

Utilizing the ERAS Self-Scheduler

- 1- Create list of available interview dates taking into consideration holiday schedules and interview capacity
- 2- In ERAS, begin by creating “RSVP Events” for each date that is available for interviews.
- 3- Select how many applicants can interview on each day, and set your “freeze date”.
- 4- Create separate events for special applicants (ex. Child Neurology, PSTP2) but remember to lower your overall count of spots available for categorical applicants on those days so that you don’t overbook
- 5- Once applicants have been “selected,” you will click on the first event date and click “invite applicants” This will give you the option to send a bulk invitation to all “selected” applicants. When sending the invitation, you will also select all available event dates so that applicants can self-schedule. Note – instructions for applicants on how to self-schedule can be found on the AAMC website.
- 6- Applicants will be able to schedule/reschedule up until the freeze date. Applicants will always have the option to cancel, even within the freeze dates, so you need to continually check your numbers.