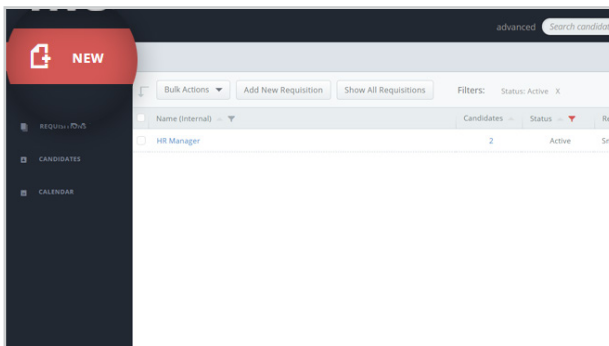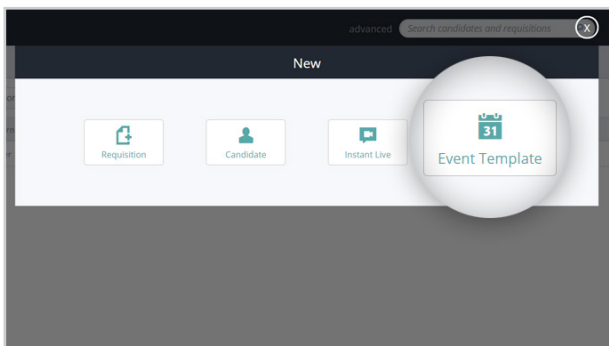# CREATING A NEW EVENT TEMPLATE

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.
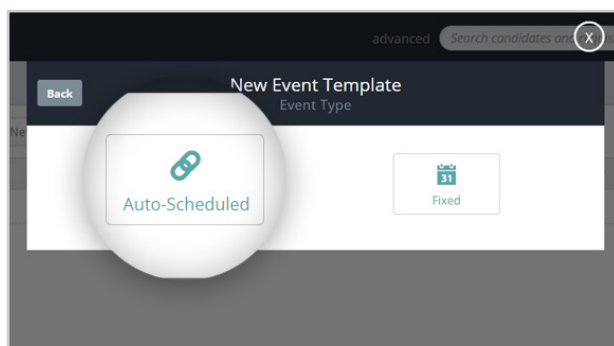
Auto-Scheduled Event Templates

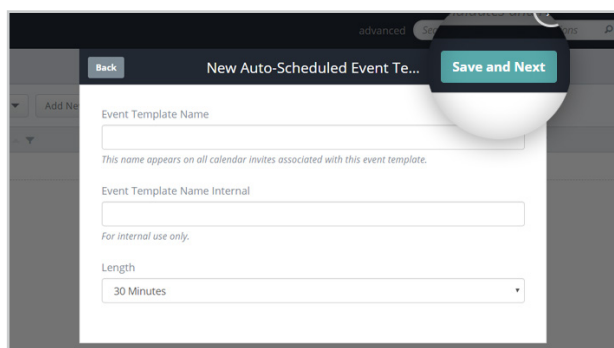**1** Select the New button on the left menu bar.
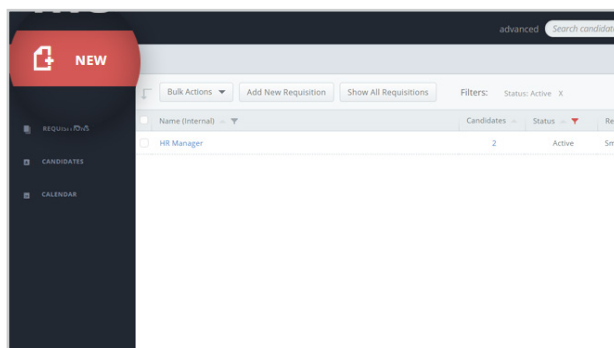

2 Click Event Template.

3 Select the Auto-Scheduled event option.

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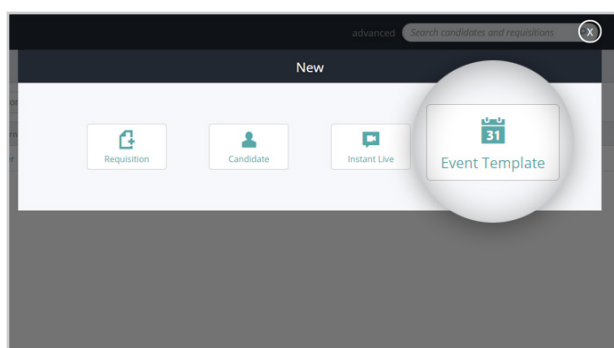

4 Name the event, choose a time limit for the event, and click the Save and Next button.
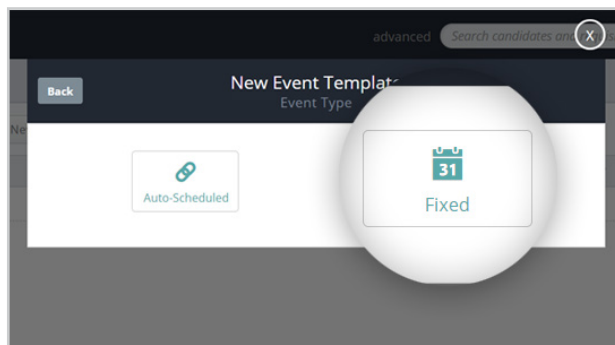
Fixed Event Templates

1 Select the New button on the left menu bar.

2 Click Event Template.

3 Select the Fixed event option.

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

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