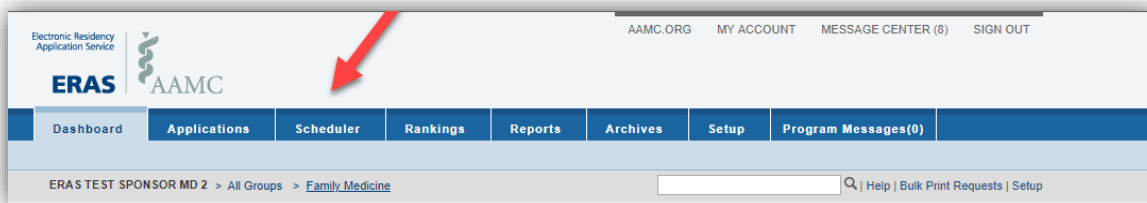
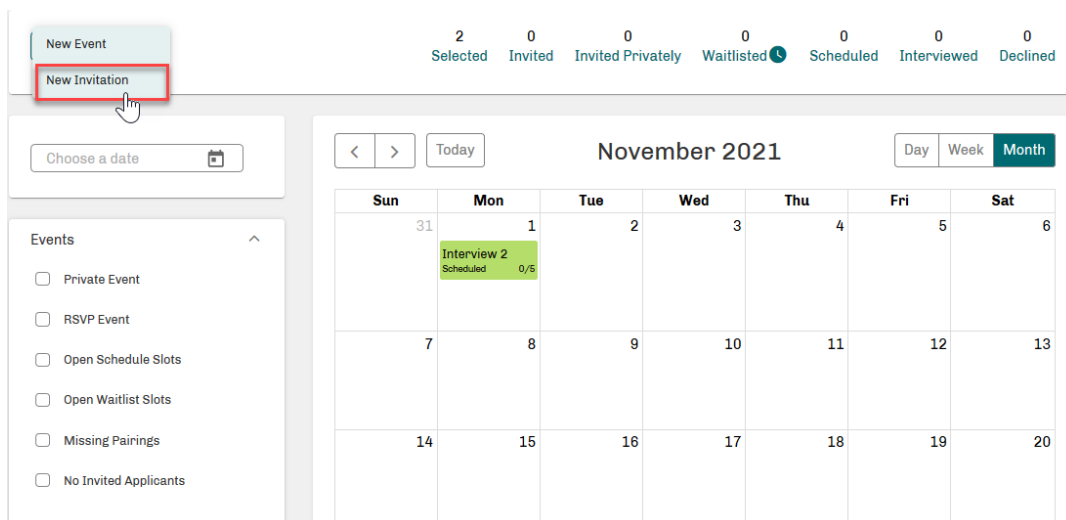


Scheduler Invitations are used to send out one or multiple RSVP event dates to applicant(s) so they can self-schedule for an interview date or waitlist for multiple. Only RSVP Events can be included in these invitations. These dates appear on the calendar in green.

