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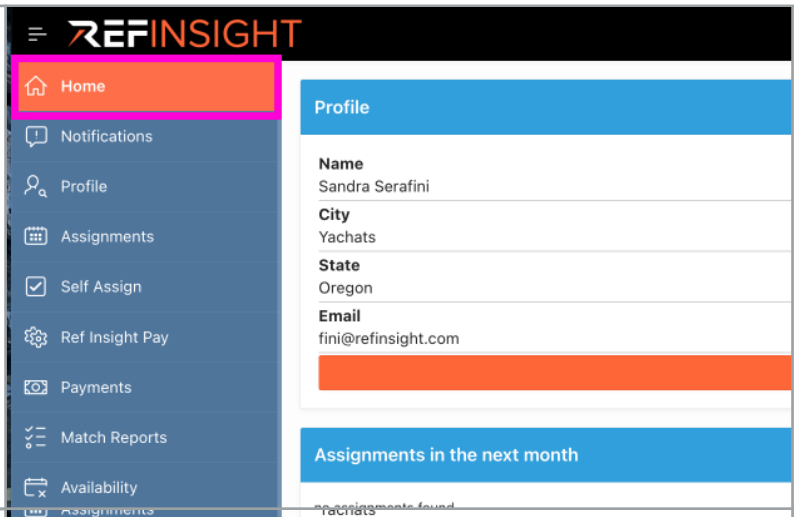
1.

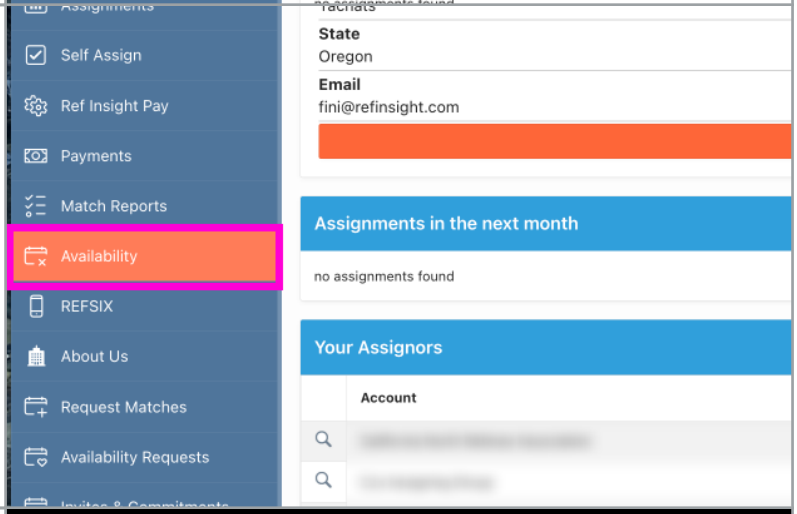
This tutorial demonstrates two options for officials to declare availability.

A new option allows you to assume you are unavailable and specify the dates and times when you can officiate.



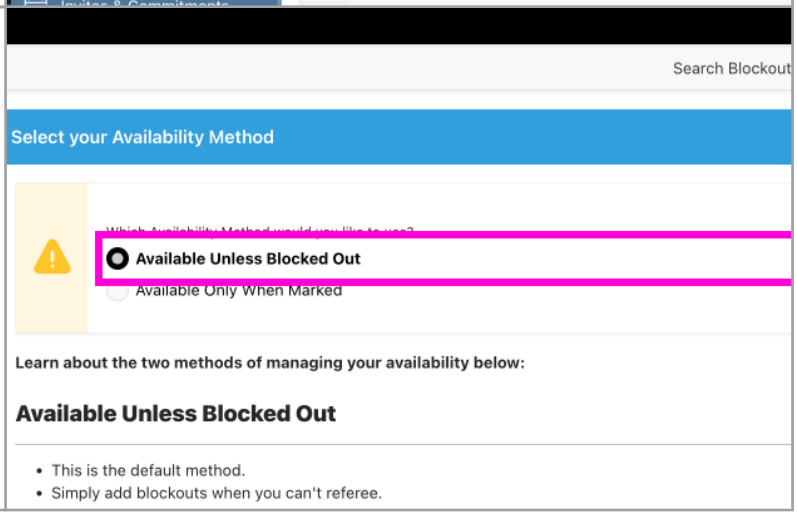
2.

