

Managing Your Availability

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A core feature of Schedula is the ability for people 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.

1. Getting Started

To get started with Availability, you need to have a registered Schedula account. If you do not have an account, please contact your Appointments Officer from your registered Association.

2. The Manage Availability Screen

Your Availability is managed from a single screen called Manage Your Availability.

Date	Status	Time Period	Organisation/Region	
Saturday 1 June	Unavailable	All day	All Organisations	Remove

There are two kinds of availability in Schedula:

1. General Availability - This setting determines when someone is Generally Available. For example, a person may be generally available all day Saturdays. This means that this person can be appointed to any game that occurs at any time on any Saturday.

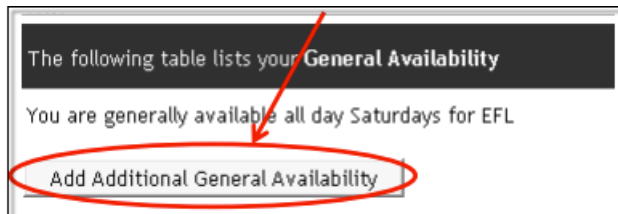
2. Specific Availability - This setting determines when you are specifically available that falls outside of your General Availability. Your Specific Availability overrides your General Availability, and multiple items of Specific Availability cannot overlap each other. Note: No items of the same kind of availability can overlap each other. For example, you can not specify to be generally available from 9am to 12pm, then from 11am onwards.

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.

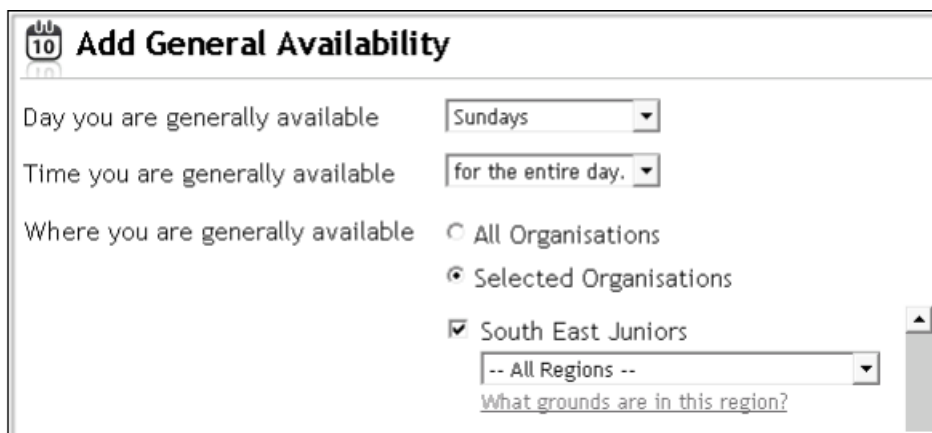
3. Adding General Availability

To add General Availability to your Profile:

1. Click on the Add Additional General Availability button.



2. On the Add General Availability popup, select the different options applicable to you:

A screenshot of the "Add General Availability" popup form. The form has a title "Add General Availability" with a calendar icon. It contains three main sections: "Day you are generally available" with a dropdown menu set to "Sundays"; "Time you are generally available" with a dropdown menu set to "for the entire day."; and "Where you are generally available" with radio buttons for "All Organisations" and "Selected Organisations". Under "Selected Organisations", "South East Juniors" is checked. Below this is a dropdown menu for "Regions" set to "-- All Regions --" and a link "What grounds are in this region?".

Day you are generally available: Select the day you are Generally Available for.

Time you are generally available: Select the time you are Generally Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods. Where you are generally available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

Note: Your Associations are the ones who define Regions, not Schedules. Should you have any questions on the make up for your Regions, please consult with your Schedules administrator or appointment officer.

3. When you are finished, click Save & Close.

4. Adding Specific Availability

To add General Availability to your Profile:

1. Click on the Add Additional Specific Availability button.


The following table lists your **Specific Availability**

Date	Status	Time Period
Saturday 1 June	Unavailable	All day

Add Additional Specific Availability

2. On the Add Specific Availability popup, select the different options applicable to you:

10 Add Specific Availability

Date you are specifically available: 

Time you are specifically available:

Type of availability:

Where you are specifically available:

- All Organisations
- Selected Organisations
- South Metro Junior Football League
 -
 - [What grounds are in this region?](#)

Date you are specifically available: Select the day you are Specifically Available for.

Time you are specifically available: Select the time you are Specifically Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods.

Type of availability: Select whether you are Available or Unavailable for this setting.

Where you are specifically available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

3. When you are finished, click Save & Close.
