

Match Officials <https://matchofficials.org/>

Setting Available / Blocked Time

You can set both available and not available time blocks as entire days or specific times of day. Unless you specifically add “not available” blocks to your schedule the assignor will see you as available.

1. *Select My groups*
2. *Select My Schedule*
3. *Double click* on a date. This opens the new event dialog.
4. *Select* a group name or all
5. *Select* All Day check box to block entire day or un-check for partial day
6. *Select* Available ? check box to set available time
7. *Set* the Start date and Time (time only shows when All day in un-checked)
8. *Set* the End date and Time
9. *Add* an optional Description
10. *Select* Save or Cancel