In the menu, click Availability



3.

The default method is that an official is available, unless they are blocked out.



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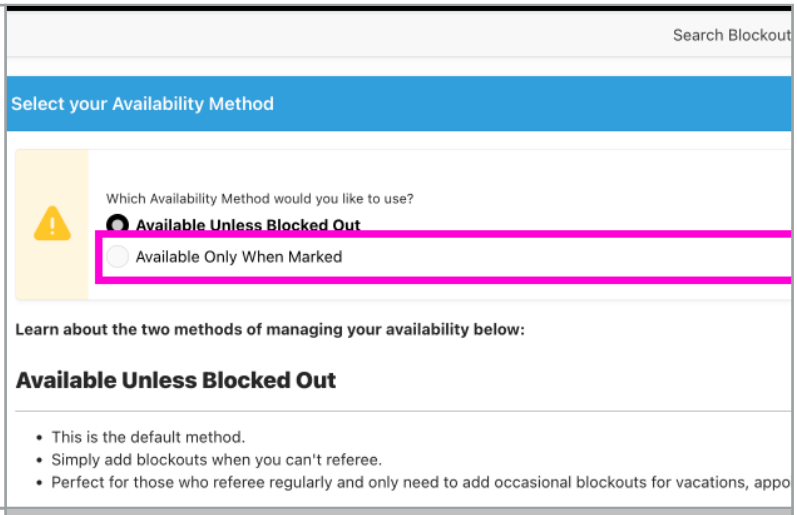
4.

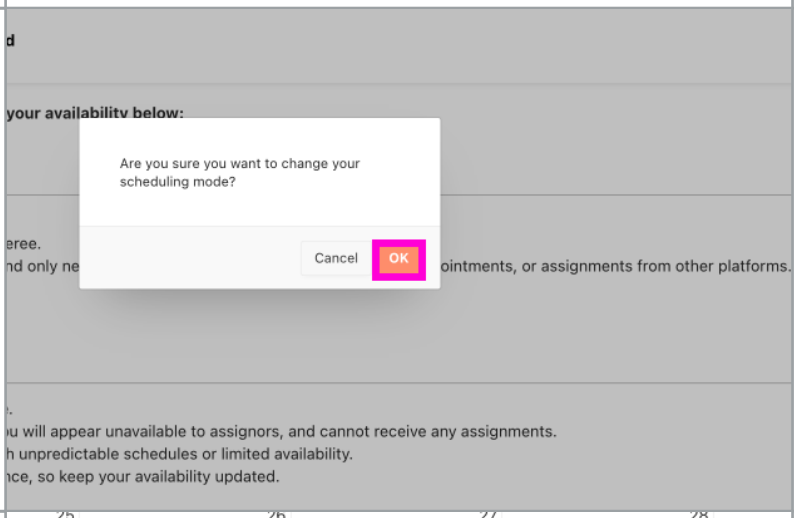
If you prefer to be considered unavailable unless you specifically mark yourself as available, click the Available Only When Marked option.

Guidance on the two methods is displayed below the selection area.



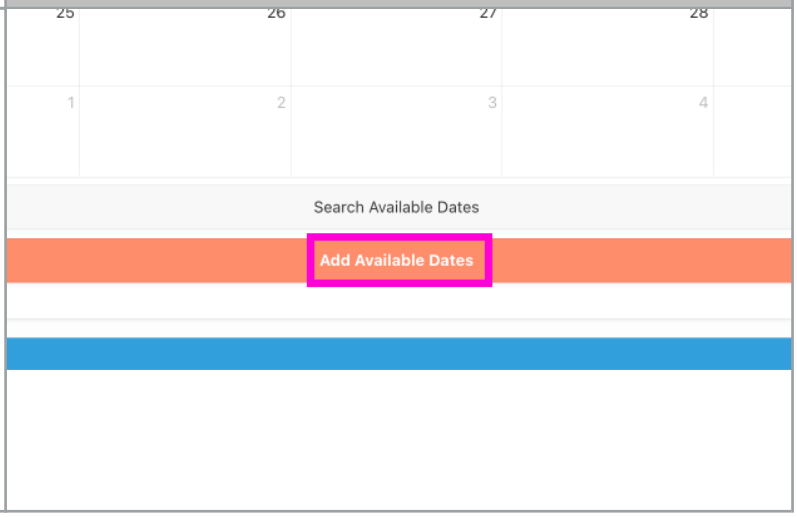
5.

