



How do I set up availability Regions in Schedula?

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Schedula provides Associations the ability to define Regions that officials can make themselves available to, which is defined by a collection of venues within your organisation. The aim of Availability Regions is to enable administrators to better manage the availability of officials within their Organisation whose venues are spread across a large geographical area.

By grouping your organisation's venues into Regions, you are allowing your Officials to only be appointed to venues that are either close to them or close to various modes of transport in their area.

To get started with Availability Regions, you need to:

- a) Define a Region; and
- b) Assign venues to the Region

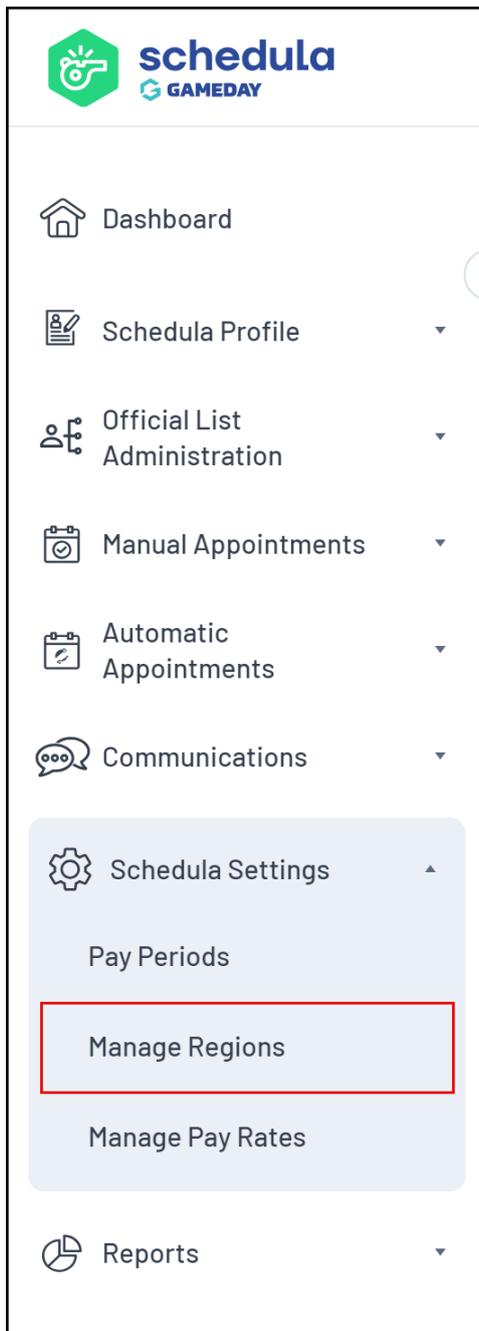
Note: A single ground can only be assigned to a single Region. In other words, one ground cannot be assigned to multiple Regions

Configuring your Availability Regions in Schedula only needs to be done once. Unless your venues change between seasons, Availability Regions will carry forward into the next season, so you don't have to keep redefining Regions

