How do I manage my availability as an Official in Schedula?

11/08/2025 1:24 pm AEST

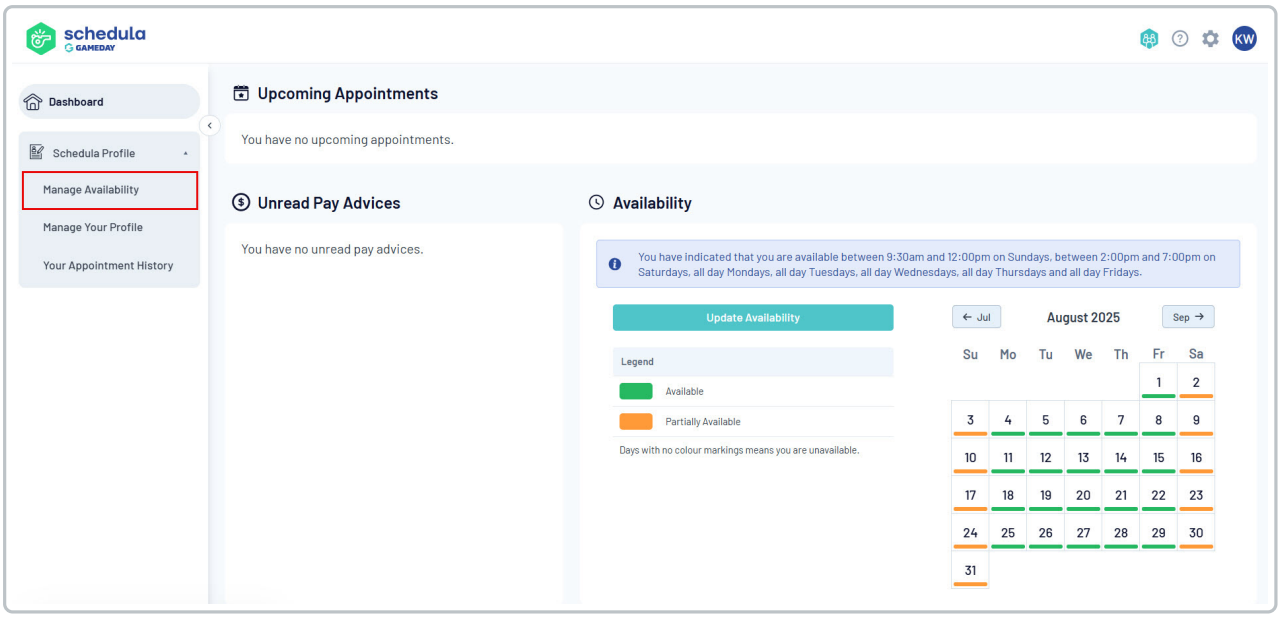
Overview

A core feature of Schedula is the ability for officials to self-manage their availability online. This allows coaches and appointment officers to see who is available for matches, and significantly reduces the workload for all involved. Managing your Availability in Schedula is easy and is done all from one screen.

Step-by-Step

Step 1: Navigate to the Manage Availability section in Schedula

Open the burger menu in the top-left corner, then click **Schedula Profile** > **MANAGE AVAILABILITY**



