Add Recruit Events to Your Online Recruitment Calendar

To place a recruiting event on your online recruitment calendar, you must add them individually within recruit events.

Add an Event to the Calendar

There are two ways to access Recruit Events—either through the Search tab or through the Homepage site map.

1. From the **Search** tab, select **Recruit Events**.

2. From the Homepage site map, in the Search section, select **Recruit Events**.
3. Enter the Recruit Event Name and select **Search**.

4. Select the recruit event icon.

5. Be sure the Recruit Event section is displayed on your screen. If not, click **Event** from the Event Sections area.
6. Scroll to the lower right area of the Recruit Event section and select **Edit**.

![Edit button](image1)

7. Enter the From and To dates of the recruit event. If it is a single day, the dates will be the same.

![Recruit Event](image2)

8. You can track event information like the number of invited guests or the maximum number of registrants. Enter the number of invitations for the event in Number Invited. If you need to limit the number of individuals who will be able to use a prospect inquiry form to register for the event, enter a number in **Maximum Registrants**.

- These text boxes are not mandatory fields.
9. Enter an email address in Notification Email to receive a message when the maximum number of registrants have signed up for the event.

- **Send Email When Full** must be checked.

![Recruit Event](image)

10. Now, move to the Calendar section. Enter the display name in Event Display Name. Your event calendar will show the display name. The display name does not have to match the recruit event name. The time of the event should be entered in Event Time.

- **Display on Calendar** must be checked.

- Multiple events on the same day will be displayed in the order that the events were added in ACES² and not according to the event time.

![Calendar](image)

11. Enter a URL in Event Web Address to associate the event with a webpage. This field is not mandatory. Enter the date range the event should be displayed on the event calendar in Begin Display and End Display.

- The Begin Display and End Display fields are mandatory.

![Calendar](image)
12. If you associated a recruit event with a prospect inquiry form and you want this form to be accessible through the online event calendar, select the form from prospect inquiry form. Enter the date range that the link for the prospect inquiry form should be available on the calendar in Link Begin Display and Link End Display.

- The Link End Display date cannot exceed the recruit event end date.

13. Select a color from Display Color. Selecting a color is mandatory.

14. Enter details of your event in Location and Description. This field is not mandatory. The textbox allows up to 250 characters.
15. Select **Preview** to preview the event on the calendar.

16. The calendar will display. Hover over the event to see the information you have added. If you associated a prospect inquiry form with the event, you can test the link through the preview screen. Close the preview window when you are done.
17. Select **Save**.