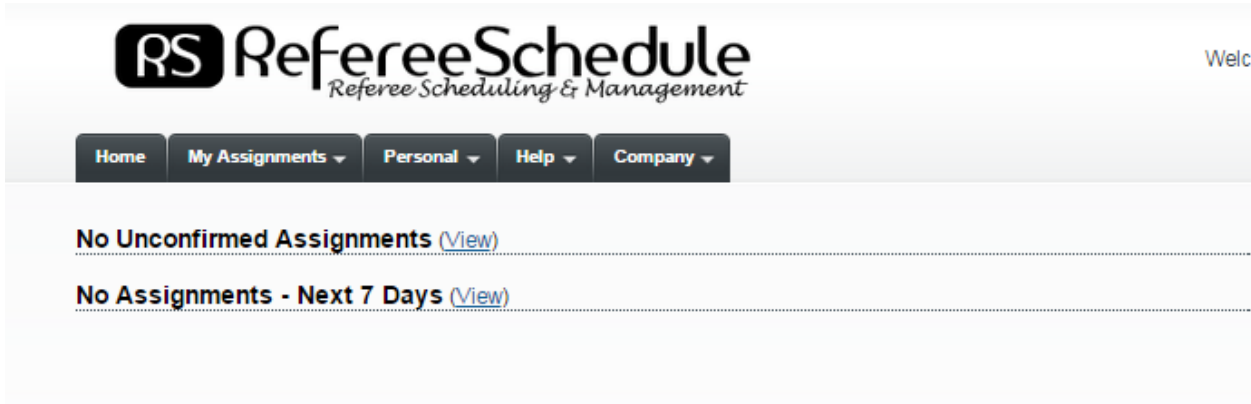1. Log in to RefereeSchedule using the login credentials you created when registering.
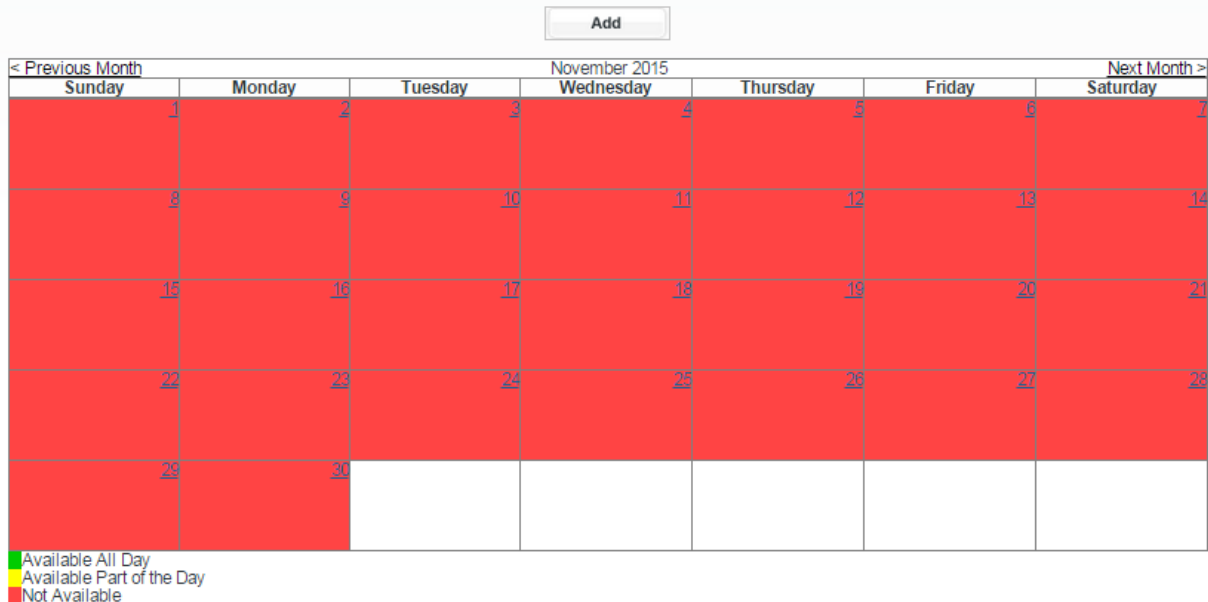2. You will come to the main screen:

3. Go to the Personal Tab and Select My Availability

4. You will come to a Calendar Page – if this is your first time adding availability the calendar will show all red which indicates you as not available every day.

5. Select the Add button. Select the date you are adding availability for and then available times or all day. Then click add

My Availability

You can add / edit available time by completing the fields below.

● Required Field

Title / Notes [   ]

Date [Nov ▼] [7 ▼] [2015] [📅] ●

Time
  ○ Available **All Day**.
  ◉ Available Starting at [8 ▼] : [00 ▼] [AM ▼] , Ending at [11 ▼] : [00 ▼] [AM ▼] .

Time Zone [(UTC-08:00) Pacific Time (US & Canada) ▼] ●

Recurrence
  ◉ No Recurrence. This is a one-time availability.
  ○ Repeat [▼] [▼] .

[Add]   [Cancel]

6. Your available time will show on the calendar for that date and the day will change to green (available all day) or yellow (available part of the day).

My Availability

Availability is shown in the following calendar.

[Add]

< Previous Month   November 2015   Next Month >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 8:00 AM - 11:00 AM
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

■ Available All Day
■ Available Part of the Day
■ Not Available

7. If you have a split availability on a particular game day then you will need to make a second entry for that day to add your second available time frame.

My Availability

Availability is shown in the following calendar.

Add

September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Today 8:00 AM - 2:00 PM 4:00 PM - 7:00 PM
6	7	8	9	10	11 All Day	12
13	14	15	16	17	18	19 10:00 AM - 1:00 PM
20	21	22	23	24	25	26 10:00 AM - 1:00 PM
27	28	29	30			

■ Available All Day
□ Available Part of the Day
■ Not Available