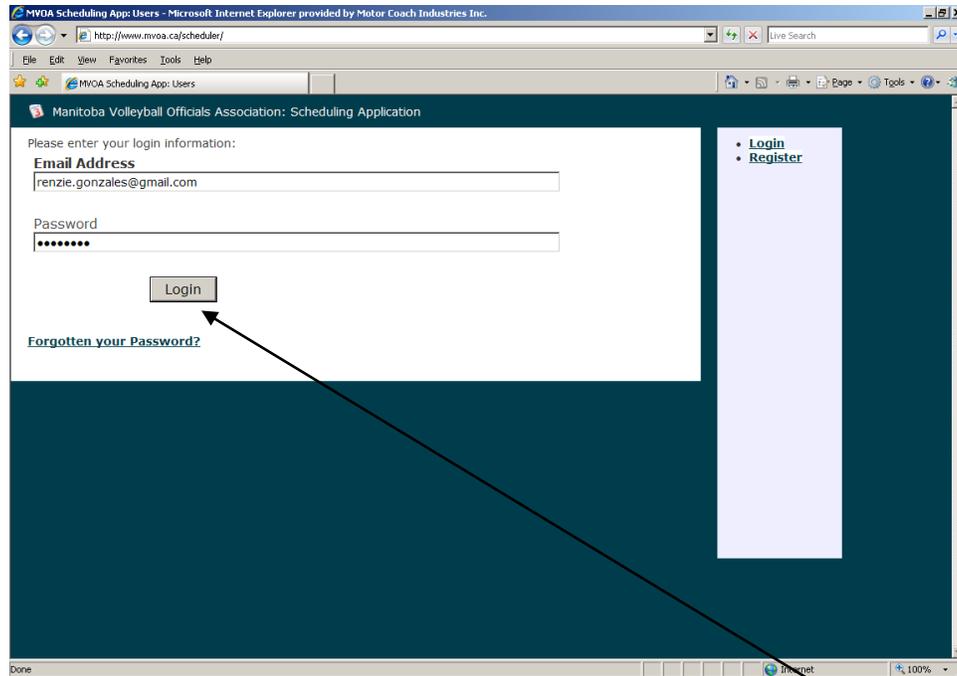


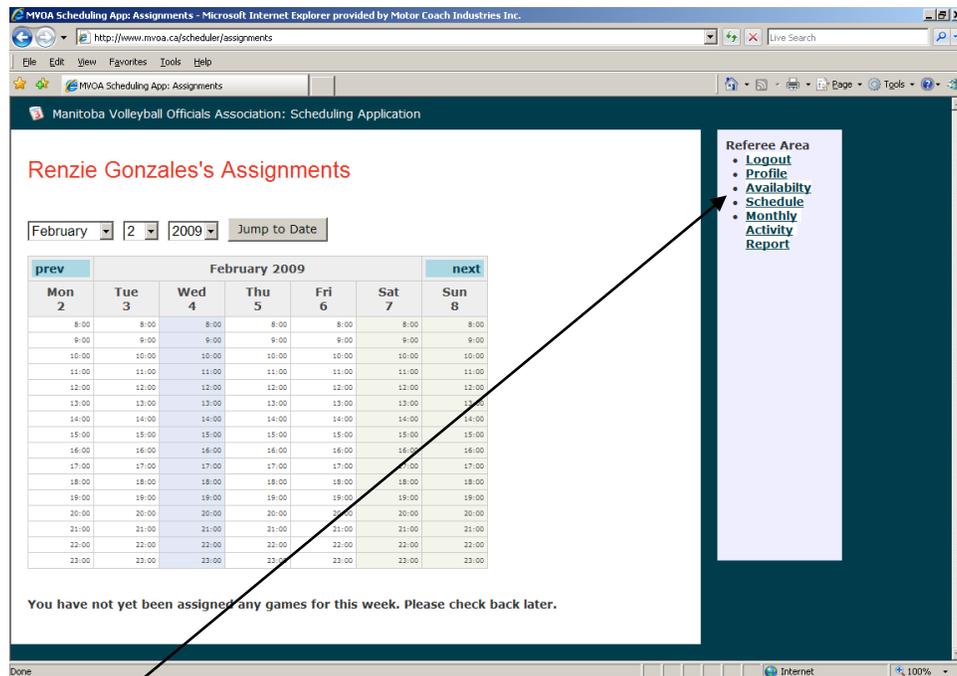
HOW TO ENTER YOUR AVAILABILITY

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

The following screen will appear:



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:

Adjust Renzie Gonzales's Availability

To adjust your availability, click on the desired day of the month in the calendar below.

