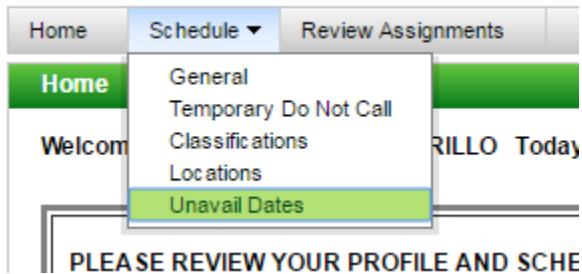


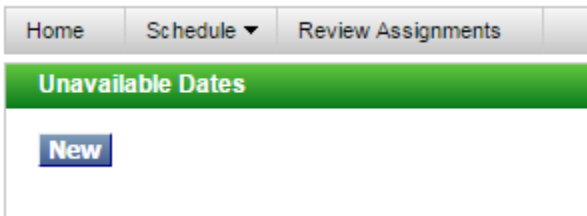
UNAVAILABLE DATES

This is a modification to your availability; these dates are limited and expire. When setting the unavailable date, you can indicate whether you want job offers during the unavailable dates – for jobs that occur when these dates expire.

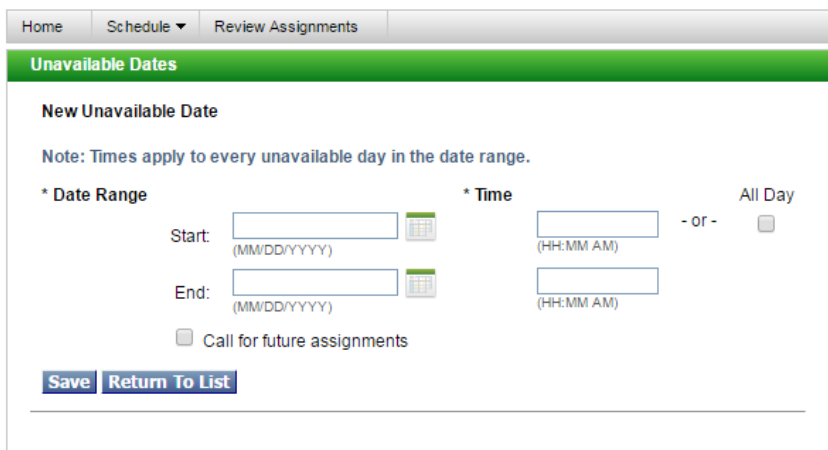
Go to your profile:
Schedule
Unavail Dates



Select New



Enter your date Range – Can be for a single day or a range of dates. System will limit date range to 30 days..

A screenshot of the 'New Unavailable Date' form. The form has a green header with 'Unavail Dates' and a navigation bar with 'Home', 'Schedule', and 'Review Assignments' tabs. The form contains the following fields:

- * Date Range: Start (MM/DD/YYYY) and End (MM/DD/YYYY) with calendar icons.
- * Time: (HH:MM AM) and (HH:MM AM) with a '- or -' separator and an 'All Day' checkbox.
- Call for future assignments

At the bottom, there are 'Save' and 'Return To List' buttons.

Home | Schedule ▾ | Review Assignments

Unavailable Dates

New Unavailable Date

Note: Times apply to every unavailable day in the date range.

* Date Range * Time All Day

Start: - or -

(MM/DD/YYYY) (HH:MM AM)

End:

(MM/DD/YYYY) (HH:MM AM)

Call for future assignments

[Save](#) [Return To List](#)

Remember to select “Call for future assignments” if you want to receive jobs offers during your unavailable dates.

Save your selections.

Home | Schedule ▾ | Review Assignments

Unavailable Dates

Profile update successful.

[New](#)

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	<u>11/21/2016</u>	11/30/2016	All Day

[Delete](#)

You can have multiple entries and we encourage you to enter all days you will be unavailable for the school year. You do not need to take any further action. When the date(s) expire you will be available for calls. This prevents unwanted calls from the system and ensure you get calls for only the days you are available to work.