

# Managing Availability Regions

*Last Modified on 03/06/2016 12:18 pm AEST*

Schedula provides Associations with the ability to define Regions that Officials can make themselves available to. A Region is 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 carving up your Organisation 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. How you define your Regions is up to you.

## 1. Getting Started

To get started with Availability Regions, you need to:

1. Define a Region; and
2. 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 Regions really only needs to be done once. Unless your venues change between seasons, Availability Regions will carry forward to the next season so you don't have to keep re-defining Regions.

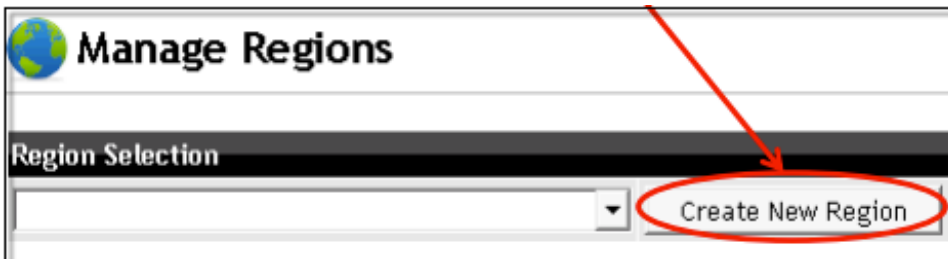
## 2. Defining a Region

A Region in Schedula is a collection of venues. To create a Region that you can start assigning venues to:

1. Navigate to Schedula Settings>Manage Regions in the menu



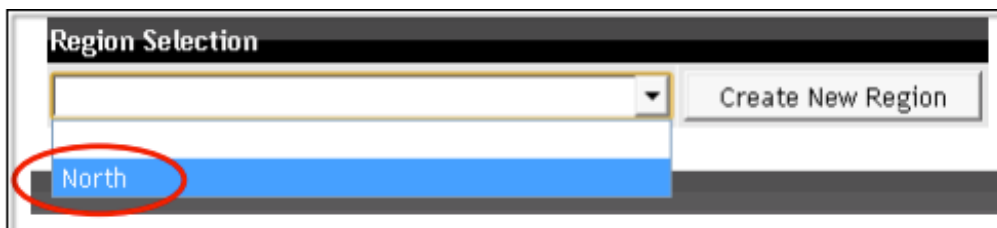
2. In the Region Selection table, click on Create New Region



3. A popup window appears where you can define a name for your Region. Enter in a name and click Save & Close.



4. You will receive a message saying your Region has been created. The page will reload and your new Region will be available in the Region Selection dropdown box.

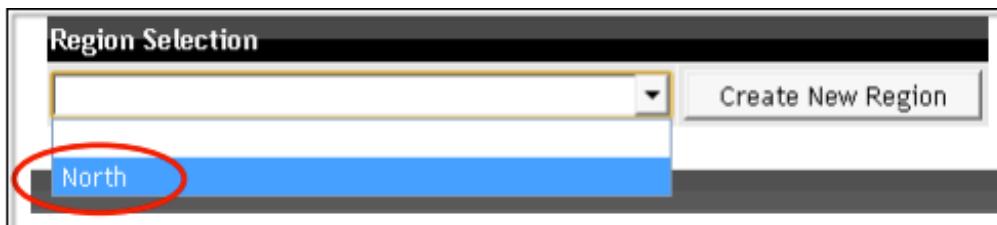


You have successfully created a new Region.

