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!

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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.

My Status	
Unavailable	
Date	
29/04/2023	
Start Time	
06:00	
When changing time: hour clock - e.g. 14.00	s please take care to use 24 0 for 2pm
End Time	
23:00	
Open Extended	Options 🗸
	Create

Gives

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

←		April 2023						
Mor	n Tue	We	d Th	u 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:

My Status	Unavailable
Date	29/04/2023
Start Time When changing times	06:00 please take care to use 24 hour clock - e.g. 14.00 for 2pm
End Time	23:00
Extended Options ٨	
Extend Until	30/04/2023
Monday	Included
Tuesday	Included
Wednesday	Included
Thursday	Included
Friday	Included
Saturday	Included
Sunday	Included

Current Unavailability

pe		Date				Extend	Until	From	Until	Status by Day
navailab	ole	Sat 29	th Apr 2	023		Sun 30	th Apr 2023	6:00 AM	11:00 PM	××××××
F	Tue	Apr	il 20	23	Cat	>]			
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	2			c	-				

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 Curr	rent Unavailability
My Status	Unavailable
Date	29/04/2023
Start Time When changing times	06:00 please take care to use 24 hour clock - e.g. 14.00 for 2pm
End Time	23:00
Extended Options	
Extend Until	24/06/2023
Monday	Included
Tuesday	Included
Wednesday	Included
Thursday	Included
Friday	Included
Saturday	
Sunday	Included

Туре	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 X	Î

÷		→						
Mon	Tue	Wed	l Thu	Fri	Sat	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 Cu	rrent Unavailabilit	Ŋ		
My Status	Unavailable			
Dat	e 01/06/2023			
Start Time When changing time	e 06:00 es please take care to use 24 hour	clock - e.g. 14.00 for 2p		
End Tim	e 14:25			
Extended Options 🔨				
Extend Unt	il 07/10/2023			
Monday	-			
Tuesday	-			
Wednesday	-			
Thursday	-			
Friday	-			
Saturday	-			
Sunday	Included			
2		_		
	Create			
Type Date	Extend Until	From	Until	Status by Day
Unavailable Thu 1st Jun 2023	Sat 7th Oct 2023	6:00 AM	2:25 PM	11111X
← July 2023 Mon Tue Wed Thu Fri Sat 26 27 28 29 30 1 3 4 5 6 7 8	Sun 2 9			

10 11 12 13 14

2 3 4

18 19 20 21

27 28

17

24 25 26

31 1

15 16 22 23

5 6

29 30

Î

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:

Туре	Date	Extend Until	From	Until	Status by Day	
Unavailable	Sat 29th Apr 2023	Sun 24th Dec 2023	6:00 AM	2:25 PM	1111 X X 1	Î
Unavailable	Sat 29th Apr 2023	Sun 24th Dec 2023	6:00 AM	11:00 PM	× × × × × × ×	Î

	→				
Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31	1	2	3	4
	Tue 2 9 16 23 30	Max Tue Weed 2 3 9 10 16 17 23 24 30 31	May 20 Tue Vec Thu 2 3 4 9 10 11 16 17 18 23 24 25 30 31 1	Har Star Star Star Star Star Star Star St	Har Wee Yee YeeSat2 Wee Yee Yee Yee Yee Yee Yee Yee Yee Yee

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 Curr	ent Unavailability
My Status	Available
Date	14/05/2023
Start Time When changing times p	06:00 Dease take care to use 24 hour clock - e.g. 14.00 for 2pm
End Time	23:00
Open Extended Options 🗸	
	Create

Which adds a Green Entry

Туре	Date	Extend Until	From	From Until Status by Day	
Unavailable	Fri 21st Apr 2023	Tue 31st Dec 2024	6:00 AM	11:00 PM	x x x x x 1 x
Unavailable	Wed 26th Apr 2023	Tue 31st Dec 2024	6:00 AM	2:25 PM	//// X/
Available	Sun 14th May 2023		6:00 AM	11:00 PM	Sunday 14th Only

And we can see it in our calendar.

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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