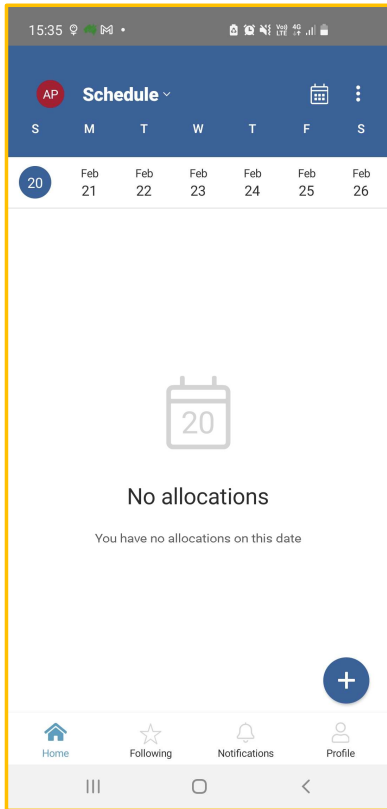# 4. Adding Blockouts (Unavailability)
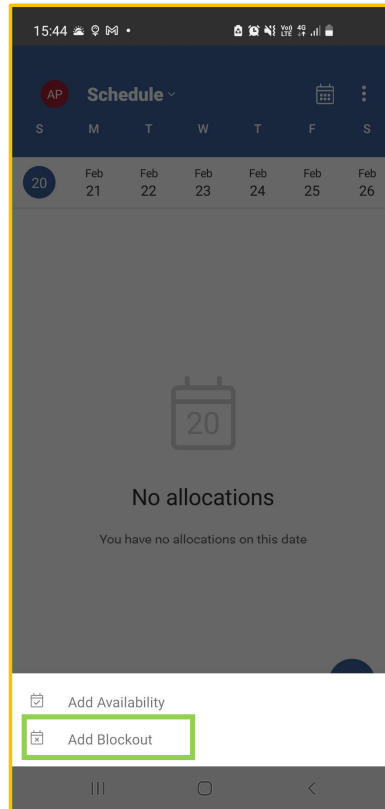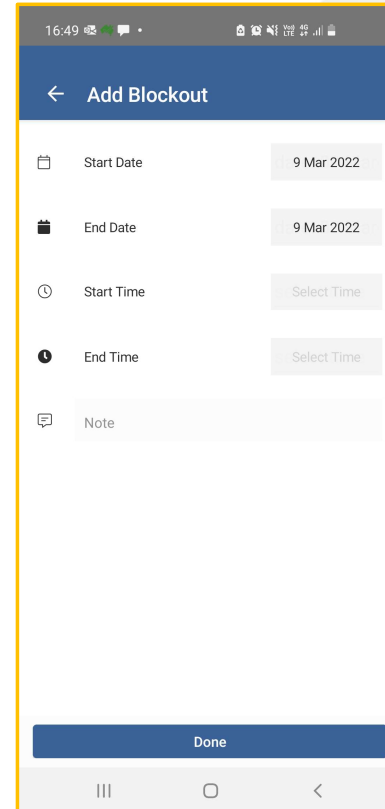
1.

Press the '**+**' icon.

2.

Press the "Add Blockout" button.

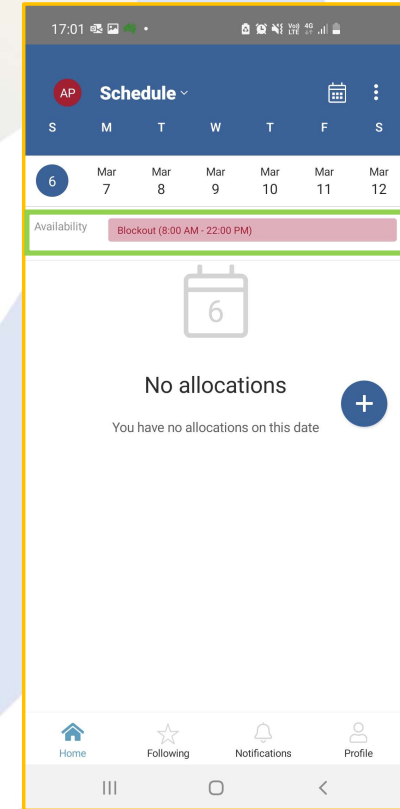**3.**

Enter the date, start and end time, and frequency of when you are available.