1. Access the Scheduler module.

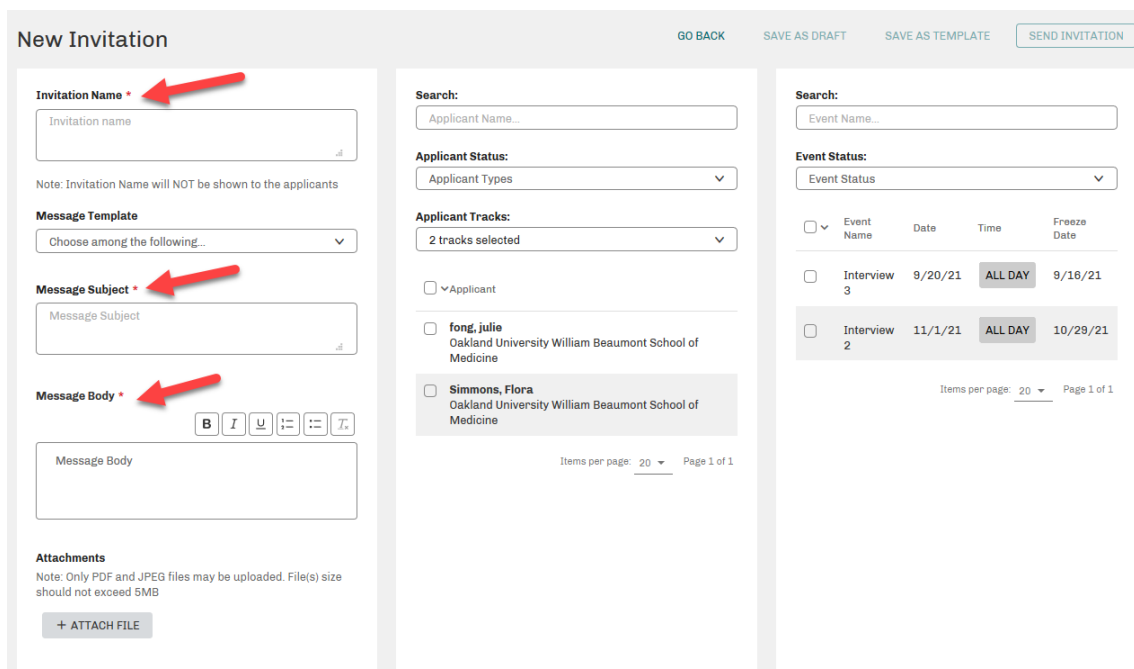


2. Select *New Invitation* from the *New Event* drop-down menu.




NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

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.





New Invitation GO BACK SAVE AS DRAFT SAVE AS TEMPLATE SEND INVITATION

Invitation Name * 
Invitation name

Note: Invitation Name will NOT be shown to the applicants

Message Template
Choose among the following...

Message Subject * 
Message Subject

Message Body * 
Message Body

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

Search:
Applicant Name...

Applicant Status:
Applicant Types

Applicant Tracks:
2 tracks selected

Applicant

- fong, julie
Oakland University William Beaumont School of Medicine
- Simmons, Flora
Oakland University William Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Search:
Event Name...

Event Status:
Event Status

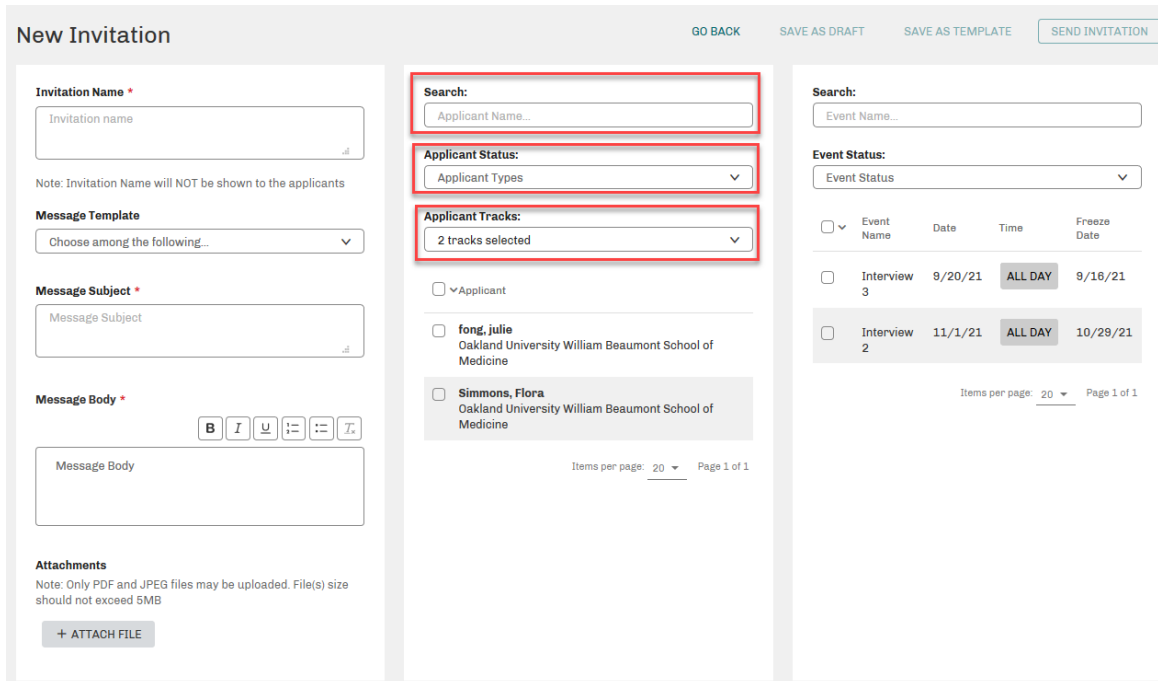
<input type="checkbox"/>	Event Name	Date	Time	Freeze Date
<input type="checkbox"/>	Interview 3	9/20/21	ALL DAY	9/16/21
<input type="checkbox"/>	Interview 2	11/1/21	ALL DAY	10/29/21

