



Unavailability Instructions

Unavailability

Your general season unavailability as well as any week to week changes are entered through the GHFRA website under **Appointments - > Unavailability**

Critical: You are assumed to be available at any time in the season on:

Friday nights from 6pm – 10pm

Saturdays from 8am – 9pm

Sundays from 8am – 7pm

except where you advise GHFRA that you are unavailable by 7pm on the Saturday beforehand.

At 7pm on Saturday night, we lock the website so you cannot enter or change your unavailability for the coming weekend. If you change your 'day' unavailability, for example, introduce 'no Sundays', it will only apply for the weeks after the most recent locked round.

If you want to change your day unavailability for the coming week after 7pm Saturday, it is a late withdrawal and you must email Appointments.

Example 1

Peta wants to referee on Saturday afternoon only. How does she enter her unavailability?

1. Choose Saturday in the 'Same day each week' drop down box.
2. Enter 12 in the 'to time' box
3. Select **pm** in drop down box
4. Click update

Unavailability
You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action

Add Unavailability

☐ Individual Date:

☒ Same day each week: **Saturday** ▼

From Time: am ▼ To Time: 12 pm ▼

Result: Once saved, the restriction appears in the top list.

Unavailability
You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

5. Choose Friday in the 'Same day each week' drop down box

6. Do not enter any times
7. Click update
8. Choose Sunday in the 'Same day each week' drop down box
9. Do not enter time
10. Click update

Unavailability
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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	
	Friday			
	Sunday			

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Result: Once saved, all the restrictions appears in the top list.

Example 2

Peta has just found out she has a school camp on the weekend of 15 and 16 June. How does she enter her unavailability?

Peta has to mark herself out just for Saturday 15. Friday 14 and Sunday 16 is already marked out because she is unavailable on every Friday night and Sunday during the season.

1. Check the '**You cannot add Unavailability dates before**' very carefully
2. Select the 'Individual Date' row by clicking the button to the left.
3. Choose Saturday 15 June from the calendar that pops up ... do not enter times
4. Click update

Unavailability
You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	
	Friday			
	Sunday			

Add Unavailability

☒ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Jun 2019

Su	Mo	Tu	We	Th	Fr	Sa
						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						

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Result: Once saved , these individual dates appear as restrictions in the top box

Unavailability
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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	
	Sunday			
	Friday			
15/06/2019				

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Example 3: Peta finds out that the school camp has been cancelled. How does she change her unavailability?

1. Go back into her unavailability
2. Click the **black cross (x)** next to the row (date) to remove that restriction

Delete Unavailability

Date	Day of Week	From Time	To Time
15/06/2019			

3. Click delete for 15 June (you have to delete each date individually)

Result: Once saved, the restriction are removed.

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Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	
	Friday			
	Sunday			

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Example 4

Peta finds out that he is going overseas on a family holiday in for all of June. . How does she enter her unavailability?

1. Check the “You cannot add UNavailability dates before very carefully
2. Select the individual dates row
3. Select every Saturday in July. Peta does not have to select Friday and Sunday as she is already marked out every Friday and Sunday.
4. Each date has to be selected individually and updated individually

Result: Once saved, these individual dates appear as restrictions in the top box.

Unavailability
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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	
	Sunday			
	Friday			
06/07/2019				
13/07/2019				
20/07/2019				
27/07/2019				

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Example 5

Jacob cannot referee on Friday night and after 5pm on Saturday and Sunday. How does he enter his unavailability.

1. Select the ‘same day each week’ row
2. Select Friday from the drop down box
3. Do not enter any time
4. Click update

Unavailability
You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Friday			

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

5. Select the ‘same day each week’ row
6. Select Saturday from the drop down box
7. Enter 5 in the ‘from time’ box
8. Select pm from the drop down box
9. Click update

10. Select the 'same day each week' row
11. Select Sunday from the drop down box
12. Enter 5 in the 'from time' box
13. Select pm from the drop down box
14. Click update

Unavailability
You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Friday			
	Sunday	5:00 pm		
	Saturday	5:00 pm		

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day ---

From Time: am
 To Time: am

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 6

Steven is available to referee on Friday nights and Sundays but he is restricted to refereeing between 11am and 5pm on Saturday. How does he enter his unavailability for Saturdays?

You have to enter 2 pieces of information for Saturdays.

1. Steven does not have to do anything for Friday and Sunday.
2. Select the 'same day each week' row
3. Select Saturday
4. Enter 11 in the '**To Time**' box
5. Select **am** from the drop down box
6. Click Update
7. Select the 'same day each week' row
8. Select Saturday
9. Enter 5 in the '**From Time**' box
10. Select **pm** from the drop down box
11. Click Update

Point 2 -6 set the restriction before 11am

Points 7 – 11 set the restriction after 5pm

Unavailability
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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		11:00 am	
	Saturday	5:00 pm		

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day ---

From Time: am
 To Time: am

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 7

Mandy is appointed to games this Saturday but crashes her bike on the way to school on Wednesday and breaks her arm. She cannot referee this week end or for the next 6 weeks. What does she do?

Action 1: Mandy must email appointments@ghfra.com.au ASAP to let the Administration Assistant know that she cannot referee on the weekend.

Action 2. Mandy must mark herself out for the next 5 Saturdays, or all future Saturdays.

Unavailability

You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday			

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

OR

Unavailability

You cannot add Unavailability dates before 16-03-19

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
04/05/2019				
11/05/2019				
18/05/2019				
25/05/2019				
01/06/2019				

Add Unavailability

☐ Individual Date:

☐ Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Example 8

Appointments put a notice on the website asking for extra referees on Mothers Day, a Sunday. Peter does not referee on Sundays but he can help out on Mothers Day. How does Peter make this change?

1. Delete his usual Sunday restriction before 7pm Saturday the week before so he is now available on Sunday.
2. Once the appointments have been posted on Monday night, enter his Sunday restriction back onto the Unavailability system

Alternatively, Peter could delete his usual Sunday restriction and add in individual restrictions by date for the remaining Sundays in the season.

Team Affiliations

If you play for NWSWf or GHFA, the appointments system will determine restrictions automatically. For example, we will know you are playing at Campbell Park at 9:45am, so we will appoint around this restriction.

If you have to attend all the games of a team that you are not playing in, complete the Appointments Survey. Make sure you give the accurate details of the team. Common examples are: you are a coach or manager of the team or it is a siblings team and your parents want you to attend all of their games.

If you play in a team outside of NWSWF or GHFA, you must enter your availability using the unavailability system on the GHFRA website once you have the draw. If you do not have your draw prior to 7pm Saturday on the weekend before the game, please mark yourself as unavailable. If your draw lets you referee check uncovered covered games and email appointments@ghfra.com.au

Transport

Complete the Appointments Survey.

We will appoint you to games near home, or games before or after your game at a ground you have to travel to as a result of your affiliation unless you advise us differently.

Some referees can only walk, ride a push bike or use public transport to grounds. If you are in this situation, tell us on the Appointments Survey.

Travel restrictions reduce the games that we can consider for you and may result in you not being appointed every week.