

Managing your Unavailability in MatchRef

Matchref assumes that you are always Available unless you say otherwise: 7 days a week from 6am to 11pm!

When making appointments we start by running the Auto-appointment process where the system will appoint you to any match for which you are eligible as long as you are Not Unavailable. That's why it's so important for *you* to set up *your* unavailability as *you* want it.

The calendar (top left of the main screen) shows your availability:

- GREEN = Available All Day
- RED = Unavailable All Day
- YELLOW = Unavailable for Part of the Day



So always check here after you've added an entry for Unavailability that it has the outcome that you wanted!

Contents

Unavailable for One Day	2
Unavailable for a weekend.....	3
Unavailable for the same days each week.....	4
Only available for a specific time on that day	5
Combining Unavailability	6
Overriding with an AVAILABILITY	7

Unavailable for One Day

To remove yourself for one day, just enter the date, leave the times at 06:00 to 23:00 and press create.

Add Current Unavailability

My Status
Unavailable

Date
29/04/2023


Start Time
06:00
When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

End Time
23:00

Open Extended Options ▾

Create

Gives

Type	Date	Extend Until	From	Until	Status by Day	
Unavailable	Sat 29th Apr 2023		6:00 AM	11:00 PM	Saturday 29th Only	

← April 2023 →

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

Unavailable for a Weekend

Use the EXTENDED OPTIONS to set Unavailability for two or more days in a row:

Add Current Unavailability

My Status

Date

Start Time

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

End Time

Extended Options

Extend Until

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Current Unavailability

Type	Date	Extend Until	From	Until	Status by Day	
Unavailable	Sat 29th Apr 2023	Sun 30th Apr 2023	6:00 AM	11:00 PM	XXXXXX	

← April 2023 →

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

Unavailable for the same days each week

If you only want to umpire on specific days of each week, then you can set your unavailability for the other days. Use the Extended Options and the Included method. Here we are making ourselves unavailable for every day of the week Except Saturdays.

Add Current Unavailability

My Status

Date

Start Time

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

End Time

Extended Options

Extend Until

Monday

Tuesday


Wednesday

Thursday

Friday

Saturday

Sunday

Type	Date	Extend Until	From	Until	Status by Day	
Unavailable	Sat 29th Apr 2023	Sat 24th Jun 2023	6:00 AM	11:00 PM	X X X X X ✓ X	

May 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Only available for a specific time on that day

You can also block out times of day. Here we are setting that we are unavailable before 2:25pm on every Sunday. Note don't use 2:30pm if you want to be available for the 2:30 game.

Add Current Unavailability

My Status

Date

Start Time

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

End Time

Extended Options

Extend Until

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Type	Date	Extend Until	From	Until	Status by Day	
Unavailable	Thu 1st Jun 2023	Sat 7th Oct 2023	6:00 AM	2:25 PM	✓✓✓✓✓✓ X	



← July 2023 →

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

Combining Unavailability

You can combine two entries to get exactly what you want.

Here we want to be only available after 2:25pm on Saturdays:

Type	Date	Extend Until	From	Until	Status by Day	
Unavailable	Sat 29th Apr 2023	Sun 24th Dec 2023	6:00 AM	2:25 PM	✓✓✓✓✓ X ✓	
Unavailable	Sat 29th Apr 2023	Sun 24th Dec 2023	6:00 AM	11:00 PM	X X X X X ✓ X	

←
May 2023
→

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

Overriding with an AVAILABILITY

Availability *always* overrides Unavailability.

So let's say we are normally only available for Saturdays (as above) but we can be available for Sunday May 14th.

We can leave our existing setup (as above), and add a single entry:

Add Current Unavailability

My Status

Date

Start Time

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

End Time

Open Extended Options ▾

Which adds a Green Entry

Type	Date	Extend Until	From	Until	Status by Day
Unavailable	Fri 21st Apr 2023	Tue 31st Dec 2024	6:00 AM	11:00 PM	× × × × × ✓ ×
Unavailable	Wed 26th Apr 2023	Tue 31st Dec 2024	6:00 AM	2:25 PM	✓ ✓ ✓ ✓ ✓ × ✓
Available	Sun 14th May 2023		6:00 AM	11:00 PM	Sunday 14th Only

And we can see it in our calendar.

← May 2023 →

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