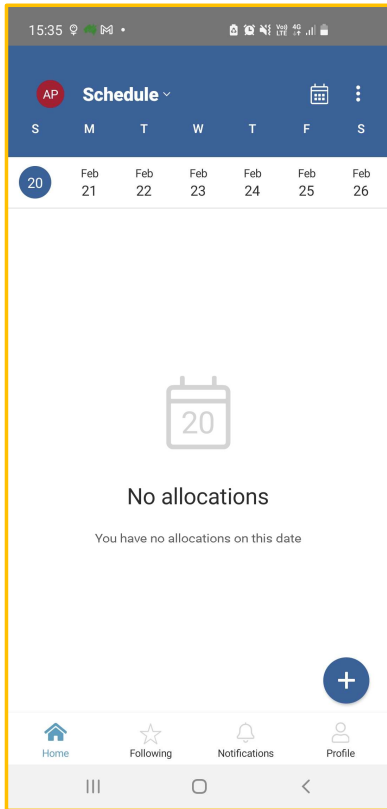


4. Adding Blockouts (Unavailability)

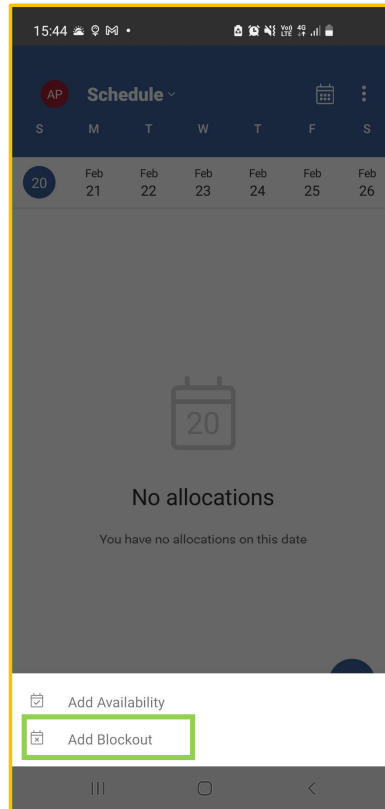
1.

Press the '+' icon.



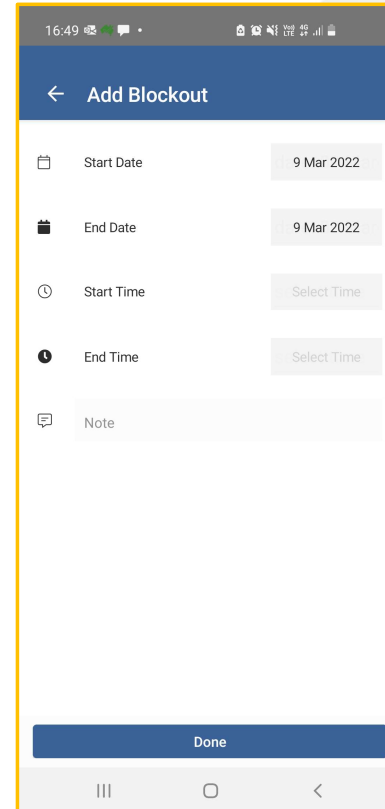
2.

Press the "Add Blockout" button.

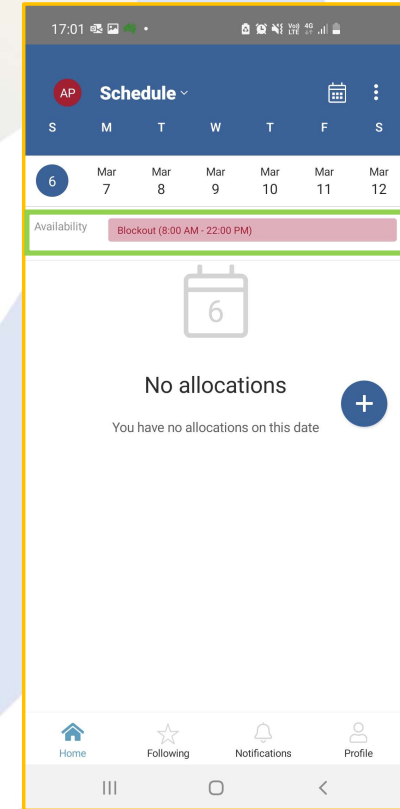


3.

