RSVP Event(s) are Interview Events that can be included in Scheduler Invitations. A Scheduler Invitation can include multiple RSVP dates. Applicants can schedule themselves for one of the available dates or waitlist themselves for multiple dates. RSVP Invitations will help eliminate some of the back and forth needed for scheduling. However, additional details should be provided in the invitation message such as location, start and end times.

1. To create an RSVP Event, sign into PDWS and

2. Click dates on the calendar for which you wish to create a Private Event. Click on New Event (2)
3. On the left side, ensure that the RSVP Event box is selected.

4. On the left side, select your interview **date** and **event duration**. Duration can be: All day event, AM or PM. Duration can be: All day event, AM or PM. (Note: Applicants will be able to see this duration but additional information with regards to specific times should be provided by your program in the invitation message.)
5. To add more dates to the event, click on **Add Date**.

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

**Set the number of days prior to an interview day that an applicant must schedule/waitlist themselves by. Once a freeze day is selected, it cannot be changed. (Freeze day of 0 will allow applicants to self-schedule up to 11:59 PM ET the day before the interview date.)**
7. Enter in a **Name** (required) and **Details** (not required).

8. Enter the number of **Schedule Slots** and **Waitlist Slots**.
   
   **By default, Schedule Slots start at 5, and Waitlist Slots start at 0.**

9. At the top right, click **Save**. Your event is created and you will be returned to the Calendar.
   
   **If you click on ‘Save and Invite Applicants’ it takes you to where you can immediately invite applicants to the event(s).**