Month View

February 9 2009 Jump to Date

prev	February 2009						next
Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	
8:00	8:00	8:00	8:00	8:00	8:00	8:00	
9:00	9:00	9:00	9:00	9:00	9:00	9:00	
10:00	10:00	10:00	10:00	10:00	10:00	10:00	
11:00	11:00	11:00	11:00	11:00	11:00	11:00	
12:00	12:00	12:00	12:00	12:00	12:00	12:00	
13:00	13:00	13:00	13:00	13:00	13:00	13:00	
14:00	14:00	14:00	14:00	14:00	14:00	14:00	
15:00	15:00	15:00	15:00	15:00	15:00	15:00	
16:00	16:00	16:00	16:00	16:00	16:00	16:00	
17:00	17:00	17:00	17:00	17:00	17:00	17:00	
18:00	18:00	18:00	18:00	18:00	18:00	18:00	
19:00	19:00	19:00	19:00	19:00	19:00	19:00	
20:00	20:00	20:00	20:00	20:00	20:00	20:00	
21:00	21:00	21:00	21:00	21:00	21:00	21:00	
22:00	22:00	22:00	22:00	22:00	22:00	22:00	
23:00	23:00	23:00	23:00	23:00	23:00	23:00	

Referee Area

- Logout
- Profile
- Availability
- Schedule
- Monthly Activity Report

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:

Adjust Renzie Gonzales's Availability

To adjust your availability, click on the desired day of the month in the calendar below.

Month View

February 9 2009 Jump to Date

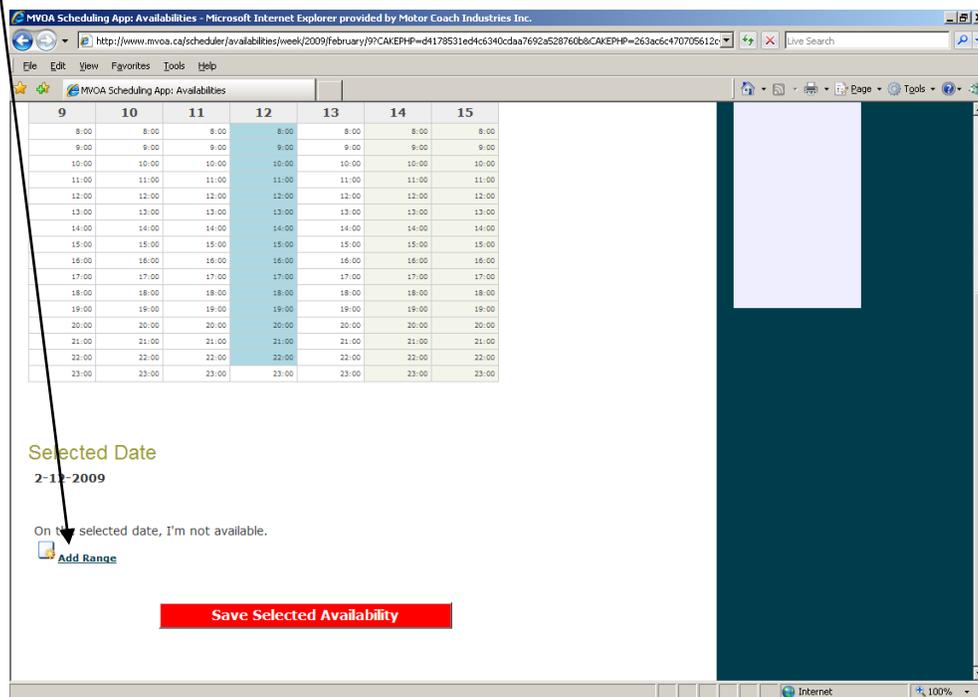
prev	February 2009						next
Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	
8:00	8:00	8:00	8:00	8:00	8:00	8:00	
9:00	9:00	9:00	9:00	9:00	9:00	9:00	
10:00	10:00	10:00	10:00	10:00	10:00	10:00	
11:00	11:00	11:00	11:00	11:00	11:00	11:00	
12:00	12:00	12:00	12:00	12:00	12:00	12:00	
13:00	13:00	13:00	13:00	13:00	13:00	13:00	
14:00	14:00	14:00	14:00	14:00	14:00	14:00	
15:00	15:00	15:00	15:00	15:00	15:00	15:00	
16:00	16:00	16:00	16:00	16:00	16:00	16:00	
17:00	17:00	17:00	17:00	17:00	17:00	17:00	
18:00	18:00	18:00	18:00	18:00	18:00	18:00	
19:00	19:00	19:00	19:00	19:00	19:00	19:00	
20:00	20:00	20:00	20:00	20:00	20:00	20:00	
21:00	21:00	21:00	21:00	21:00	21:00	21:00	
22:00	22:00	22:00	22:00	22:00	22:00	22:00	
23:00	23:00	23:00	23:00	23:00	23:00	23:00	

