

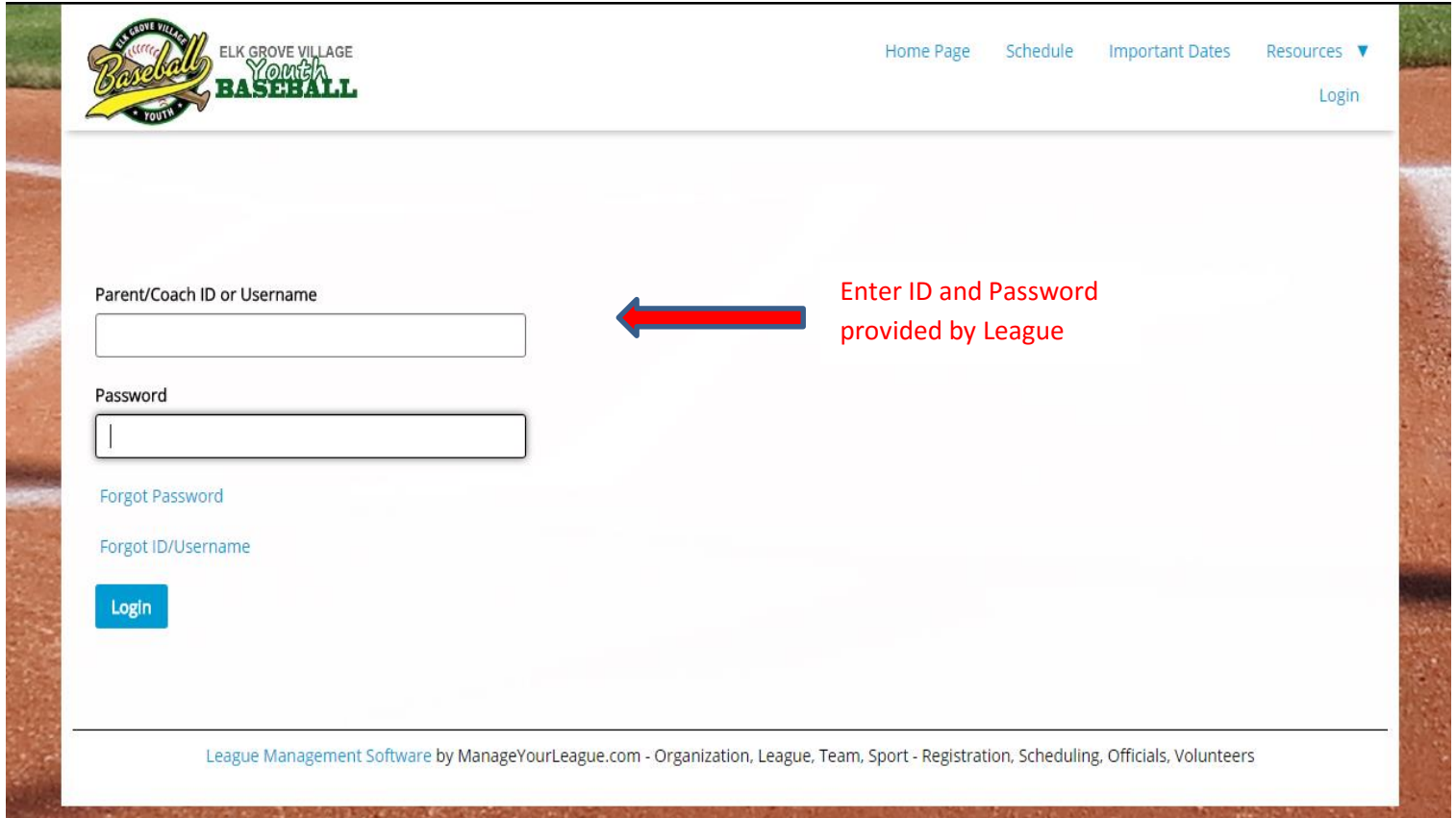
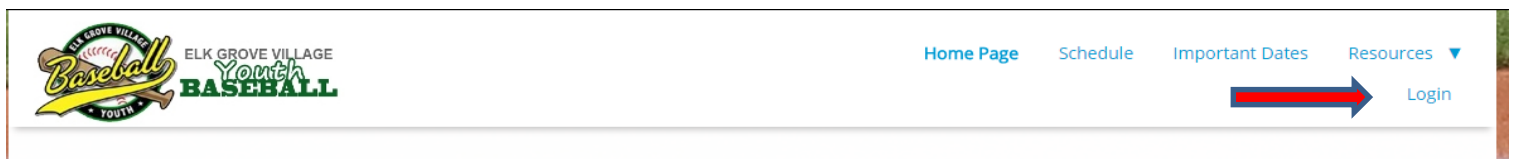
EGVYB Umpires – Setting Availability

