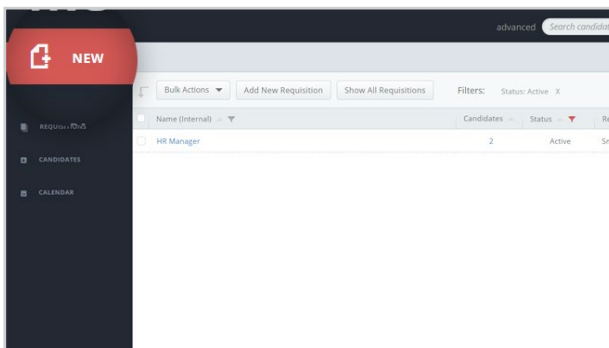


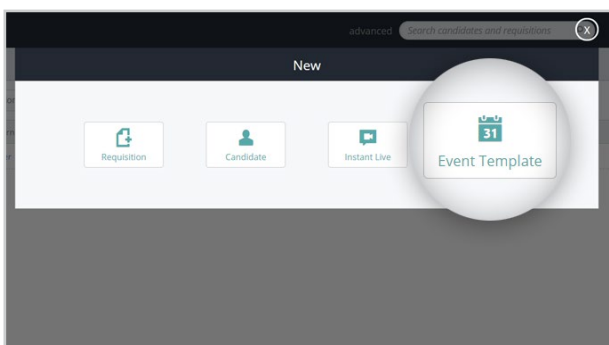


# CREATING AN AUTO-SCHEDULED EVENT TEMPLATE

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.

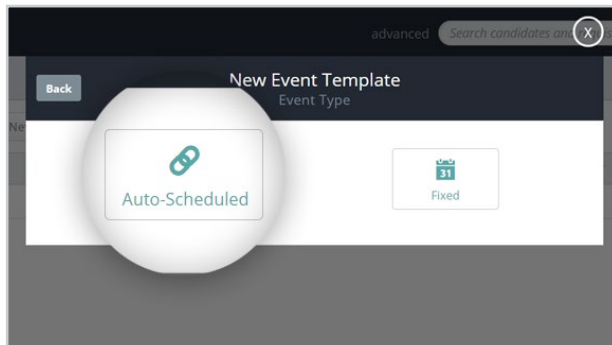


1 Select the New button on the left menu bar.



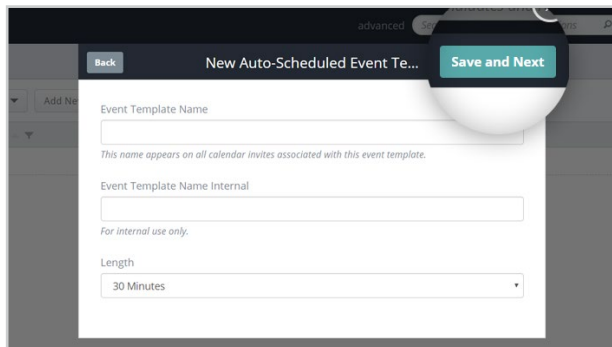
2 Click Event Template.

# CREATING AN AUTO-SCHEDULED 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.