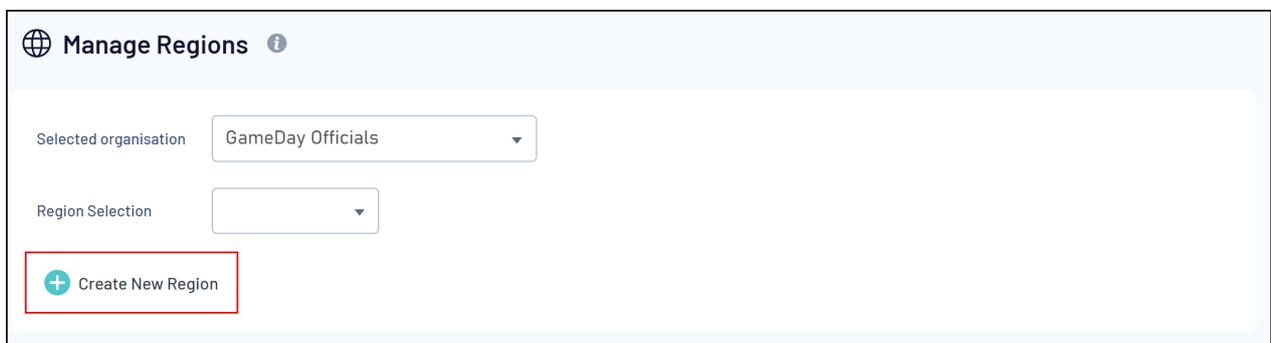
Defining a Region

To create an Availability Region in Schedula

1. In the left-hand menu, click **Schedula Settings > MANAGE REGIONS**



2. Select your **Organisation**, then click **CREATE NEW REGION**



3. Enter your **Region Name**, then click **SAVE & CLOSE**

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Add New Region

Region Name

Northern Region

Save & Close

Close

4. You will receive a message saying your Region has been created. Select your new region in the **REGION SELECTION** field

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Manage Regions i

Selected organisation ▼

GameDay Officials

Region Selection ▼

Northern Region

+ Create New Region

Assigning Venues to a Region

To assign a venue to a Region:

1. With your new Region selected, scroll down to the Venues list. This section includes:
 - a) All venues for your Organisation's Passport database in the left-hand column
 - b) All venues currently in the selected Region in the right-hand column

Currently editing Northern Region

Delete Region

All venues for Centrals Conference

<p>Aveley - Brabham Oval Not assigned to a region.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #00a651; color: white; border-radius: 5px; width: 80px;">Add to Region</div>
<p>Aveley - Turkich Parade Oval Not assigned to a region.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #00a651; color: white; border-radius: 5px; width: 80px;">Add to Region</div>
<p>Ballajura Karjini Reserve 1 Not assigned to a region.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #00a651; color: white; border-radius: 5px; width: 80px;">Add to Region</div>
<p>Ballajura Karjini Reserve 2 Not assigned to a region.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #00a651; color: white; border-radius: 5px; width: 80px;">Add to Region</div>
<p>Ballajura Kingfisher Park Not assigned to a region.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #00a651; color: white; border-radius: 5px; width: 80px;">Add to Region</div>

All venues in Northern Region

There are no venues assigned to this region.

2. To assign a venue to the Region, click the **ADD TO REGION** button next to the venue you wish to add. The venue from the All Venues list will then be moved into the right-hand column

Currently editing Northern Region Delete Region

All venues for []

Aveley - Brabham Oval Not assigned to a region.	Add to Region
Aveley - Turkich Parade Oval Not assigned to a region.	Add to Region
Ballajura Karjini Reserve 1 Not assigned to a region.	Add to Region
Ballajura Karjini Reserve 2 Not assigned to a region.	Add to Region
Ballajura Kingfisher Park Not assigned to a region.	Add to Region

All venues in Northern Region

There are no venues assigned to this region.

3. Continue adding venues to the selected Region until you have grouped all nearby venues appropriately

Currently editing Northern Region Delete Region

All venues for []

Aveley - Brabham Oval Assigned to Northern Region.	Add to Region
Aveley - Turkich Parade Oval Assigned to Northern Region.	Add to Region
Ballajura Karjini Reserve 1 Assigned to Northern Region.	Add to Region
Ballajura Karjini Reserve 2 Assigned to Northern Region.	Add to Region
Ballajura Kingfisher Park Assigned to Northern Region.	Add to Region
Ballajura Lions Oval Not assigned to a region.	Add to Region
Bassendean Jubilee Reserve Not assigned to a region.	Add to Region

All venues in Northern Region

Remove from Region	Aveley - Brabham Oval
Remove from Region	Aveley - Turkich Parade Oval
Remove from Region	Ballajura Karjini Reserve 1
Remove from Region	Ballajura Karjini Reserve 2
Remove from Region	Ballajura Kingfisher Park

Note: Once a venue is added to the selected Region and appears in the right-hand column, the selection will be saved automatically