Referee Area

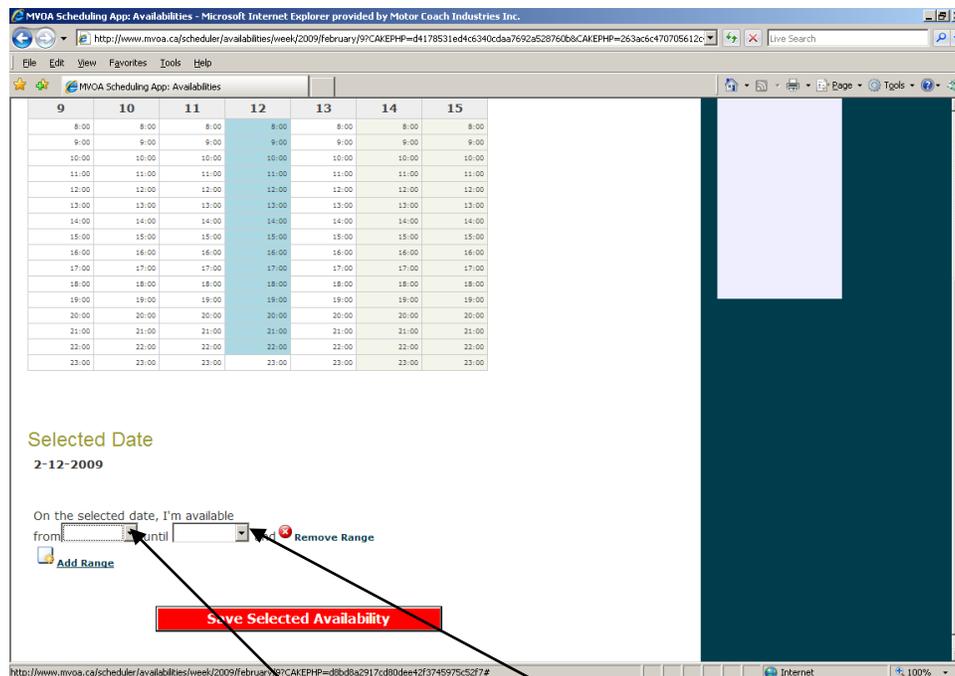
- Logout
- Profile
- Availability
- Schedule
- Monthly Activity Report

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**.