Items per page: 20 Page 1 of 1

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

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. *



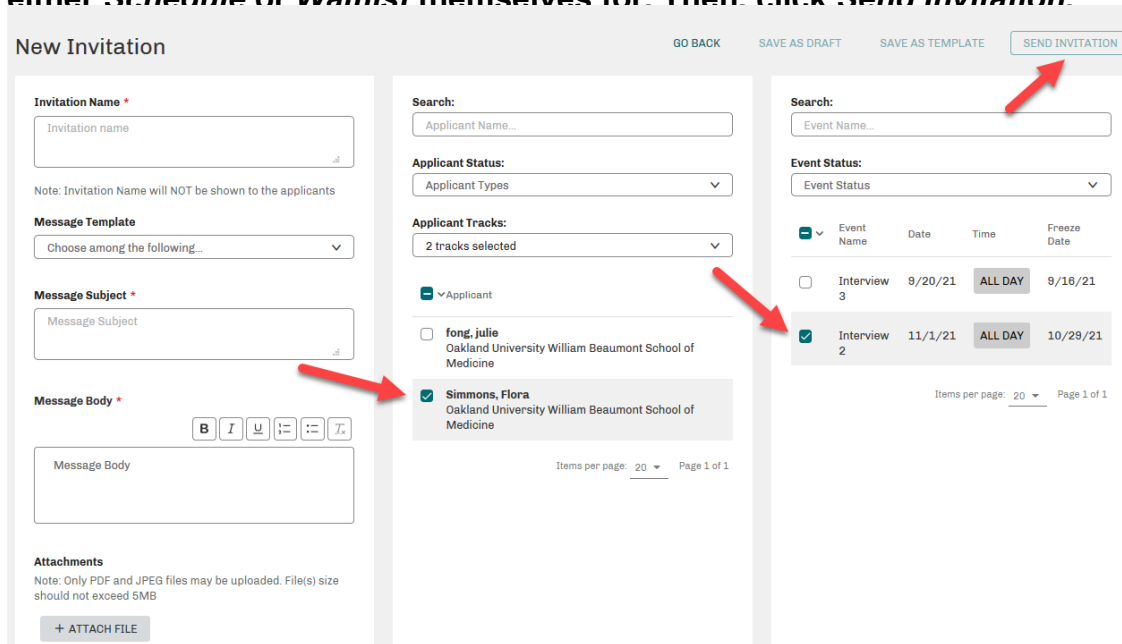
The screenshot shows the 'New Invitation' interface with the following sections:

- Invitation Name:** A text field for the invitation name. A note states: "Note: Invitation Name will NOT be shown to the applicants".
- Message Template:** A dropdown menu to choose a template.
- Message Subject:** A text field for the subject line.
- Message Body:** A rich text editor with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, and Link (T).
- Attachments:** A note: "Note: Only PDF and JPEG files may be uploaded. File(s) size should not exceed 5MB" and a "+ ATTACH FILE" button.
- Search Filters (highlighted with red boxes):**
 - Search:** Applicant Name...
 - Applicant Status:** Applicant Types
 - Applicant Tracks:** 2 tracks selected
- Applicant List:** A list of applicants with checkboxes for selection:
 - Applicant
 - fong, julie
Oakland University William Beaumont School of Medicine
 - Simmons, Flora
Oakland University William Beaumont School of Medicine
- Event Status Table:**

Event Name	Date	Time	Freeze Date
Interview 3	9/20/21	ALL DAY	9/18/21
Interview 2	11/1/21	ALL DAY	10/29/21
- Page Info:** Items per page: 20, Page 1 of 1

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

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**.

