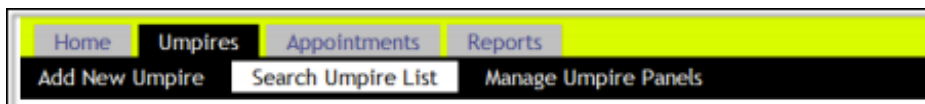


## Modifying a person's Availability Settings

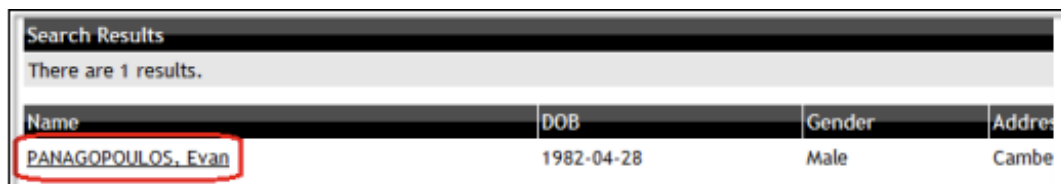
Last Modified on 05/10/2015 2:16 pm AEDT

As an administrator, you have the ability to view and adjust the availability settings for officials registered to your Association. To view or make adjustments, follow the steps below:

1. Using the Search Umpire List feature, search for the official you wish to view or make availability modifications for.



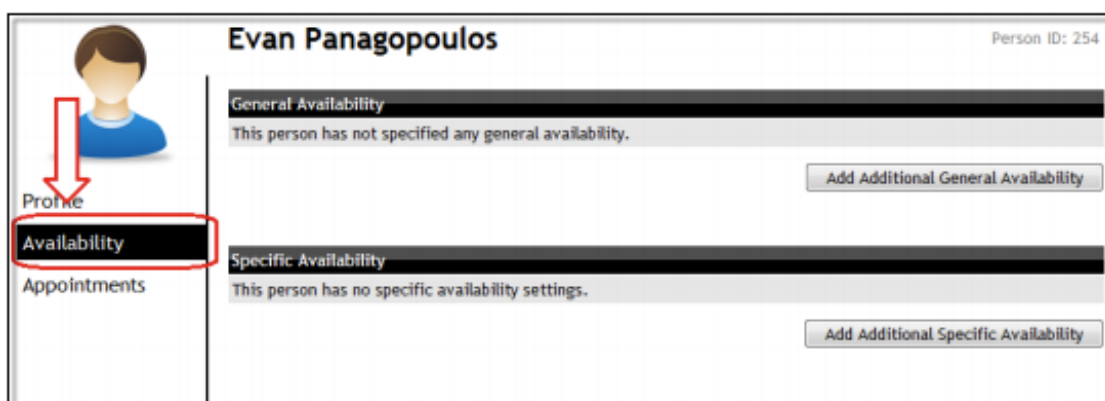
2. From your search results, click on the official's name to open their profile.



A screenshot of search results. The header says 'Search Results' and 'There are 1 results.' Below is a table with columns: Name, DOB, Gender, and Address. The first row contains: PANAGOPOULOS, Evan, 1982-04-28, Male, and Cambe. The name 'PANAGOPOULOS, Evan' is circled in red.

Name	DOB	Gender	Address
PANAGOPOULOS, Evan	1982-04-28	Male	Cambe

3. On the official's Profile, select Availability from the left hand menu. This will take you to the availability settings for this official.



A screenshot of a profile page for 'Evan Panagopoulos' (Person ID: 254). On the left is a navigation menu with 'Profile', 'Availability', and 'Appointments'. 'Availability' is highlighted with a red box and a red arrow points to it. The main content area shows 'General Availability' and 'Specific Availability' sections, both stating 'This person has not specified any general availability.' and 'This person has no specific availability settings.' respectively. There are buttons for 'Add Additional General Availability' and 'Add Additional Specific Availability'.

