



GAMEDAY

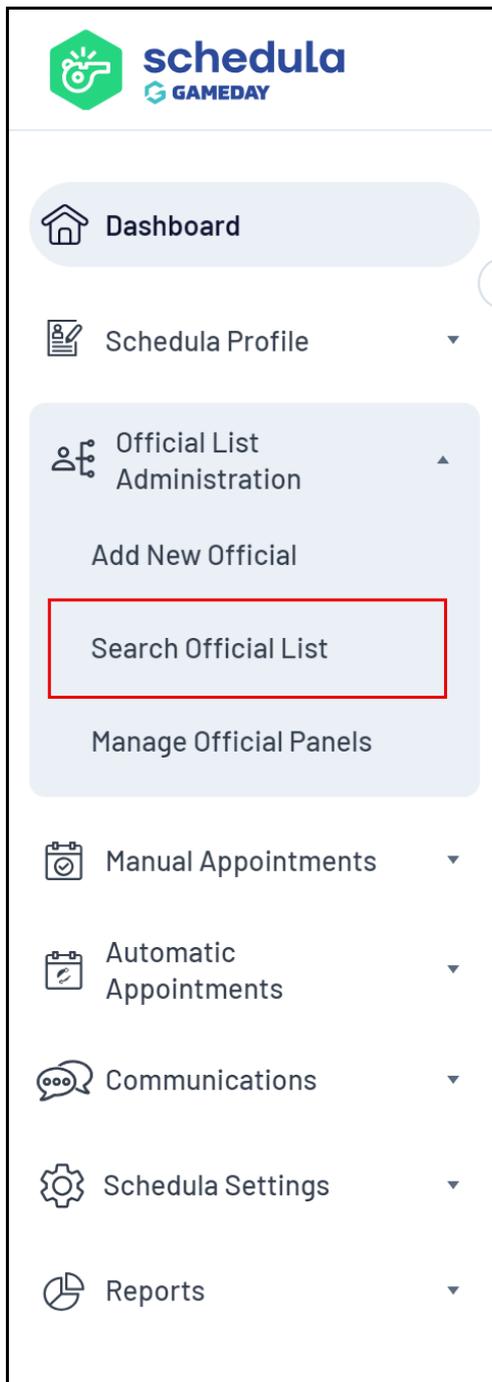
How do I modify an official's availability in Schedules?

Last Modified on 22/12/2023 8:20 am AEDT

As an administrator, you have the ability to view and adjust the availability settings for officials registered with your organisation. This is helpful if your official is unable to login to their Schedules account to update their availability and need to make a quick change before appointments are assigned.

To view or make adjustments to an official's availability:

1. In the left-hand menu, click **Official List Administration** > **SEARCH OFFICIAL LIST**



2. Enter in some search criteria to find the person you want to enable as an Administrator then click **SEARCH**

Q Search Official List ⓘ

All fields marked with a * are compulsory.

Name

Gender Both Male Female

Date of Birth between and

Address

Suburb

Organisation *

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

3. Click the **OFFICIAL NAME** to access their Schedule profile

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

There are 1 results.

Name	DOB	Gender	Address
<input type="text" value="James"/>	1989-08-26	Male	<input type="text"/>

<< < 1 > >>

4. Click the **AVAILABILITY** option in the left-hand menu

The screenshot shows a user profile interface. On the left is a vertical navigation menu with the following items: Profile, Attributes, Availability (highlighted with a red border), Appointments, and Payments. The main content area is divided into sections. At the top, there is a user icon and a greyed-out name, with 'Person ID: 19796040' displayed below. The 'Personal Details' section contains fields for 'Full Name' and 'Date of Birth'. Below this is the 'Address' section, which has a location pin icon and the title 'Address'. It features a greyed-out address field and a '+ Add Address' button at the bottom.

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 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 one-off notifications of availability or unavailability. For example, a person may be generally available all day Saturdays; however, if on Saturday 16th April they are unavailable, this can be entered as a Specific Availability

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

Profile

Attributes

Availability

Appointments

Payments

Availability

General Availability

This person has not specified any general availability.

[+ Add Additional General Availability](#)

Specific Availability

This person has no specific availability settings.

[+ Add Additional Specific Availability](#)

6. Enter the Availability details, then click **SAVE & CLOSE**

Add General Availability

Day you are generally available:

Time you are generally available:

Where you are generally available: All Organisations Selected Organisations

Use this screen to select options for your General Availability settings. General Availability is when you are generally available. Select a particular day, time period, organisation and/or region that you are generally available for.

What is a Region?
A Region is a collection of grounds defined by an Organisation that you can make yourself available for. Regions assist Organisations and Appointment Officers in determining who is available and where.

[Save & Close](#) [Close](#)

The official's profile will be updated as follows: This person will now be able to be appointed to any fixtures that fall within their specified availability.

Availability

General Availability

Generally available all day Saturdays for any Organisation [Remove](#)

Generally available all day Fridays for any Organisation [Remove](#)

[+ Add Additional General Availability](#)

Specific Availability

Date	Status	Time Period	Organisation/Region	
Sunday 24 December 2023	Available	All day	All Organisations	Remove
Saturday 9 March 2024	Unavailable	All day	All Organisations	Remove

[+ Add Additional Specific Availability](#)