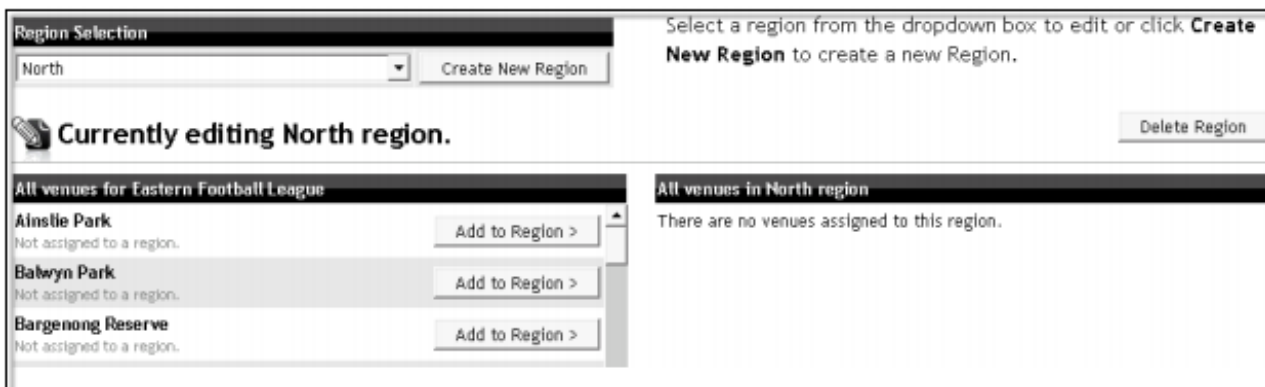
### 3. Assigning Venues to a Region

To assign a venue to a Region:

1. From the Region Selection table, select the Region you wish to edit from the dropdown menu.

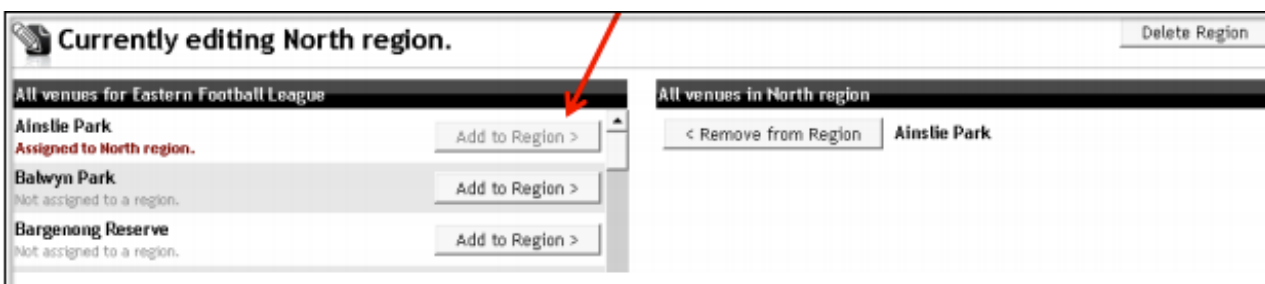


The Edit Region dialog will appear as follows:



The list on the left side of this dialog lists all the venues for the selected Organisation. This list will be the same no matter what Region you are editing. The list on the right side of this dialog are venues that are assigned to the Region you are editing.

2. To assign a venue to the Region, click on the Add to Region button next to the venue you wish to add. The venue from the All Venues list will change as follows:

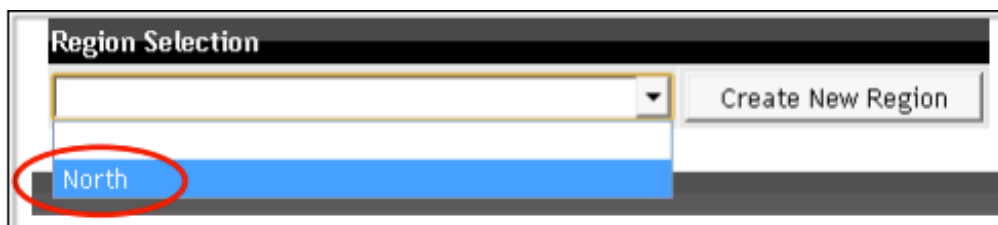


Under each venue, there is some text indicating if the venue is assigned and if it is, where it has been assigned. This is to enable Administrators to see straight away where venues are assigned without having to go through every Region.