Step 2: Define your Availability

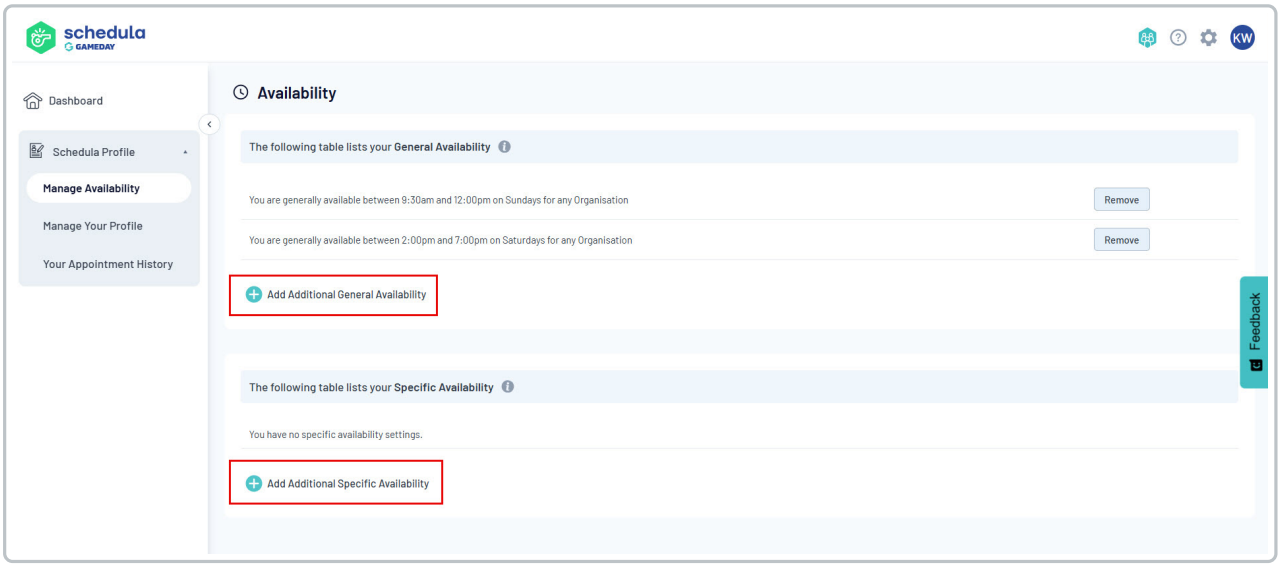
From here, you are able to add and remove any items of General Availability and/or Specific Availability.

Schedula is able to record two types of Availability for an official:

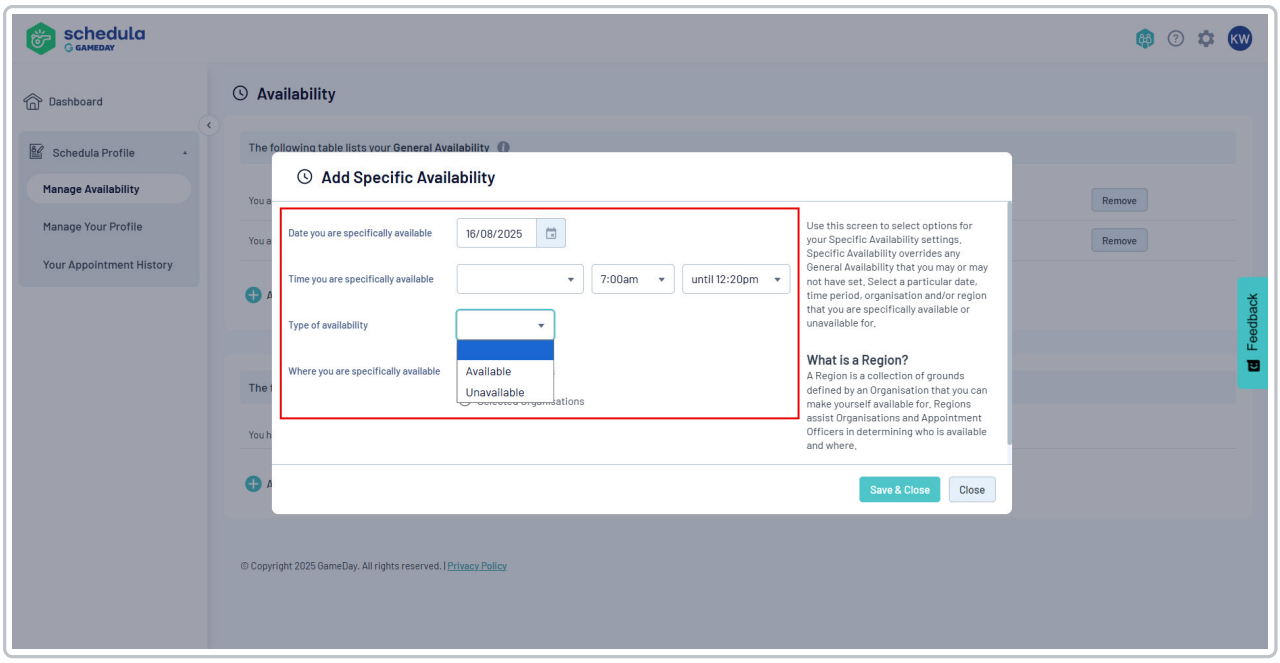
- **General Availability** specifies when you are generally available. For example, you may be generally available all day Saturdays, but only available from 12pm onwards on Sundays
- **Specific Availability** allows you to enter one-off notifications of availability or unavailability. For example, you may be generally available all day Saturdays; however, if on Saturday 16th April you are unavailable, this can be entered as a Specific Availability. You can also apply specific availability as a range of time within days.

