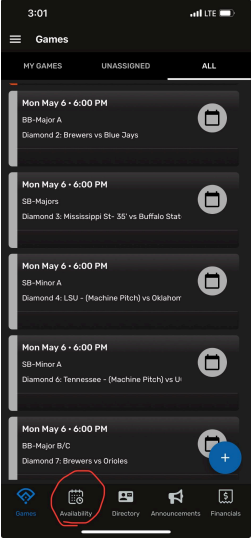
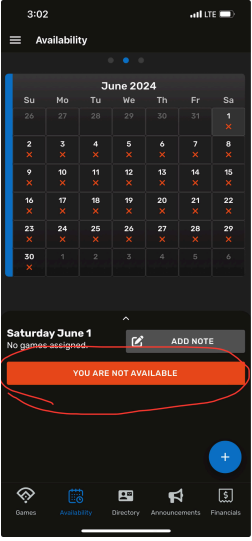
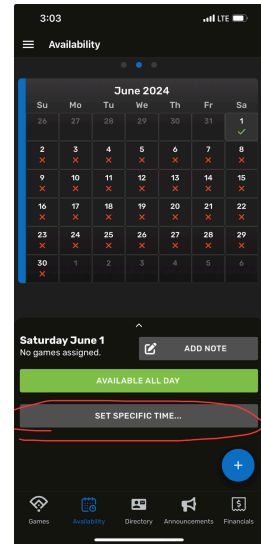


How to Set your Availability on Assignr

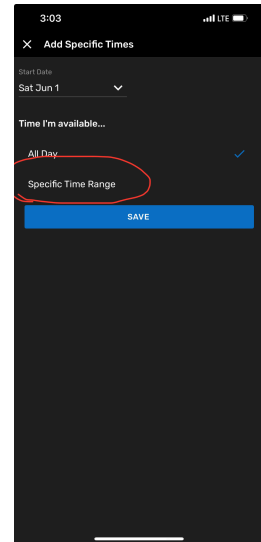
Via the App:

Step	Picture
1. Log-in to the Assignr App, and go to the "Availability" tab	 A screenshot of the Assignr app's 'Games' screen. The screen shows a list of games under the 'UNASSIGNED' tab. The bottom navigation bar has five icons: Games, Availability (highlighted with a red circle), Directory, Announcements, and Financials. The time is 3:01.
2. Swipe over to the month you are trying to set your availability for. Select the date you wish to set availability for. When you do so, it will say "You are not available". Click that button to make it so you are available.	 A screenshot of the Assignr app's 'Availability' screen. It shows a calendar for June 2024. The date June 1st is selected, and a red button with the text 'YOU ARE NOT AVAILABLE' is highlighted with a red circle. Below the button, it says 'Saturday June 1' and 'No games assigned'. There is an 'ADD NOTE' button to the right. The bottom navigation bar is visible, with the 'Availability' tab selected. The time is 3:02.

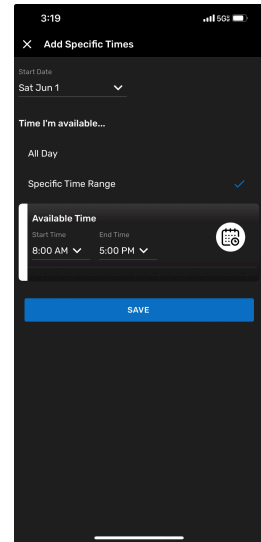
3. Upon doing so, it will set you to being available all day. If you are only available a specific time frame, click on “Set Specific Time”



4. Click “Specific Time Range”

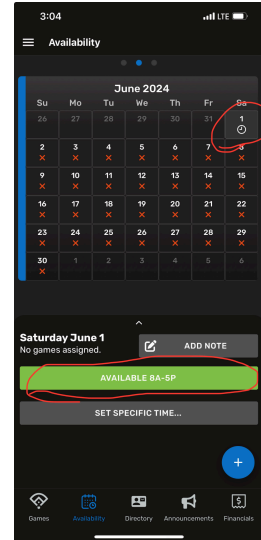


5. By doing this, you can set a time range to be available for, in this case 8am-5pm. When set, click save.

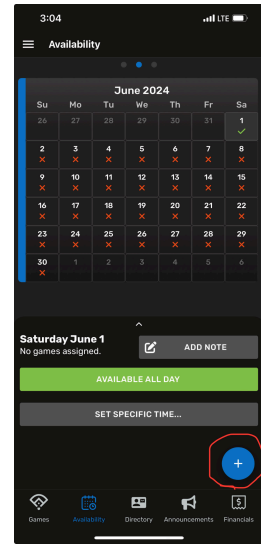


6. Your date chosen should show a clock icon now, with the time range listed near the bottom.

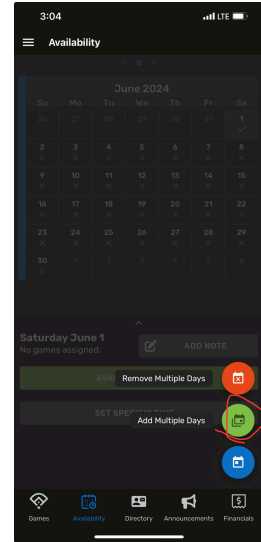
To set an additional time range for the same date, repeat steps 4 and 5.



7. If you wish to set the same available for multiple days (let's say you can only work 5pm-10pm on Mondays through Wednesdays from 6/1-6/15), click the plus button at the bottom right corner of the screen

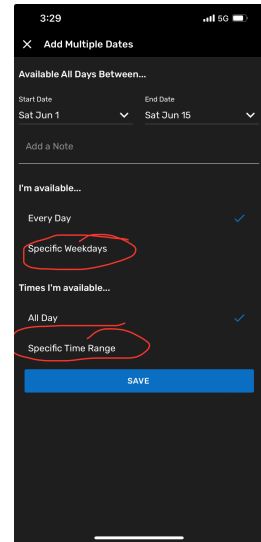


8. Click on "Add Multiple Days"



9. Make sure you set a start and end date for the time frame

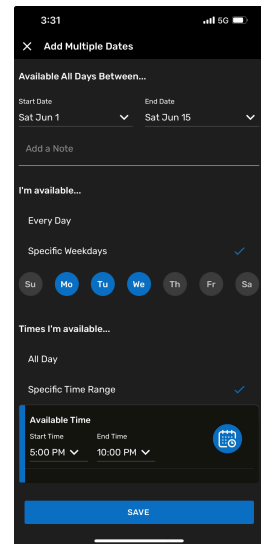
Click on “Specific Weekdays” and “Specific Time Range”



10. Select which days of the week you want to set, and set the time frame you are available for

As stated in Step 7, I'm setting my availability for every Monday-Wednesday from 5pm-10pm from 6/1-6/15

Click “Save” when complete.



11. If you look, it set my availability accordingly.

If you wish to do this again for other dates, repeat Steps 7-10.

If you are trying to set your availability as “available all day” for multiple days, simply set the time to “All Day”