Blockouts will appear on the Home Page in red on the specific date(s) that you are **unavailable**.
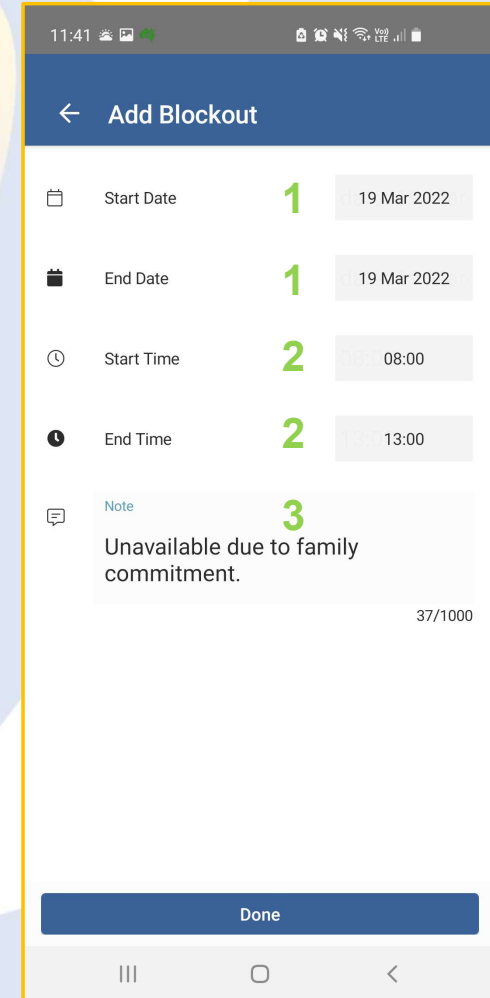
4a. Adding Unavailability for a Specific Day

To add your unavailability for a specific <u>day</u> during the season when you are generally available (**Specific Unavailability**):

1. Select the start date and end date you are entering the Blockout for;

2. Select the start time and end time that you are *specifically* unavailable; and

3. Enter any comments to attach to this Blockout.

EXAMPLE: I am generally available all day on Saturdays but I am *specifically unavailable* between 8am and 1pm on Saturday 19th March due to a family commitment.
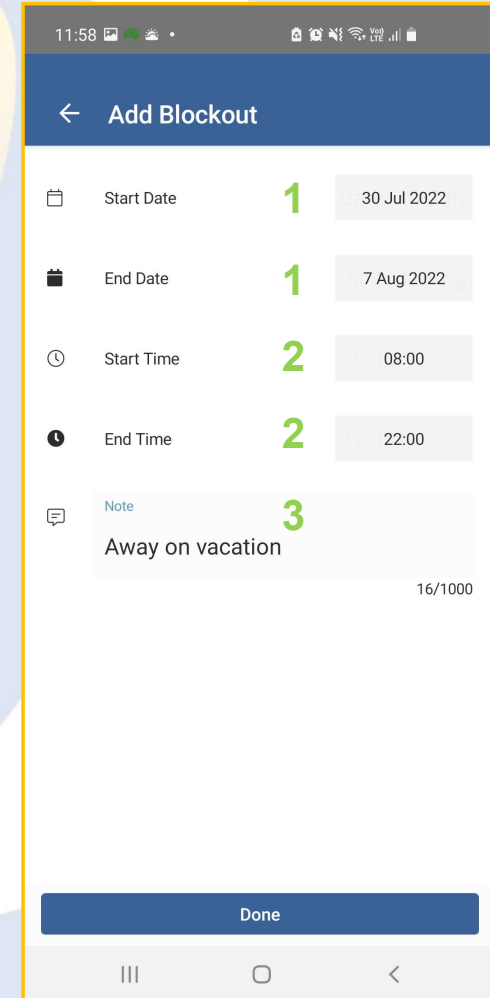
4b. Adding Unavailability for a Specific Period

To add your unavailability for a specific <u>period</u> during the season when you are generally available (**Specific Unavailability**):

1. Select the start date and end date you are entering the blockout for;

2. Select the start time and end time that you are *specifically* unavailable; and

3. Enter any comments to attach to this Blockout.

EXAMPLE: I am ***specifically unavailable*** from Saturday 30 July to Sunday 7 August due to being away on vacation. The start time and end time of the unavailability for multiple days is 8am to 10pm.