## HOW TO ENTER YOUR AVAILABILITY

Enter the following website in the address bar: www.mvoa.ca/scheduler/

The following screen will appear:

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Manitoba Volleyball Officials Association: Scheduling Application		2
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Enter **Email Address** and **Password** in the fields provided, then click on **Login**. (In order to Login, you must be registered. If you have not registered, go through instructions for registration before proceeding.) The following screen will appear:



Click on Availability

The following screen will appear:

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Click on any of the times for a day that you are available so that it becomes highlighted. Availability will be done 1 day at a time. Multiple days cannot be selected.

For example, if you are available on Thursday February click on **Thu 12.** Your screen should look like the following:

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Notice now that the times for **Thu 12** are highlighted in blue.

If you scroll further down the screen, you will see **Selected Date** is 2-12-2009. Click on Add Range.

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This will open up fields for you to enter the times you are available.

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Click on the drop down in the "**from**" field and the "**until**" field to select times you are available.

\*\*\* Please note that the time you enter in "from" field is the time you would be available to start a match. If you enter 6 pm, Ed could assign you a match at 6 pm.

## Once times are selected, click on Save Selected Availability.

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In the table above, it shows that you are available for the time range in the highlighted green area on February 12 from 6 pm to 11 pm.

If you are available multiple times during the day, you have to option of entering multiple times. For example, if you are available from 5 pm to 7 pm and then from 9 pm to 11 pm, Enter first time range as shown below. Instead of clicking on Save Selected Availability, click on Add Range again.

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This will allow you enter a second range of times you are available.

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Once times have been entered, click on Save Selected Availability.

This will bring to the following screen. In the table below, it shows 2 blocks of time that you are available highlighted in the green area.

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Continue the process of entering all days and times you are available. Once complete, you can click on Logout. An email will be sent to you with a summary of your assignments.