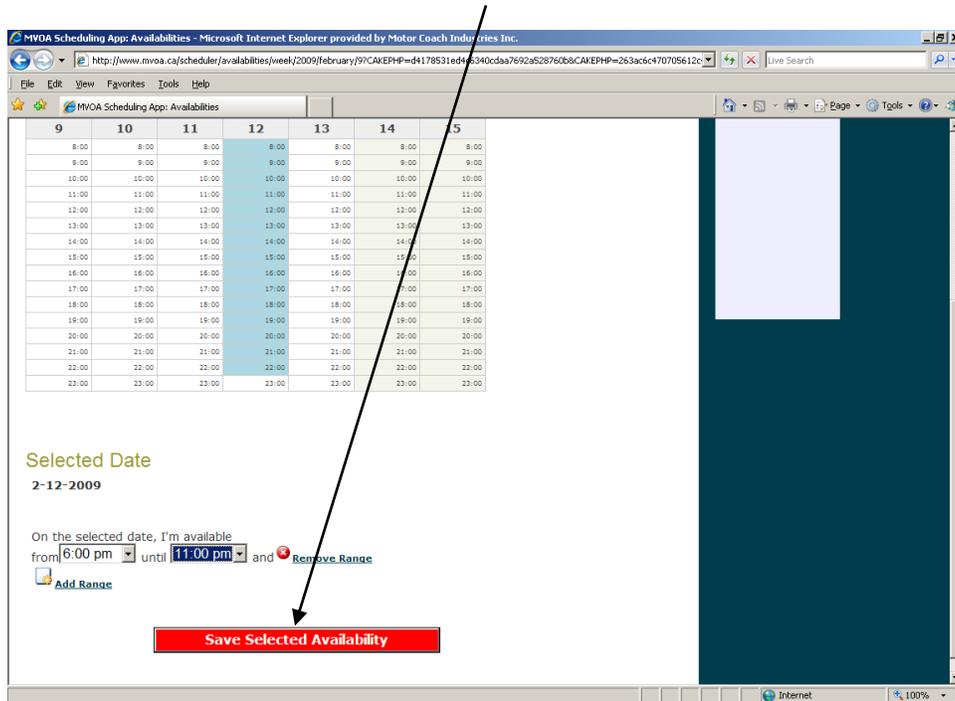
This will open up fields for you to enter the times you are available.



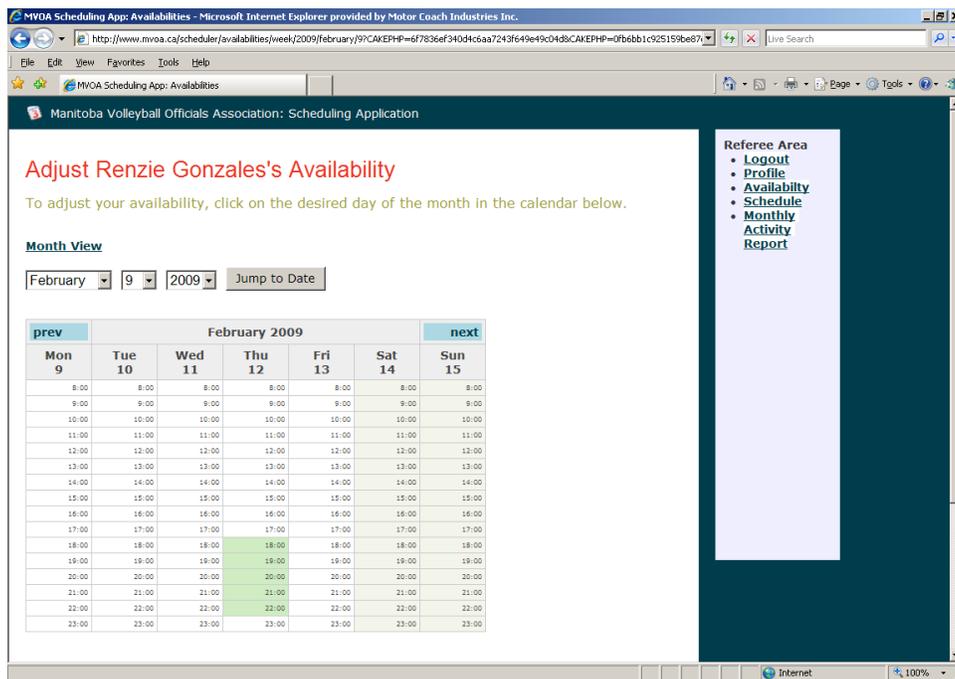
Click on the drop down in the “**from**” field and the “**until**” field to select times you are available.

***** 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**.



The following screen will appear:



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.

