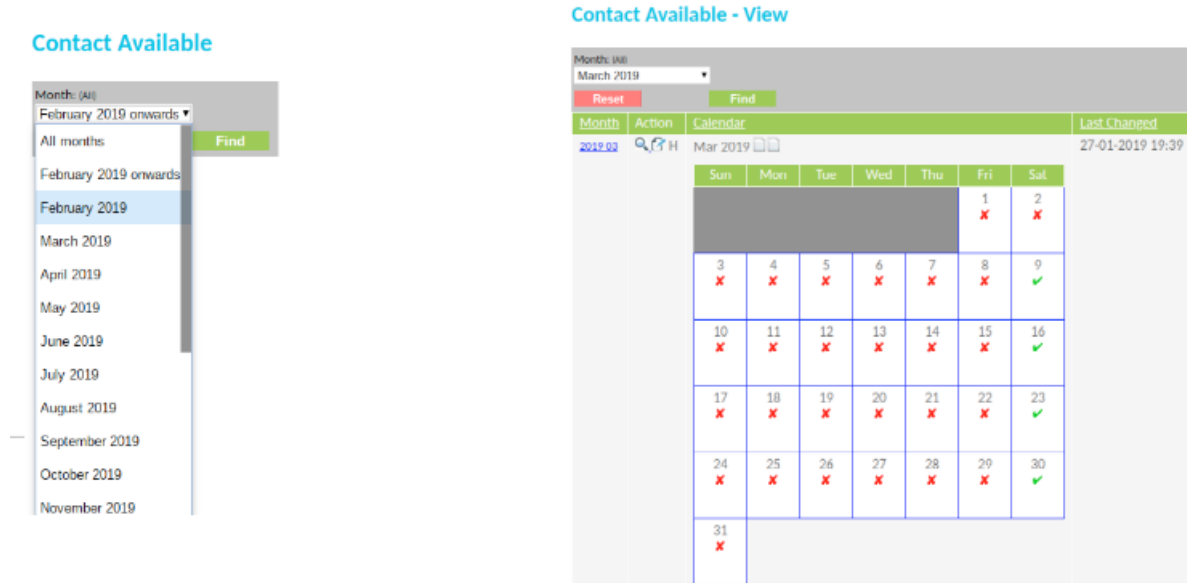


# Setting your availability

**Step 1:** Access your availability calendar by selecting 'contact availability' from the main navigation menu

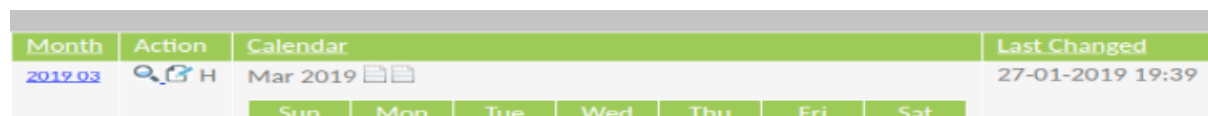
**Step 2:** Select the month you wish to change

Using the drop down menu, you are able to choose to amend one month, or to see all calendars for the next 18 months.




**Step 3:** Select amend the record

Under 'action' you can either view the calendar using the magnifying glass icon or amend the record by selecting the 'edit this record' icon



**Step 4:** Change availability

Your availability can be changed in any of four ways: Changing each day, changing every occurrence of a day within a month, changing each week within a month or change the whole month.

If you use the edit icon  to edit a whole month then you will see a screen similar to this:

Official:

Change every occurrence of a specific day using this drop down

Change a single day by using the drop down within date

Change the whole month using this drop down

Change a whole week using this drop down

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 All day	2 All day	3 All day	4 All day	5 All day	6 All day	7 All day	Change All
8 All day	9 All day	10 All day	11 All day	12 All day	13 All day	14 All day	Change All
15 All day	16 All day	17 All day	18 All day	19 All day	20 All day	21 All day	Change All
22 All day	23 All day	24 All day	25 All day	26 All day	27 All day	28 All day	Change All
29 All day	30 All day	31 All day					Change All

Notes for Dec

General availability notes

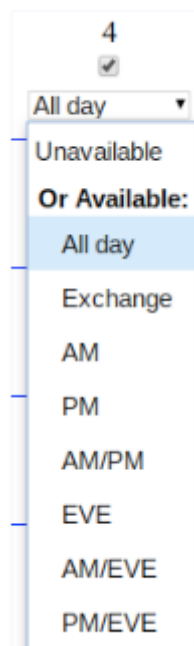
### Step 5: Indicate the type of availability

The system will allow you to indicate when within the day you are available or the type of availability (including able to travel for an exchange).

Select the type of availability from the list to indicate your preference.

It is also possible to add notes to your calendar to inform your appointer of other information which may be important.

This is done at the bottom of the page and can be specific to this month or general



across all months until changed/deleted.

Step 6: Click the  icon