Note: You must have some sort of availability set within your profile to be able to be appointed to matches. If you leave this blank you will appear as unavailable for all matches.

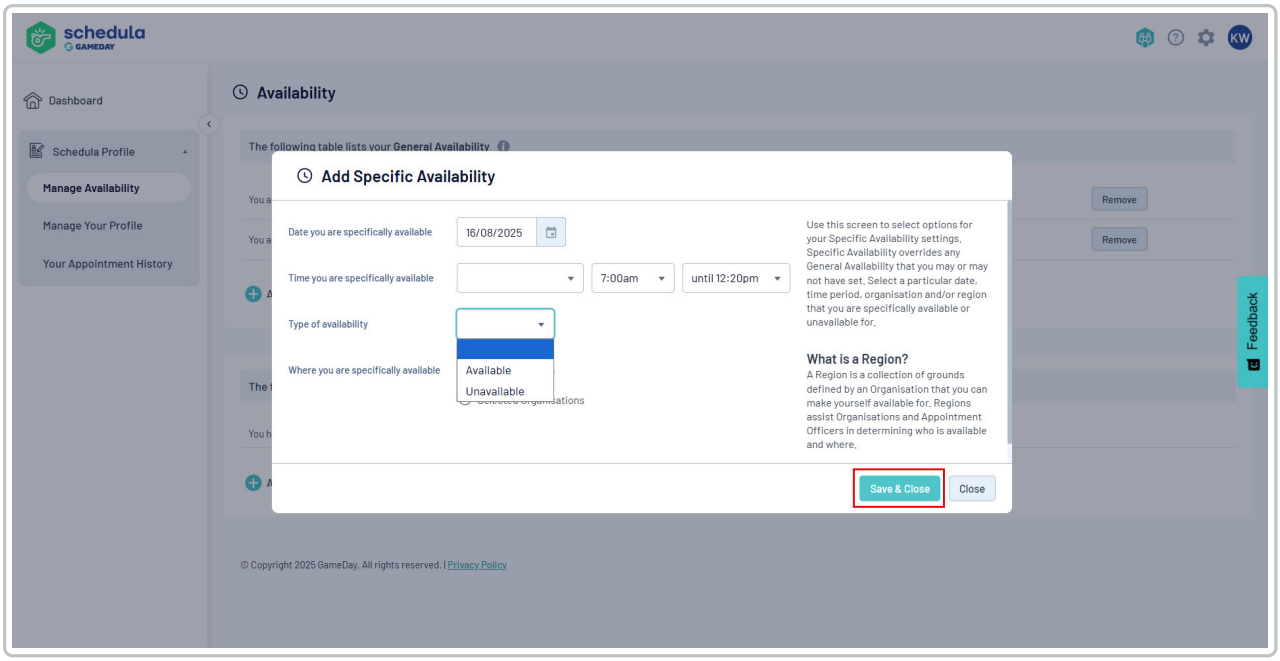
To add a new availability, click **ADD ADDITIONAL GENERAL AVAILABILITY** or **ADD ADDITIONAL SPECIFIC AVAILABILITY**



Enter a date and time, then in the **Type of availability** field, select whether you are Available or Unavailable for this time,



Click **SAVE & CLOSE** once you're finished



You can add as many availability or unavailability settings as needed. Once all your availability requirements are in the system, you will only be appointed to any fixtures that fall within your specified availability.

Watch

Your browser does not support HTML5 video.