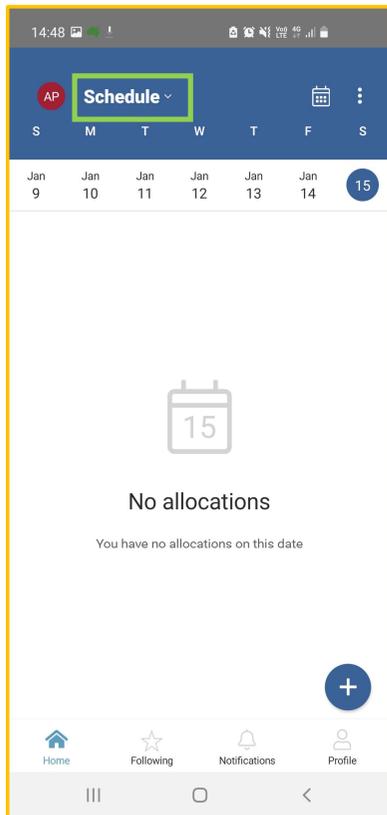


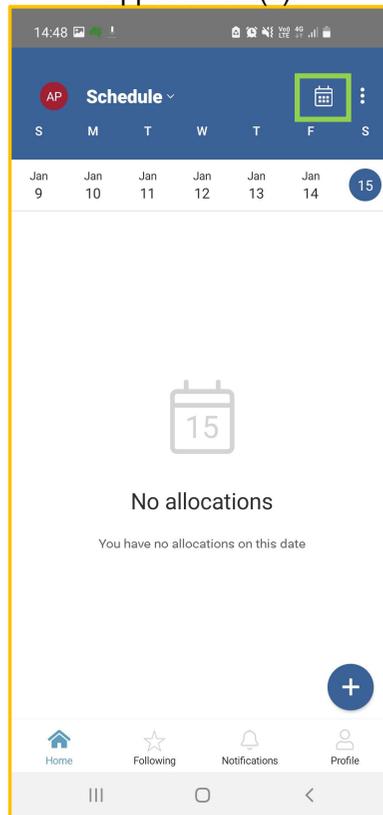
4. Declining an Appointment

Home Page (Schedule View)



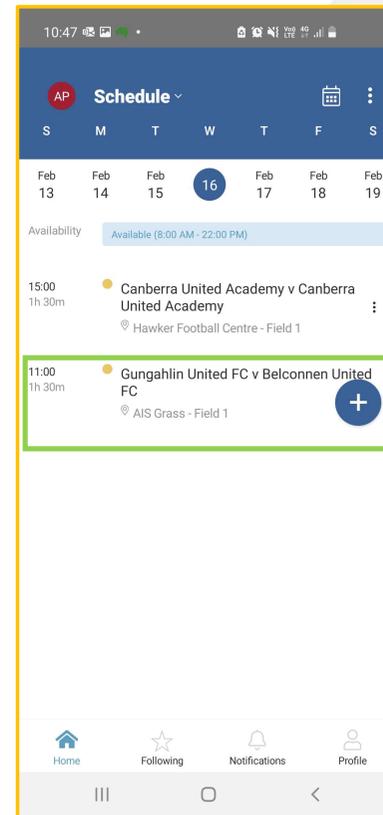
1.

Press the "Calendar" icon to select the date of the appointment(s).



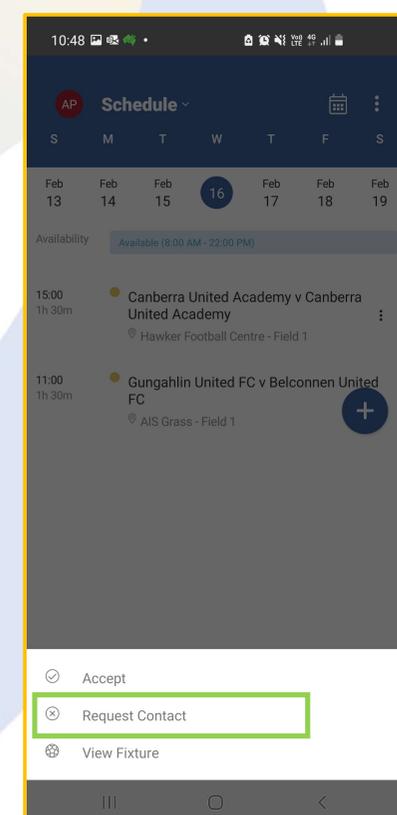
2.

Select the appointment you wish to view.



3.

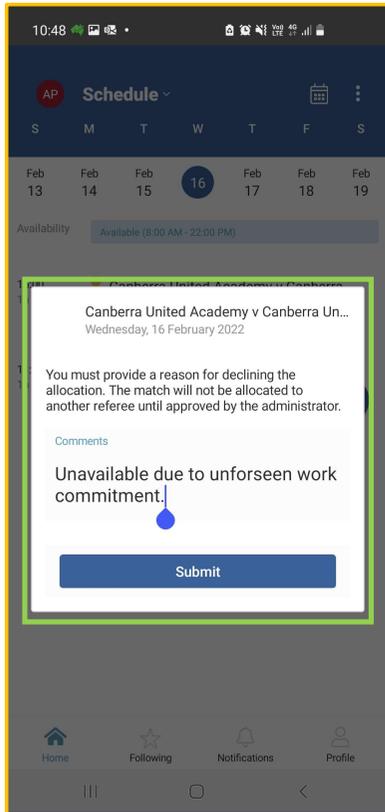
Press 'Request Contact'.



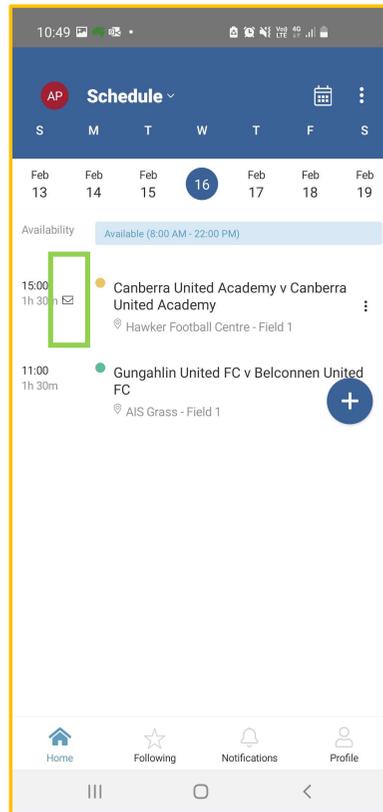
4. Declining an Appointment

4.

You must submit the reason why you cannot accept the appointment.



An **envelope icon** will appear next to the appointment if you have selected 'Request Contact.'



CF or the CRC will review your appointment on receipt of your 'Request Contact' submission.

The appointment will not be re-allocated to another Referee until approved by CF.