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

2. Click on an RSVP event.
   **RSVP Events appear on the calendar in green.**
3. Click on the delete button.

**Once an event is deleted, it cannot be retrieved.

*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.*
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 applicant notifications will be BCC’ed and sent to the applicant’s MyERAS Message Center.