

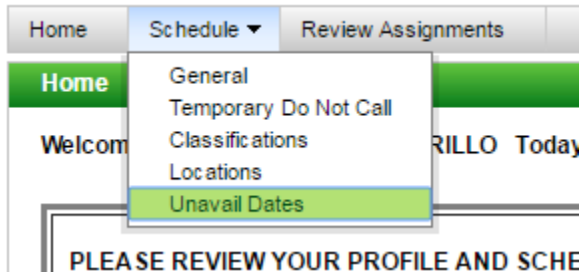
UNAVAILABLE DATES

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.

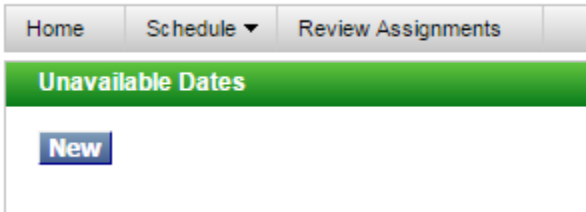
Go to your profile:

Schedule

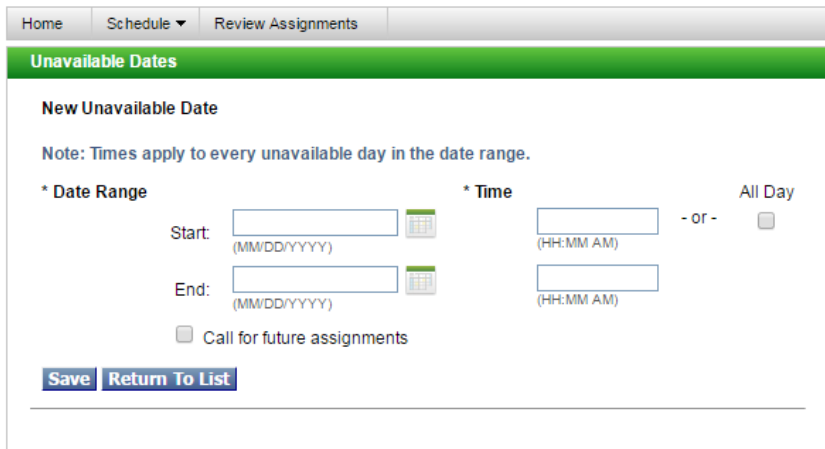
Unavail Dates



Select New



Enter your date Range – Can be for a single day or a range of dates.



A screenshot of the 'New Unavailable Date' form. The form is titled 'New Unavailable Date' and includes a note: 'Note: Times apply to every unavailable day in the date range.' The form has two main sections: '* Date Range' and '* Time'. The '* Date Range' section has two input fields for 'Start' and 'End', each with a calendar icon and a placeholder '(MM/DD/YYYY)'. The '* Time' section has two input fields for time, each with a placeholder '(HH:MM AM)'. There is a '- or -' separator and an 'All Day' checkbox. At the bottom of the form, there is a 'Call for future assignments' checkbox and two buttons: 'Save' and 'Return To List'.

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 ensures you get calls for only the days you are available to work.