Click OK to confirm.



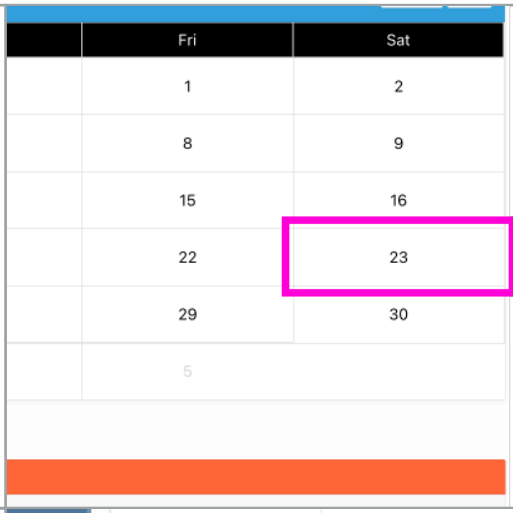
6.

Click Add Available Dates to mark the dates and times you are available to officiate.



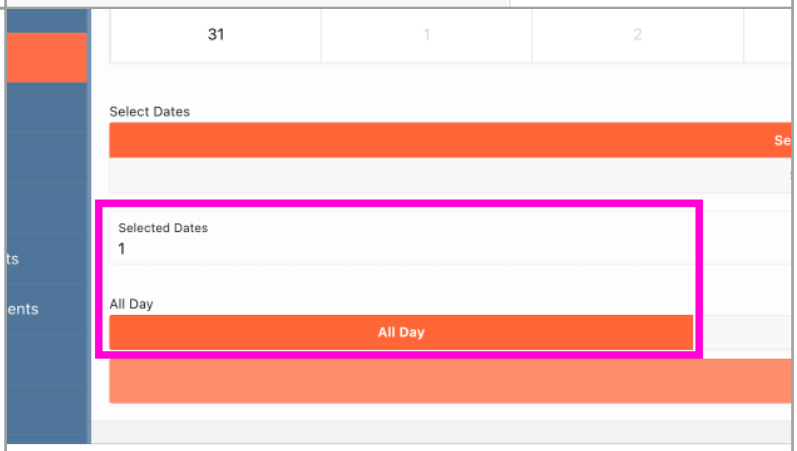
7.

You can select an individual date ...



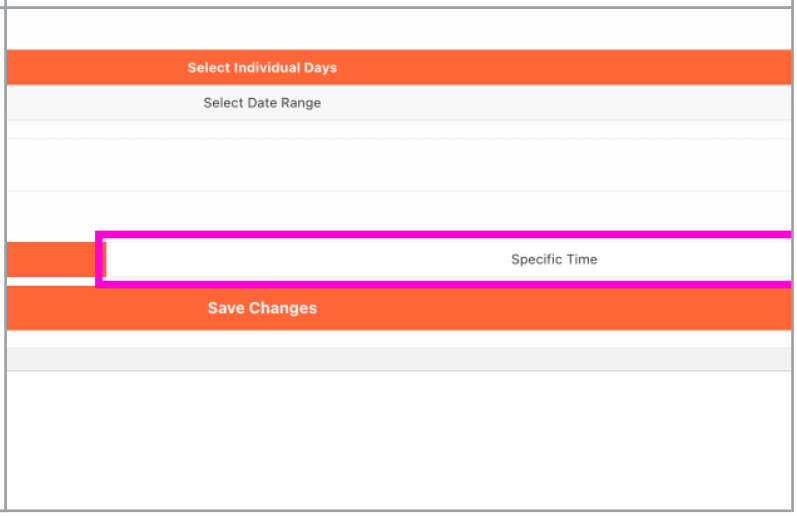
8.

Specify All Day ...



