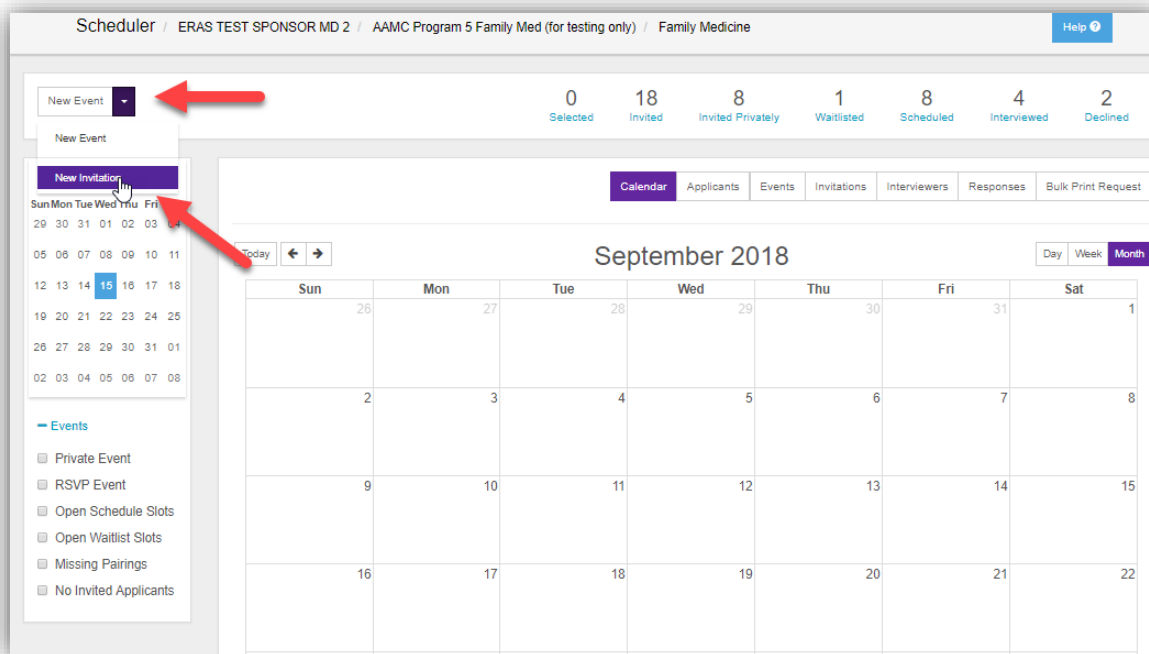


Scheduler Invitations are used to send out one or multiple RSVP event dates to applicant(s) so they can self-schedule for an interview date or waitlist for multiple. Only RSVP Events can be included in these invitations. These dates appear on the calendar in green.

1. Access the Scheduler module.



2. Select *New Invitation* from the *New Event* drop-down menu.



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3. Enter an *Invitation Name* (this field is not shared with applicants). Input a *Message Subject* and *Body*. Interview information details should be provided in the message body. The details should include start time, end time, and interview location.

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

New Invitation

Go Back Save as Draft Send Invitation

Invitation Name *

Note: Invitation Name will NOT be shown to the applicants

MessageTemplate

Choose among the following...

Message Subject *

Message Body *

B I U Characters: 0

Message Body

Attachments

Note: Only PDF and JPEG files may be uploaded. File(s) size should not exceed 5MB.

Search:

Applicant Status:

Applicant Tracks:

Rows per Page:

Applicant

- Armao, Bouthot
Oakland University William Beaumont School of Medicine
- Boera, Pesa
Oakland University William Beaumont School of Medicine
- Durniok, Pezzica
Oakland University William Beaumont School of Medicine

Search:

Event Status:

Rows per Page:

