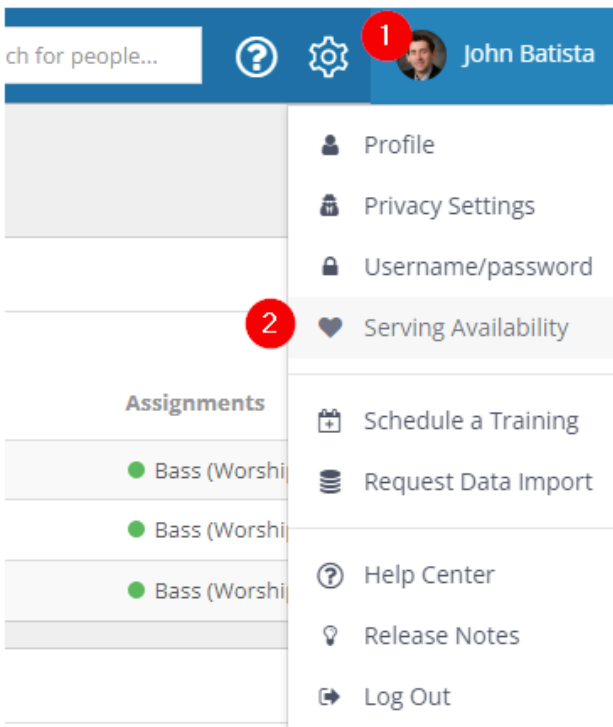


HOW TO BLOCK OUT DATES AND MANAGE PREFERENCES

1. CLICK [YOUR NAME] in the upper right of any page in the system
2. Choose **SERVING AVAILABILITY**



A pop up will appear with two tabs:

- One for **ADDING BLOCK OUT DATES** (*dates you cannot serve*)
- One for **SETTING SERVING PREFERENCES**.
See below for details on how to manage block out dates and serving preferences.

MANAGING BLOCK OUT DATES

- In the calendar, **highlight the dates you are unable to serve.**
- Once you have selected the dates you want to block off.
 - a section will appear near the bottom where you can indicate more details such as the reason (*optional*).

The screenshot shows a web interface titled "Your Serving Availability" with a close button (X) in the top right. Below the title are two tabs: "Block Out Dates" (active) and "Preferences". A light blue instruction box says "Select the dates below of which you are unable to serve. Click and drag to select multiple." Below this is a calendar for "March 2023" with a "today" button and navigation arrows. The calendar grid shows dates from 26 to 1 of the following month. A red arrow points to the date "1" (Thursday, March 1st). A dark grey shaded row covers dates 5 through 11, representing a block out. Another red arrow points to the "March 5 - 11" block out entry at the bottom of the calendar. This entry includes a calendar icon, a red close button (X), and the following details:

- All Day?** Yes No
- Start Date**
- End Date**
- Reason**

SERVING PREFERENCES

To change serving preferences for any volunteer positions you may have

- Go to the Preferences tab.
 - If you have multiple volunteer positions assigned to you, they will each appear here in a list.
- For each position, you can indicate how often you would like to serve. These are communicated to the person setting up volunteer schedules, so they are aware of them.

