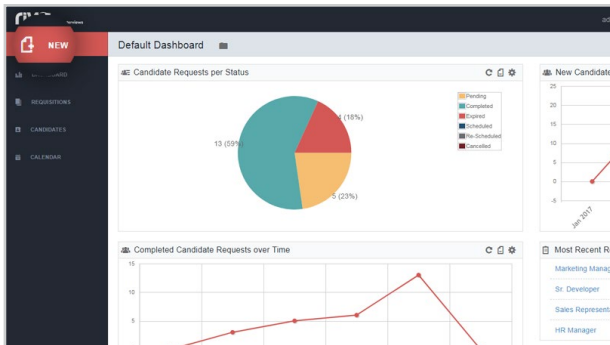


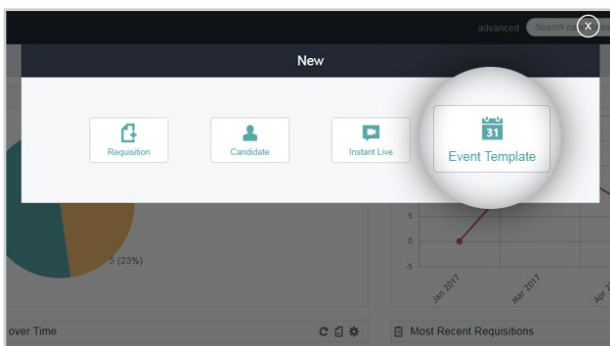


# CREATING A FIXED EVENT TEMPLATE

This guide will cover the process creating a fixed event template. Fixed event templates allow users to schedule event times based on calendar availability set during the process of creating the event.

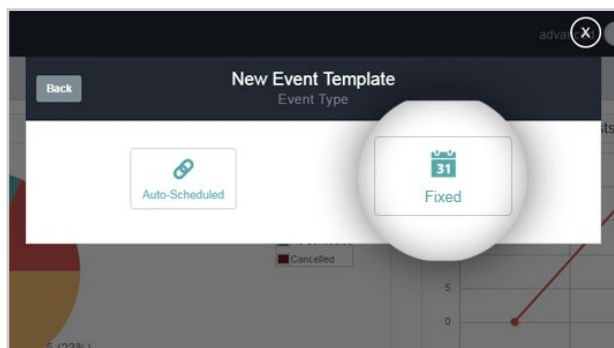


1 Click the New button on the left menu bar.



2 Click Event Template.

# CREATING A FIXED EVENT TEMPLATE



3

Select the Fixed event option.

\*Fixed events allow candidates or participants to select the date and time of the event based on time slots that you've made available.

A screenshot of the 'New Auto-Scheduled Event Template' form. It has a 'Back' button and a 'Save and Next' button. The form contains three input fields: 'Event Template Name' (with a note 'This name appears on all calendar invites associated with this event template.'), 'Event Template Name Internal' (with a note 'For internal use only.'), and a 'Length' dropdown menu set to '30 Minutes'.

4

Add an external and internal name for the template and select a length of time for each available time block (if applicable).

A screenshot of the 'New Auto-Scheduled Event Template' form, identical to the previous one. The 'Save and Next' button is highlighted with a white circular callout.

5

Click the Save and Next button.