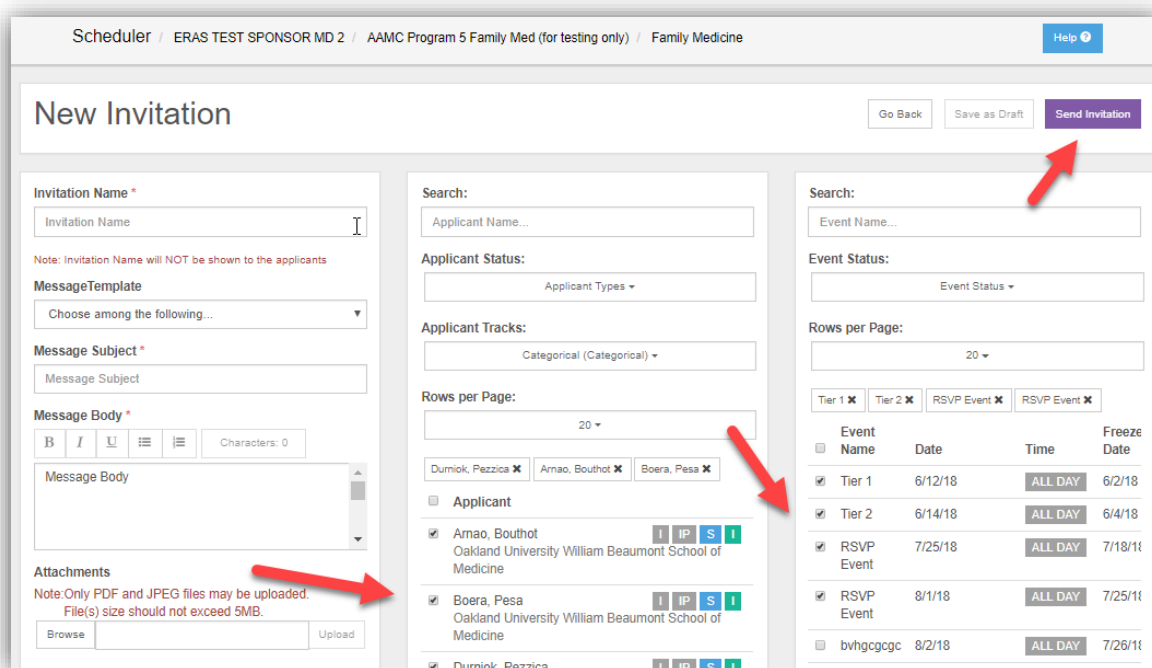
| <input type="checkbox"/> | Event Name | Date | Time | Freeze Date |
|--------------------------|------------|---------|---------|-------------|
| <input type="checkbox"/> | Tier 1 | 6/12/18 | ALL DAY | 6/2/18 |
| <input type="checkbox"/> | Tier 2 | 6/14/18 | ALL DAY | 6/4/18 |
| <input type="checkbox"/> | RSVP Event | 7/25/18 | ALL DAY | 7/18/18 |
| <input type="checkbox"/> | RSVP Event | 8/1/18 | ALL DAY | 7/25/18 |
| <input type="checkbox"/> | bvhgcgcg | 8/2/18 | ALL DAY | 7/26/18 |
| <input type="checkbox"/> | bvhgcgcg | 8/2/18 | ALL DAY | 7/26/18 |
| <input type="checkbox"/> | jbgjugugu | 8/2/18 | ALL DAY | 7/26/18 |

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4. You can search for applicants by name or sort them by their *Applicant Status or Track*. Select applicant(s) to invite by clicking the box to the left of the applicant(s) name.

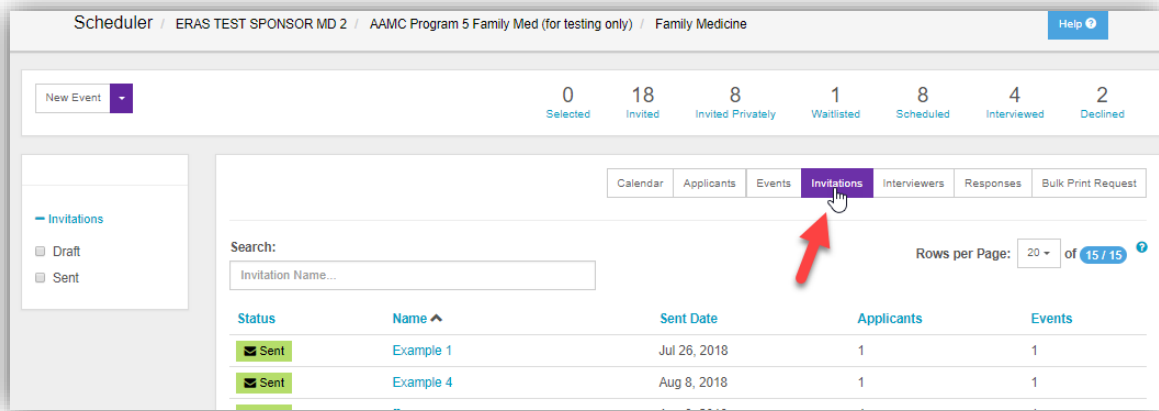
***Note that all applicants are BCC'd and will not see other applicants who have been invited. ***

5. Select the box next to the *Event Name(s)* you wish the applicant(s) to either *Schedule* or *Waitlist* themselves for. Then, click *Send Invitation*.



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6. You will be able to monitor your invitations and responses by accessing the *Invitations* tab of the Scheduler.



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