**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. To invite applicants to self-schedule for an RSVP event, sign into PDWS and click on the **Scheduler** tab.

![Scheduler tab](image1)

2. Select New Invitation from the drop down next to New Event.

![New Event drop down](image2)
3. Enter an Invitation Name. (This field is not shared with applicants.)

4. Input a Message Subject and Body. Interview information details should be provided in the message. The details should include start time, end time, and interview location.
5. You can either search for applicants by name or filter them by their Applicant Status. Select applicant(s) to invite by clicking the box to the left of the applicant’s name. (All applicants are BCC’ed and will not see other applicants who have been invited.)
6. ① Mark the box next to all the event(s) the selected applicants should choose from. The invited applicants will only be able to Schedule themselves for one RSVP event or Waitlist themselves for multiple events. ② Click **Send Invitation**.

**More than one (1) Event may be selected.**
7. Once the invitation has been sent, you will be directed back to the Scheduler home page. To confirm and view invitations sent to applicants, click on the **Invitations** button.

By default, invitations sent will automatically appear in alphabetical order by the Invitation Name.
8. To view the invitation details, click on the name of the event.

Event details will appear as so, below.