Updated 2016

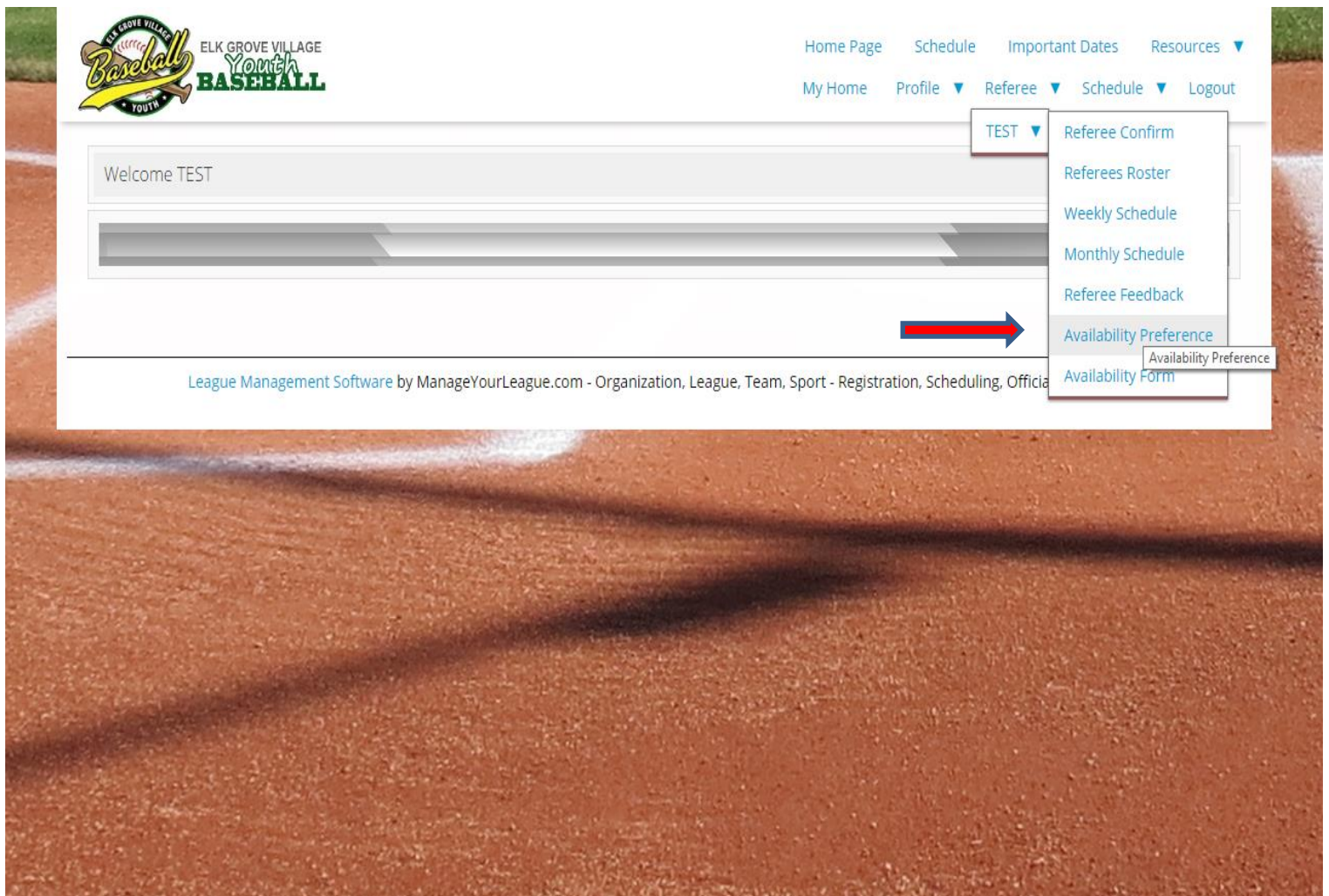
The following screen shots describe the steps that are required to indicate the days and times that you are available to officiate. The league will use this information when scheduling umpires. If you select that you are not available to work on a specific day or time, then the league will not see your name as being available to officiate games scheduled on that day or time. You must enter availability for each day of the week, selecting whether you are available or unavailable. You can go in to the system at any time throughout the season to change your availability selections.