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

Remember: Schedules is able to record two types of Availability for a person. General Availability specifies when a person is generally available. For example, a person may be

generally available all day Saturdays, but only available from 12pm onwards on Sundays. Specific Availability allows a person to enter in one-off notifications of availability or unavailability. For example, a person may be generally available all day Saturdays; however on Saturday 16th April 2011 they are unavailable for some reason. You would leave their general availability to 'available all day Saturdays' but would enter in a specific entry making them unavailable on Saturday 16th April. For assistance in using Schedula, please refer to our online help and tutorials at [www.schedula.com.au/support](http://www.schedula.com.au/support)

5. To add General Availability, click Add Additional General Availability. The following window will appear:



The screenshot shows a dialog box titled "Add General Availability". It features a calendar icon with the number "10" and a small "(10)" below it. The main text reads "Generally available on" followed by a dropdown menu set to "Saturdays" and another dropdown menu set to "for the entire day.". At the bottom, there are two buttons: "Save & Close" and "Close".

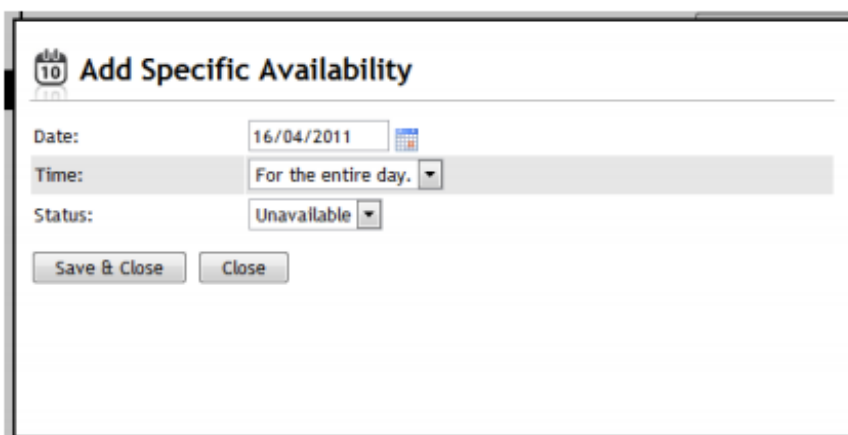
6. Once you have finished entering the details for this entry of General Availability, click Save & Close. To discard the entry, click on Close.

7. When you click Save & Close for the above example, the official's profile will update as follows: This person will now be able to be appointed to any Saturday fixtures.



The screenshot shows a horizontal bar with a dark header containing the text "General Availability". Below the header, the text reads "Generally available all day Saturdays". On the right side of the bar, there is a "Remove" button.

8. To add Specific Availability, click Add Additional Specific Availability. The following window will appear:



The screenshot shows a dialog box titled "Add Specific Availability". It features a calendar icon with the number "10" and a small "(10)" below it. The form contains three fields: "Date:" with a text box containing "16/04/2011" and a calendar icon; "Time:" with a dropdown menu set to "For the entire day."; and "Status:" with a dropdown menu set to "Unavailable". At the bottom, there are two buttons: "Save & Close" and "Close".

9. Once you have finished entering the details for this entry of Specific Availability, click Save & Close. To discard the entry, click on Close.

10. When you click Save & Close for the above example, the official's profile will update as follows: This person is now unavailable for Saturday 16 April.

**Evan Panagopoulos** Person ID: 254

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**General Availability**

Generally available all day Saturdays Remove

[Add Additional General Availability](#)

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**Specific Availability**

Date	Status	Period	
Saturday 16 April	Unavailable	All day	Remove

[Add Additional Specific Availability](#)

11. Now you will be able to appoint this person to any Saturday fixtures. Note: Using the above example, you will be able to appoint Evan to any Saturday fixtures except for any on Saturday 16 April as he has been made Unavailable for the entire day.

<input type="button" value="Appoint"/>	<a href="#">Show Previous Appointments</a>
<b>PANAGOPOULOS, Evan</b>	<a href="#">Show Profile</a>
<input type="button" value="Appoint"/>	<a href="#">Show Previous Appointments</a>
<b>ΠΑΡΕ, Peter</b>	<a href="#">Show Profile</a>
ΠΑΡΕΤΟΧΗ ΔΙΑΡΘΡΩΣΗ	<a href="#">Show Previous Appointments</a>

## Related Articles

[template("related")]

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