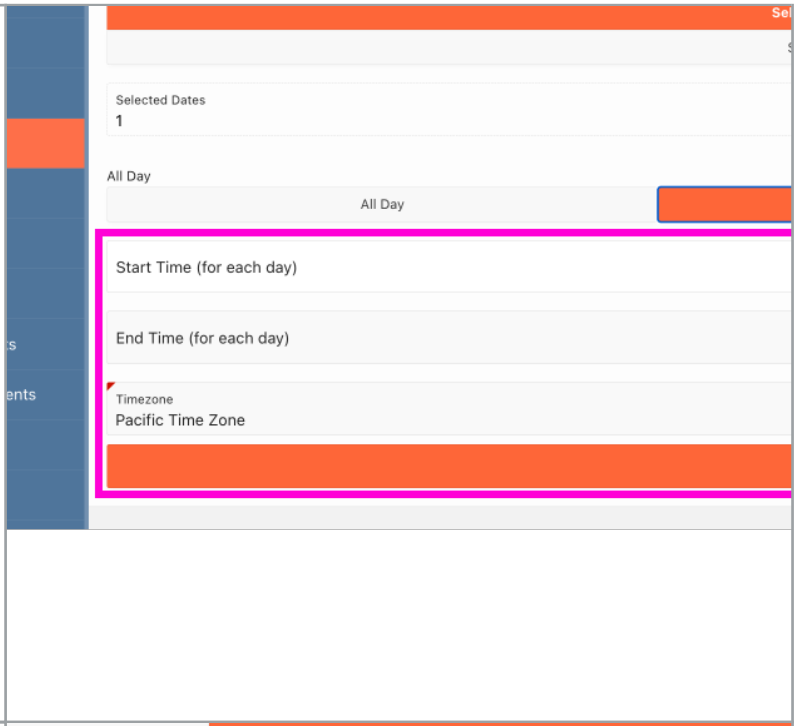
9.

Or Specific Times for a particular day.



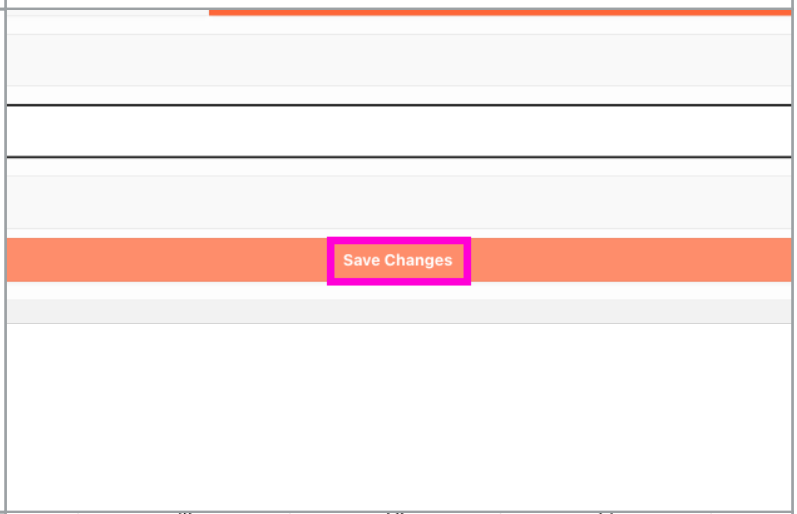
10.

If you choose Specific Time, enter the Start and End Time of when you are available.



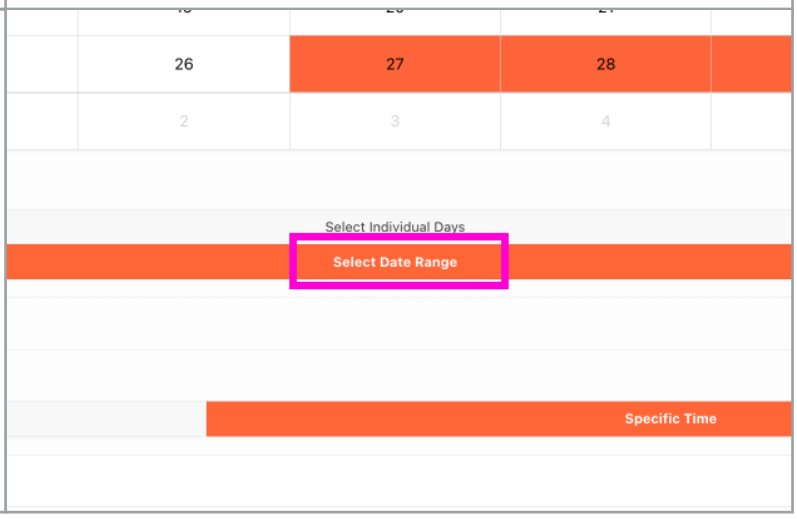
11.

