

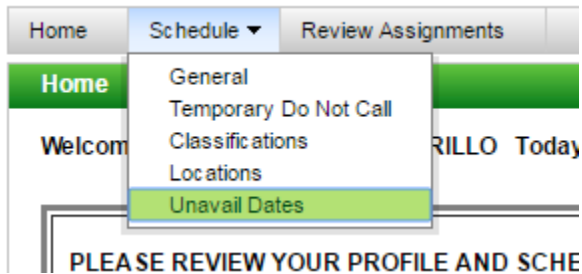
## UNAVAILABLE DATES

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.

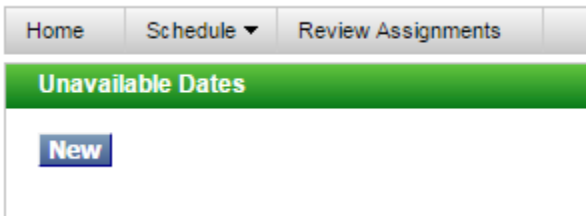
Go to your profile:

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 is located on the 'Unavail Dates' page. It has a green header with the text 'Unavail Dates' and a sub-header 'New Unavailable Date'. Below the sub-header, there is a note: 'Note: Times apply to every unavailable day in the date range.' The form contains the following fields: '\* Date Range' with 'Start' and 'End' input boxes (each with a calendar icon and a placeholder '(MM/DD/YYYY)'), '\* Time' with two input boxes (each with a placeholder '(HH:MM AM)'), and an 'All Day' checkbox. There is also a checkbox labeled 'Call for future assignments'. At the bottom of the form, there are 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:         (HH:MM AM)

(MM/DD/YYYY)

Call for future assignments

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

Save your selections.

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### Unavailable Dates

**Profile update successful.**

**Unavailable Date List**

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

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.