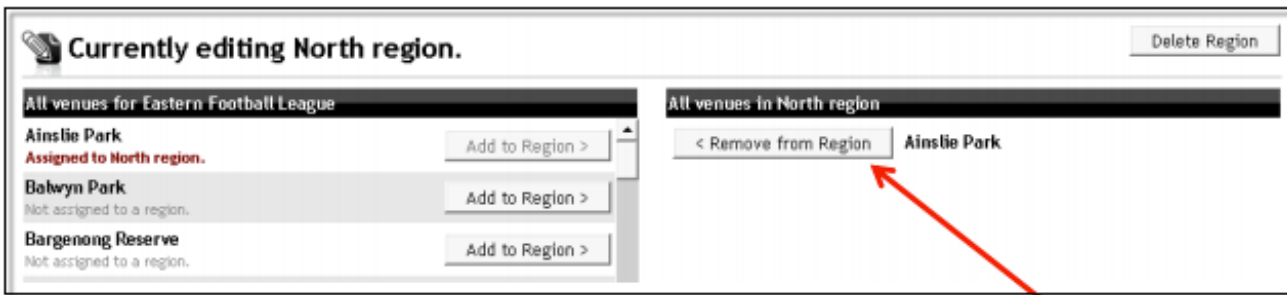
#### 4. Unassigning a Venue from a Region

To unassign a venue from a Region:

1. From the Region Selection table, select the Region you wish to edit from the dropdown menu.



The Edit Region dialog will appear as follows with venues that are assigned:



2. Next to the ground you wish to remove from the Region, click on the Remove From Region button.

## 5. Deleting a Region

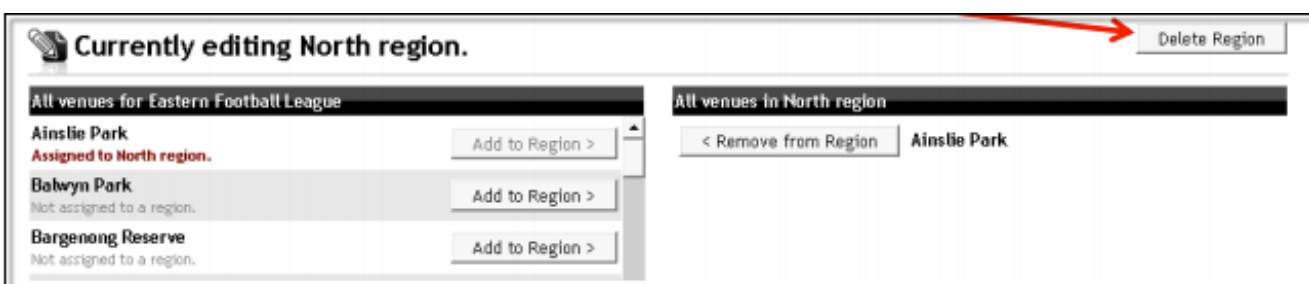
If you choose to delete a Region, then all venue assignments and availabilities that Officials have entered against that Region will be removed. Deleting a Region is final and can not be undone.

To delete a Region:

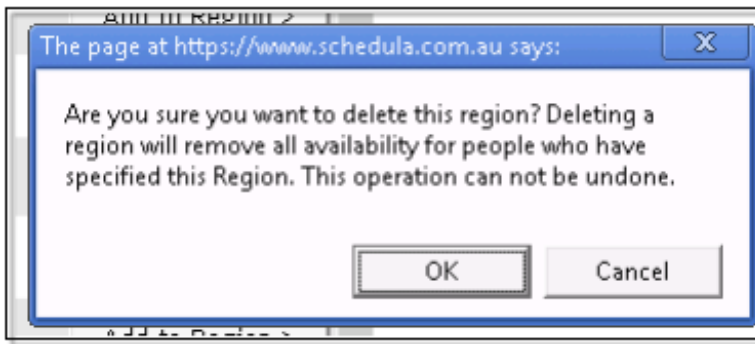
1. From the Region Selection table, select the Region you wish to delete from the dropdown menu.



2. On the Edit Dialog, click on the Delete Region button.



3. You will receive a confirmation dialog confirming that you want to delete. Remember, this operation can not be undone.



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