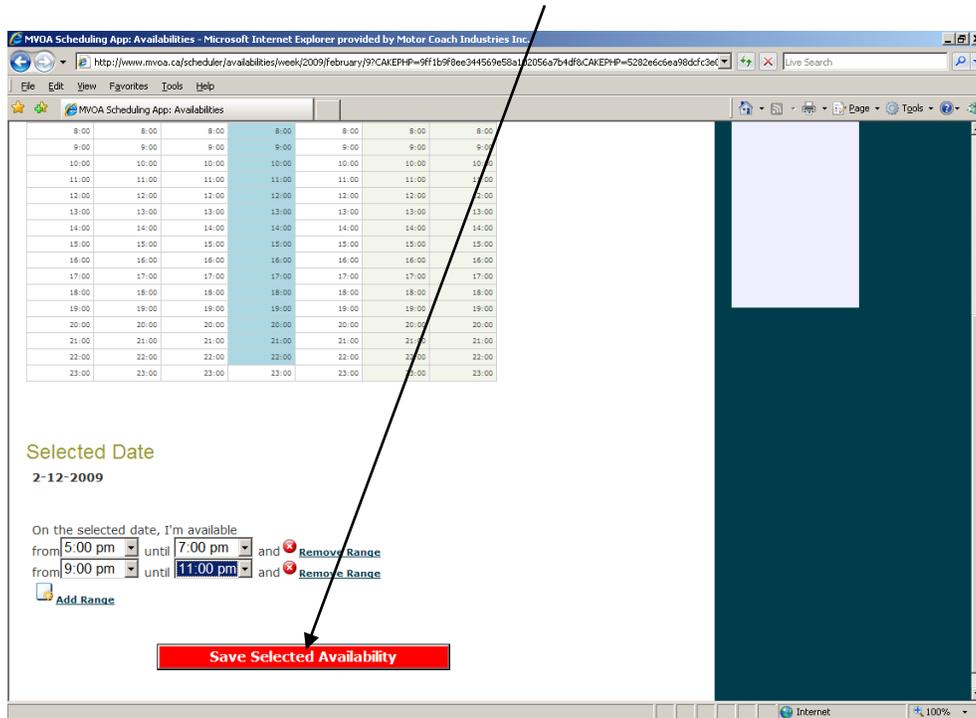
If you are available multiple times during the day, you have to option of entering multiple times. For example, if you are available from 5 pm to 7 pm and then from 9 pm to 11 pm, Enter first time range as shown below. Instead of clicking on Save Selected Availability, click on **Add Range** again.



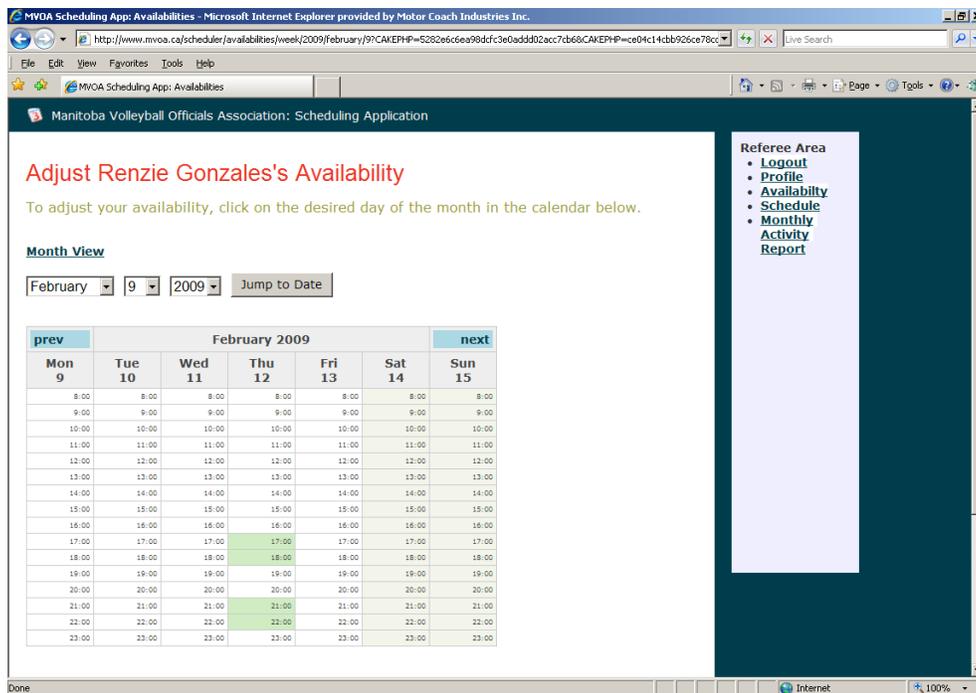
This will allow you enter a second range of times you are available.



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.



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.