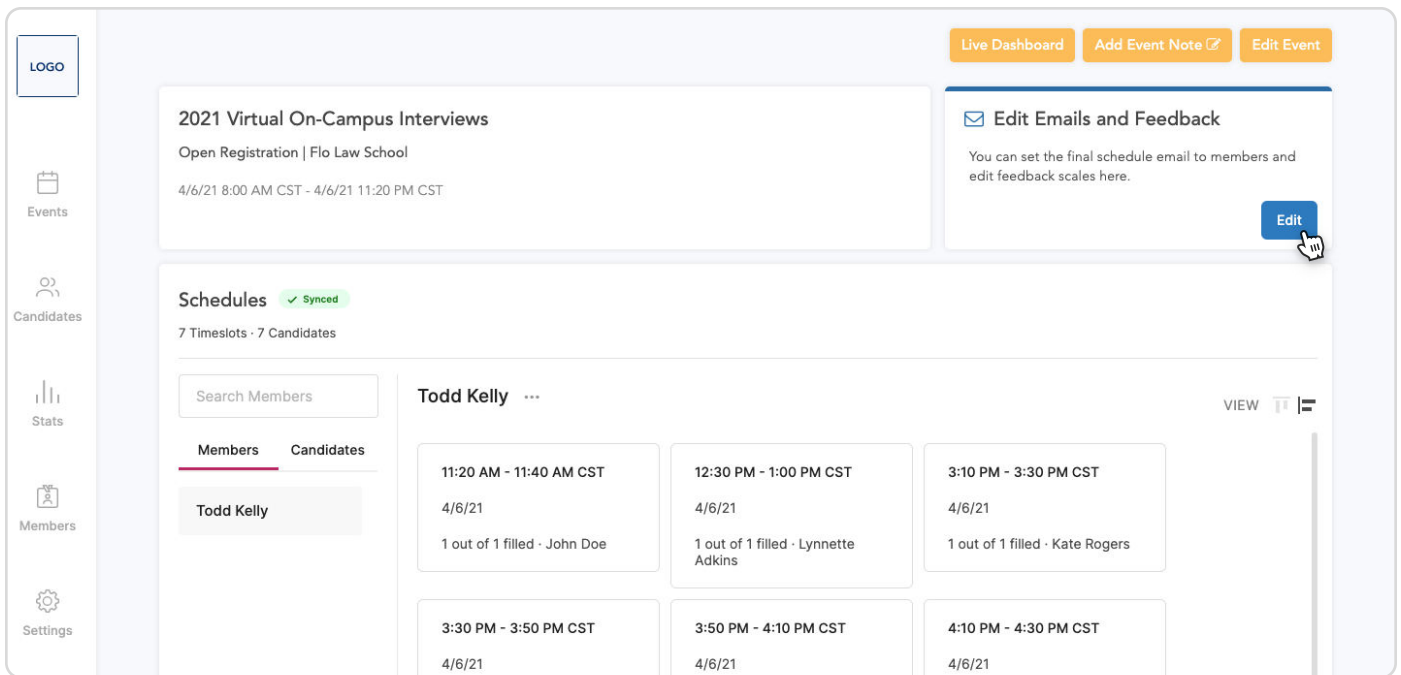


- 1 Log into your Flo Recruit account as usual.
- 2 On the Events page, search for this interview event by title.
- 3 If it appears in the “Unsubmitted” section, click into the event card and choose **Accept** in the upper right. This will sync the schedule with the university’s account, so the schedule you see is always live-updated.
- 4 Now you can click **Edit Emails** in the upper right to configure:
 - Follow Up to Candidates
 - Final Schedule Email to Interviewers



- 5 Scheduling the Final Schedule Email to Interviewers means that you do not have to forward the schedule emails you receive from the university to your interviewers; rather, it can go to them directly. Plus, you can write your own custom email text, like tech reminders or an external eval link.

The screenshot shows the 'Edit 2021 Virtual On-Campus Interviews Feedback and Emails' page. On the left is a sidebar with navigation icons for LOGO, Events, Candidates, Stats, Members, and Settings. The main content area is divided into three sections:

- Feedback on Candidates:** Includes radio buttons for 'Feedback Off' and 'Feedback On' (selected), and a link for 'Edit Feedback Options'. Below are two rows of feedback questions: 'Overall Feedback' (Required) and 'Firm Enthusiasm' (Optional). An 'Add Question' button is at the bottom.
- Follow Up to Candidates:** Includes radio buttons for 'Send' and 'Do not send' (selected).
- Final Schedule Email to Members:** Includes a 'Preview' button and radio buttons for 'Send' (selected) and 'Do not send'. Fields include: 'When' (One Hour Before Event), 'From' (demo@floevents.email), 'Reply to' (Hannah Kelly (hannah@florecruit.com)), 'Subject' ({{event_name}}: Your upcoming schedule), and 'Recruiter Notes' (Below is your schedule for {{event_name}}. Join the Virtual Room to begin as scheduled.).

At the bottom, there are buttons for 'Logout', 'Discard Changes', 'Save Changes', and a chat icon.

- 6 Note that if you want to use Flo Recruit feedback forms during this event (see Integrating your Evaluations for more), you need to turn on the Final Schedule Email to Interviewers so that they receive the **Leave Feedback** link.

- You can also access each **Leave Feedback** link by manually pushing interviewers' schedule emails to yourself via the three dots by their names on the saved event page. **Choose Send to Other Email** and type in your own.