



## E-Track Calendar Invites

Many E-Track enrollment notifications come with a calendar invite.

### **You have 3 options:**

IGNORE: This puts a tentative appointment on your calendar.

ACCEPT: This puts the appointment on your calendar.

DECLINE: This adds nothing to your calendar BUT leaves you (or your direct report) enrolled in the E-Track session.

Calendar settings and responses differ by email system. This [0:33 video](#) shows two variations, one of which may look like yours.

Some email systems are set to delete declined messages. You can always view session details from your E-Track To Do List as this [0:23 video](#) shows.

Sending an invitation response to the organizer *may* result in an undelivered email message being sent to you.

The [E-Track Help Center](#), [Regional Training Center](#) staff, or [E-Track](#) staff are available to answer questions.