

How to change your availability.

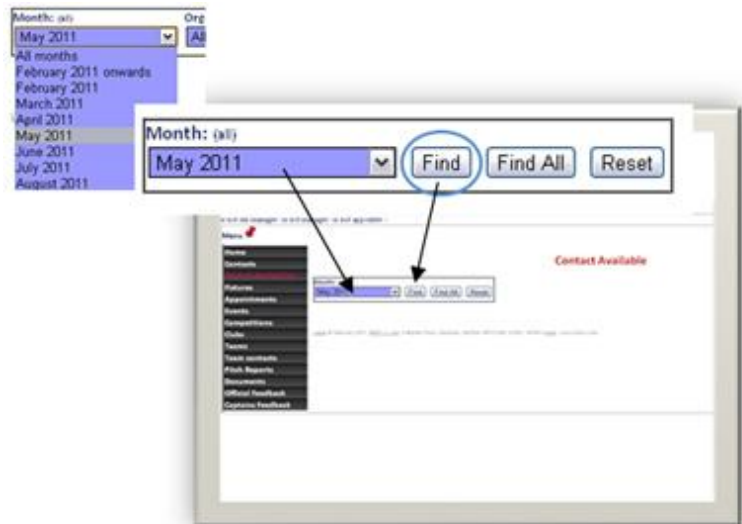


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1- Once you are logged into your Who's The Ref account go to your options menu on the left hand side of the page a click on the '**Contact Availability**' link.



2- Select the month you wish to edit your availability for from the drop down menu and then click '**Find**' to view that months days.



3- This will display a calendar of the month you have selected to view. It shows your current availability for the days in that month.

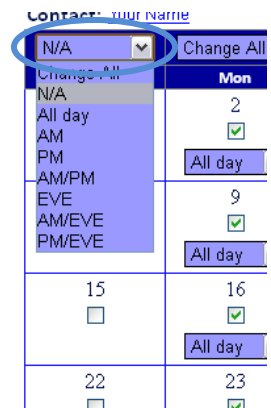
To change your availability for the days in the month you must select the edit function as shown in the **Action** column by clicking on the icon showing paper and a pen.



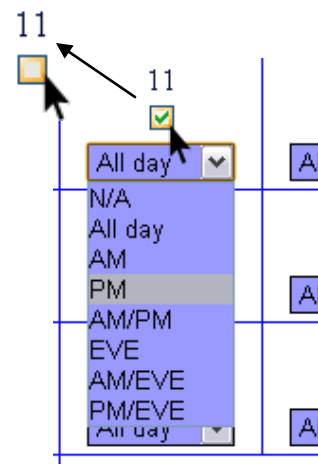
4- You will now be displayed a number of options on a calendar. It is on this screen that you are able to edit your availability for games by telling Who's The Ref which days you are available and/or at what times during the day.



You can change your availability for all occurrences at a chosen day in the month by using the drop down menu on the top of the calendar. For example if you are only available at weekends you can go through Monday – Friday and select **N/A** on these days to tell the database that you are unavailable



However if you wish to individually select days and change them, this too is possible. If you wish to make yourself unavailable for the whole day then you may simply click the tick in that day. You may also use the drop down menu on the specific day and pick one of the options to say at what time during the day you are available.



Once you have finished editing your availability for any of the dates in that month you must click the confirm button to submit your changes. You will then be taken back to **stage 3**.



## Button Functions:

**Update-** This button will confirm any changes you have made to the calendar and store the information on Who's The Ref for your societies appointers.



Click to update this record

**Reset-** This button will reset any changes that you have made and return the screen to its original set up prior to your last edits to dates.



Click to reset changes and continue editing

**Discard-** This button will remove any changes you have made and redisplay the record that you are currently on.



Click to discard any changes and redisplay this record