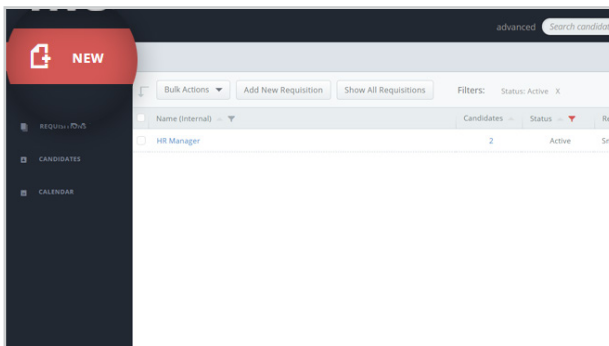




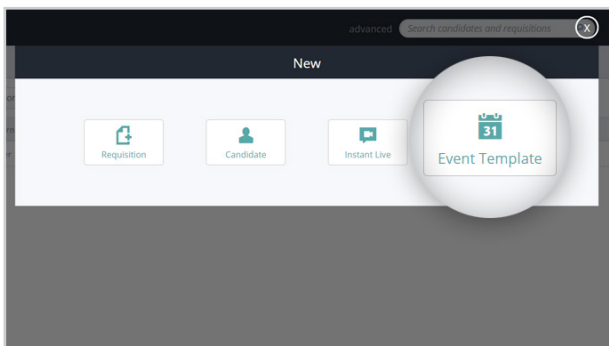
CREATING A NEW EVENT TEMPLATE

This guide will cover the process of creating a new event template in your RIVS platform. Event templates allow you to set up auto-scheduled and fixed time slots for candidate interviews or events, and allow candidates or participants to select an available time slot for the event.

Auto-Scheduled Event Templates

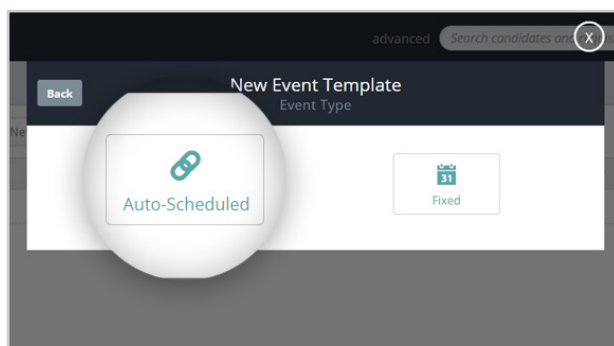


1 Select the New button on the left menu bar.



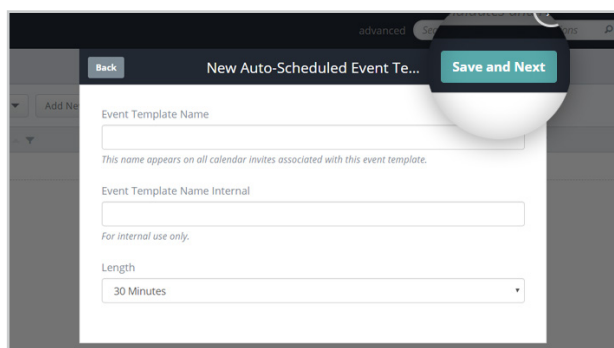
2 Click Event Template.

CREATING A NEW EVENT TEMPLATE



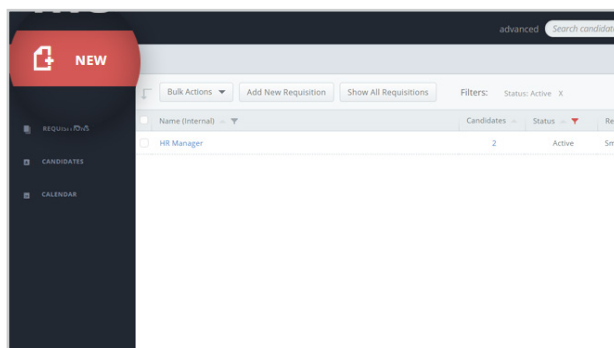
3 Select the Auto-Scheduled event option.

*Auto-scheduled events allow candidates or participants to select the date and time of the event based on automatically generated time slots from your calendar availability.

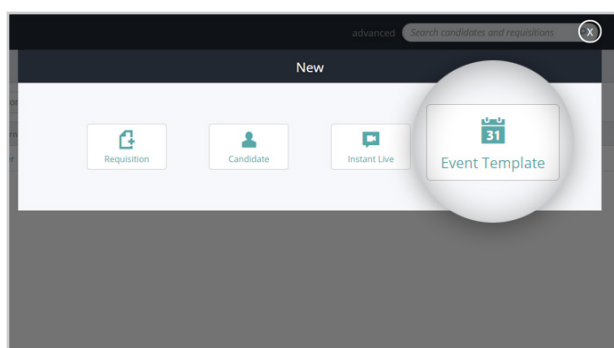


4 Name the event, choose a time limit for the event, and click the Save and Next button.

Fixed Event Templates

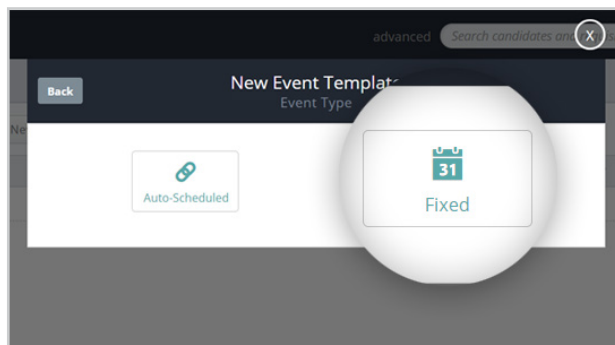


1 Select the New button on the left menu bar.



2 Click Event Template.

CREATING A NEW 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 Fixed Event Template' form. The title bar at the top says 'New Fixed Event Template' with a subtitle 'Event Type'. Below the title bar, there is a 'Save and Next' button. The form contains two input fields: 'Event Template Name' and 'Event Template Name Internal'. Below the 'Event Template Name' field, there is a note: 'This name appears on all calendar invites associated with this event template.' Below the 'Event Template Name Internal' field, there is a note: 'For internal use only.' At the top left, there is a 'Back' button. At the top right, there is a search bar with the placeholder text 'Search candidates and...' and a close button (X).

4 Name the event and click the Save and Next button.