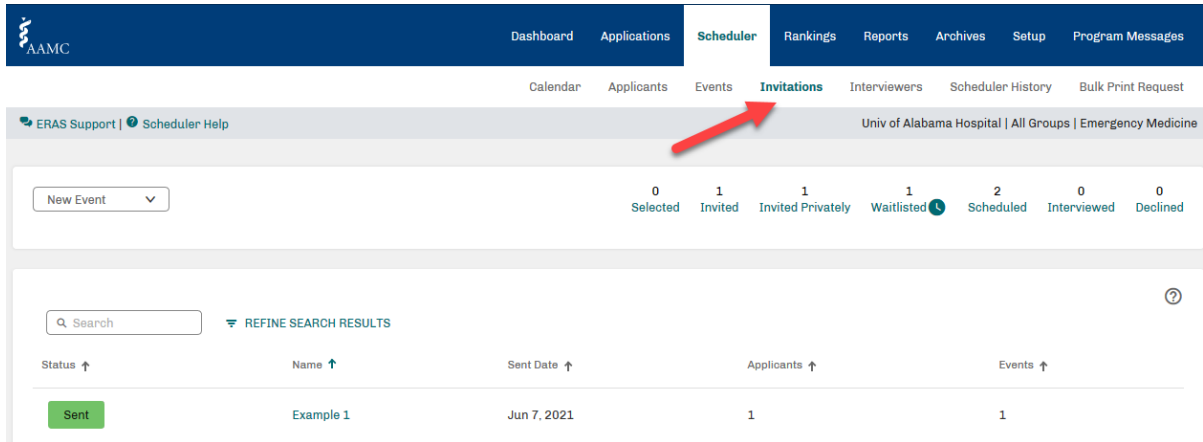


The screenshot shows the 'New Invitation' interface. On the left is a form with fields for 'Invitation Name', 'Message Template', 'Message Subject', and 'Message Body'. In the center is a search and filter section with 'Applicant Status' and 'Applicant Tracks' dropdowns, and a list of applicants. The applicant 'Simmons, Flora' is selected. On the right is an event selection table with columns for 'Event Name', 'Date', 'Time', and 'Freeze Date'. The 'Interview 2' event is selected. A red arrow points to the 'SEND INVITATION' button at the top right. Another red arrow points to the 'Simmons, Flora' applicant entry. A third red arrow points to the 'Interview 2' event entry in the table.

Event Name	Date	Time	Freeze Date
Interview 3	9/20/21	ALL DAY	9/18/21
Interview 2	11/1/21	ALL DAY	10/29/21

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

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



The screenshot shows the AAMC Scheduler interface. The top navigation bar includes 'Dashboard', 'Applications', 'Scheduler', 'Rankings', 'Reports', 'Archives', 'Setup', and 'Program Messages'. The 'Scheduler' tab is active, and its sub-menu includes 'Calendar', 'Applicants', 'Events', 'Invitations', 'Interviewers', 'Scheduler History', and 'Bulk Print Request'. A red arrow points to the 'Invitations' sub-tab. Below the navigation, there is a 'New Event' dropdown and a summary of invitation counts: 0 Selected, 1 Invited, 1 Invited Privately, 1 Waitlisted, 2 Scheduled, 0 Interviewed, and 0 Declined. A search bar and 'REFINE SEARCH RESULTS' link are present. A table below shows a single entry with the following data:

Status ↑	Name ↑	Sent Date ↑	Applicants ↑	Events ↑
Sent	Example 1	Jun 7, 2021	1	1

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413