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**.

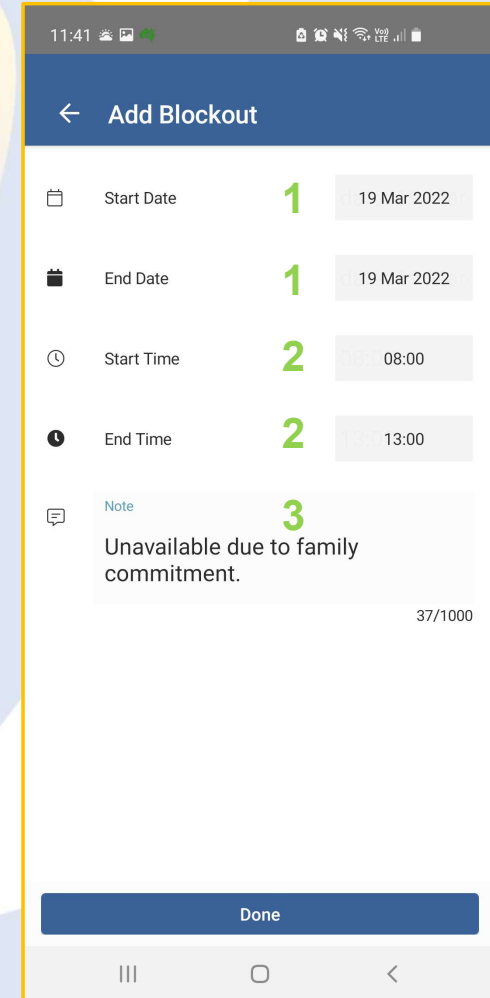


4a. Adding Unavailability for a Specific Day

To add your unavailability for a specific day 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.



11:41

← Add Blockout

Start Date	1	19 Mar 2022
End Date	1	19 Mar 2022
Start Time	2	08:00
End Time	2	13:00
Note	3	Unavailable due to family commitment. 37/1000

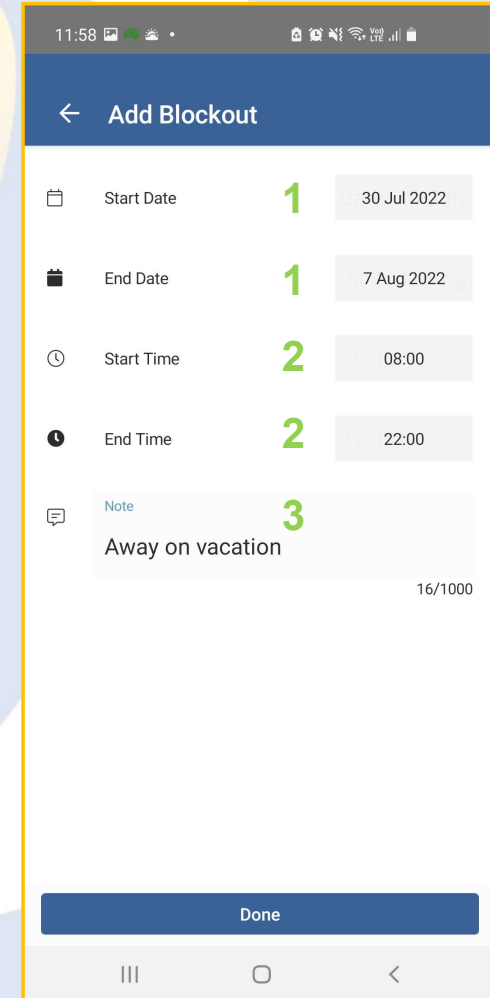
Done

4b. Adding Unavailability for a Specific Period

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

1. Select the start date and end date you are entering the blackout 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.



11:58

← Add Blockout

Start Date	1	30 Jul 2022
End Date	1	7 Aug 2022
Start Time	2	08:00
End Time	2	22:00
Note	3	Away on vacation 16/1000

Done