

## Submitting availability using MyFLC app

1. Click on availability in the menu.
2. Select "Use Blank Calendar"
3. Click on "Clear All"



4. Please make sure to adjust view % by pressing Ctrl+ or Ctrl- until the dates match the days

<p>A screenshot of the MyFLC app showing a calendar view for September 2022. The view is adjusted so that the dates match the days of the week. The calendar shows days from Monday to Sunday, with dates 1 through 30. Some dates (4, 5, 11, 18, 25) are highlighted in dark grey.</p>	<p><b>Correct view %</b></p>
<p>A screenshot of the MyFLC app showing a calendar view for September 2022. The view is adjusted so that the dates do not match the days of the week. The calendar shows days from Monday to Friday, with dates 1 through 30. Some dates (4, 5, 11, 18, 25) are highlighted in dark grey.</p>	<p><b>Need to press Ctrl -</b></p>
<p>A screenshot of the MyFLC app showing a calendar view for September 2022. The view is adjusted so that the dates do not match the days of the week. The calendar shows days from Monday to Sunday, with dates 1 through 30. Some dates (4, 5, 11, 18, 25) are highlighted in dark grey.</p>	<p><b>Need to press Ctrl +</b></p>

5. Select the radio button next to "Block Day(s)" and then click on the days you want to block. When your child is not available for sessions.

6. Select the top radio button “Provide availability window”, then select one of the days that your child can attend on. A window will show with selection buttons to enter “Earliest start time” and “Latest finish time”. Please select then press register.

September 2022 Availability

**Availability on Tuesday, 06 Sep 2022**

Start Time 8 : 0

End Time 8 : 0 **Register**

NOTE: You may only select availability windows greater or equal to 2 hours, so if you select 8:00-9:00, the system will notify you to enter at least 2 hrs difference bet start and finish.

Please select at least 2 hours of availability to allow for flexible scheduling, Thank you

**Retry**

7. You will be asked if you wish to copy this same availability to other days in the month. If yes, please select yes and select all other days that have the same availability.

Do you wish to copy selected availability window to other days?

**Yes** **No**

8. When done, click on “Done Copying” button

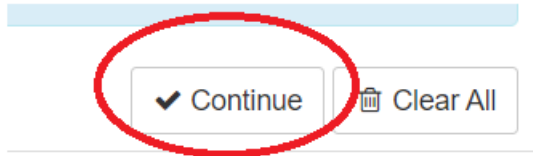
Provide availability window

Block day(s)

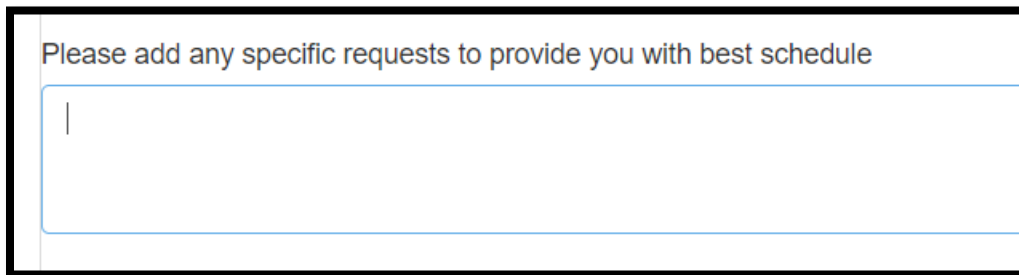
**DONE COPYING**

September 2022 Availability

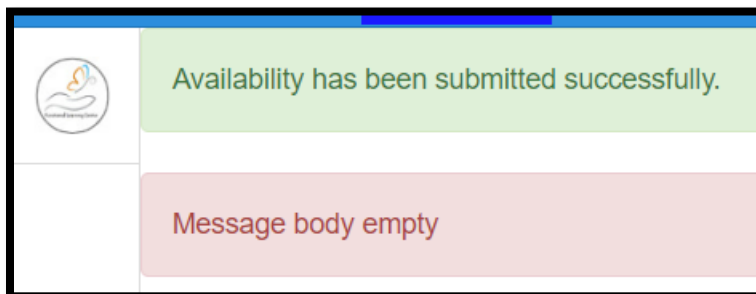
9. If no, then select another day and enter the availability on that day.
10. Repeat above steps to account for all days of the month. Do not leave any un-accounted-for days.
11. When done press "Continue"



12. A drop down will show to add notes.

A screenshot of a text input field. The field has a placeholder text that reads: "Please add any specific requests to provide you with best schedule". The field is empty and has a blue border.

13. Please enter any information you wish to include. If none, please enter any text as this is a mandatory field. **If no text is entered, you will get a false "Successful submission" message.** Followed by an error message reading: "Message Body empty" **This means that no email was sent to FLC scheduling.**



14. On a successful submission, you will receive an email confirmation of submission.

**Thank you**