Click Save Changes when done.



12.

You can also select a Date Range and repeat the previous steps to specify All Day or specific Start and End Times.



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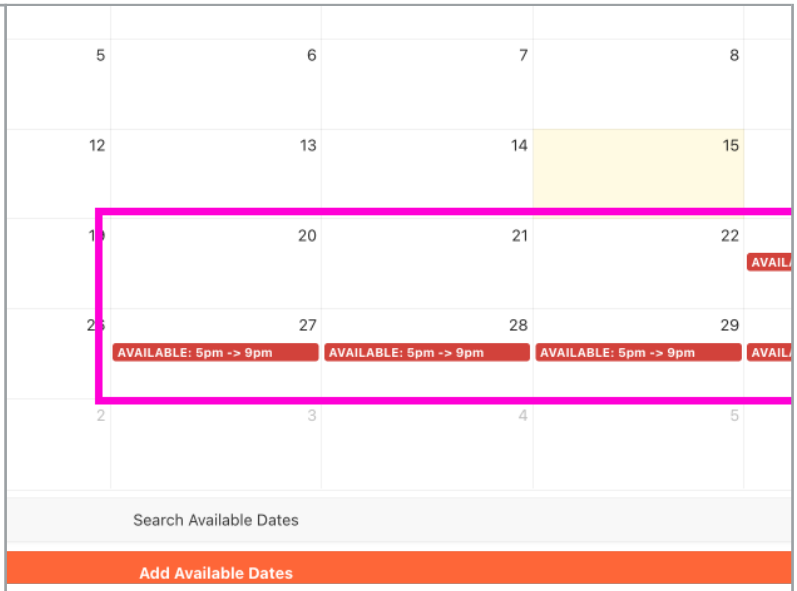
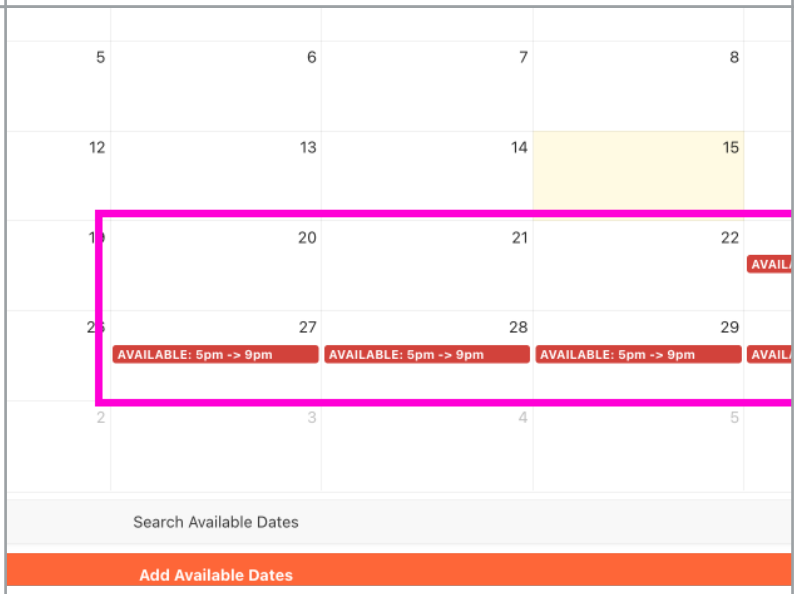
13.

You will see the dates and times you marked yourself as available when using this Assume Unavailable method.



14.

Assignors will be able to see which availability method you chose.



15.

You can switch between these methods at any time, but if you switch methods, you'll need to update your availability accordingly.

Thank you for watching the tutorial on choosing an Availability Method.

