

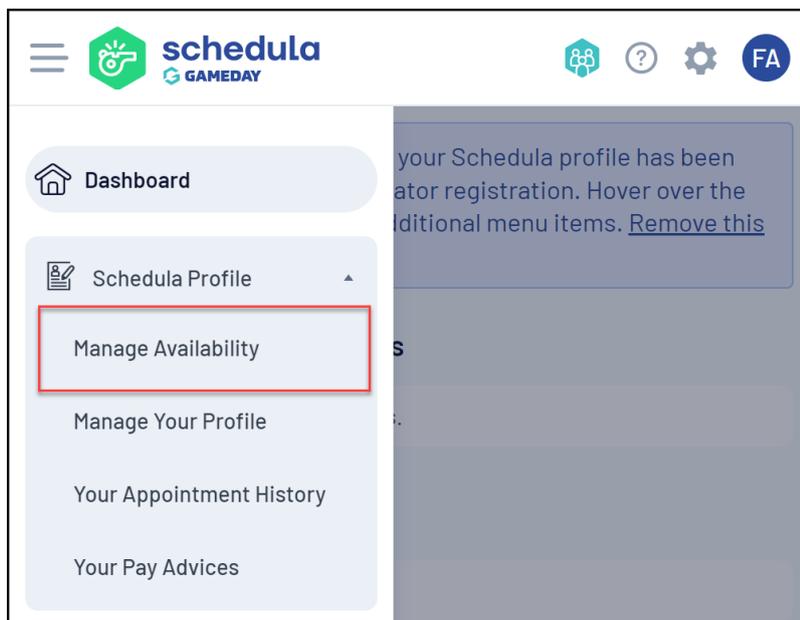
## How do I manage my availability as an Official in Schedula?

Last Modified on 21/12/2023 8:15 am AEDT

A core feature of Schedula is the ability for officials 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.

To manage your Availability in Schedula:

1. Open the burger menu in the top-left corner, then click **Schedula Profile > MANAGE AVAILABILITY**



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 an official:

- **General Availability** specifies when you are generally available. For example, you may be generally available all day Saturdays, but only available from 12pm onwards on Sundays
- **Specific Availability** allows you to enter one-off notifications of availability or unavailability. For example, you may be generally available all day Saturdays; however, if on Saturday 16th April you are unavailable, this can be entered as a Specific Availability

**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.

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

The screenshot displays the 'Availability' settings interface. At the top, the 'schedula GAMEDAY' logo is visible alongside navigation icons for home, help, settings, and a profile icon labeled 'FA'. The main heading is 'Availability'. Under the 'General Availability' section, a message states 'The following table lists your General Availability' with an information icon. Below this, a text entry shows 'You are generally available all day Saturdays for any Organisation', followed by a 'Remove' button. A red box highlights the '+ Add Additional General Availability' button. The 'Specific Availability' section below shows 'The following table lists your Specific Availability' with an information icon, followed by the message 'You have no specific availability settings.' and a red box highlighting the '+ Add Additional Specific Availability' button.

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

## 🕒 Add General Availability

Day you are generally available

Fridays ▼

Time you are generally available

for the entire day. ▼

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

The following table lists your **General Availability** 

You are generally available all day Saturdays for any Organisation

Remove

You are generally available all day Fridays for any Organisation

Remove

 Add Additional General Availability

The following table lists your **Specific Availability** 

Date Friday 22 December 2023

Status **Unavailable**

Time Period All day

Org/Region All Organisations

Remove

 Add Additional Specific Availability