IMPORTANT NOTE: Be sure your entered availability is correct and kept current throughout the season as setting this incorrectly could cause scheduling conflicts. It is your responsibility to update your availability as needed. Note that this is for general availability only and any specific dates that you can't officiate which conflict with your regular availability should be communicated to the Umpire Coordinator directly.

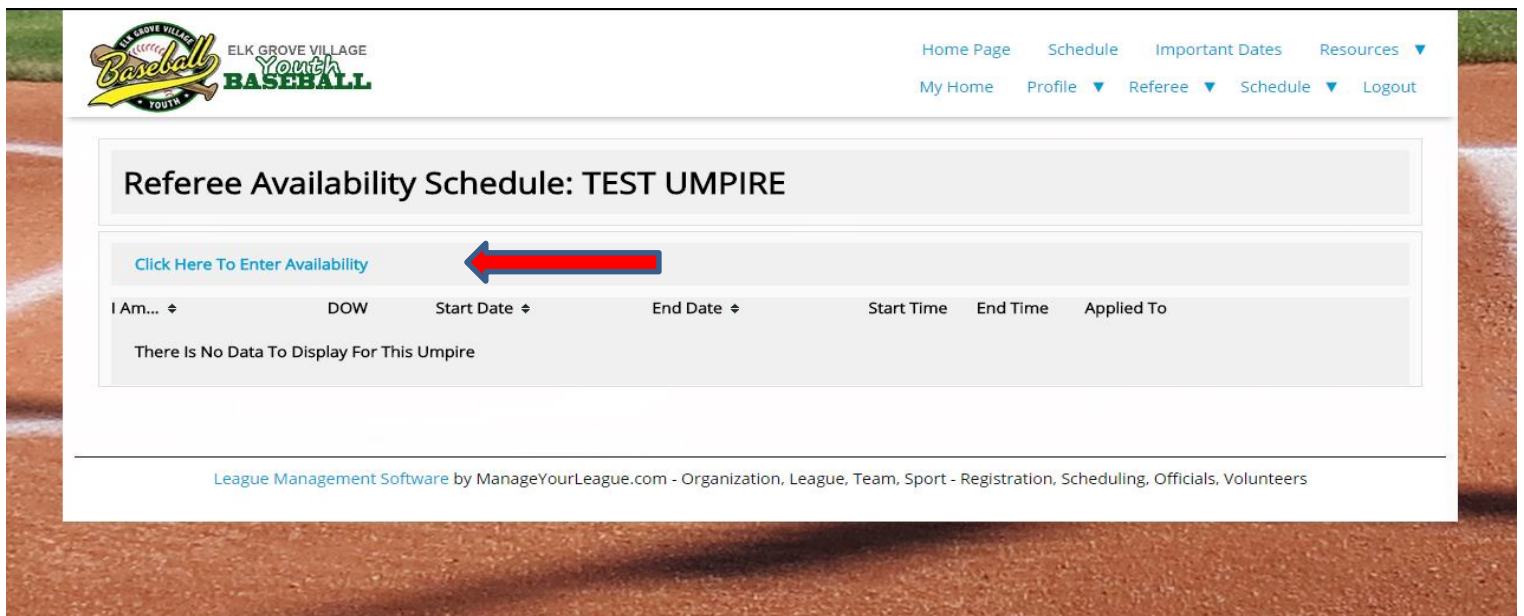
1. Login to: www.egvyb.org



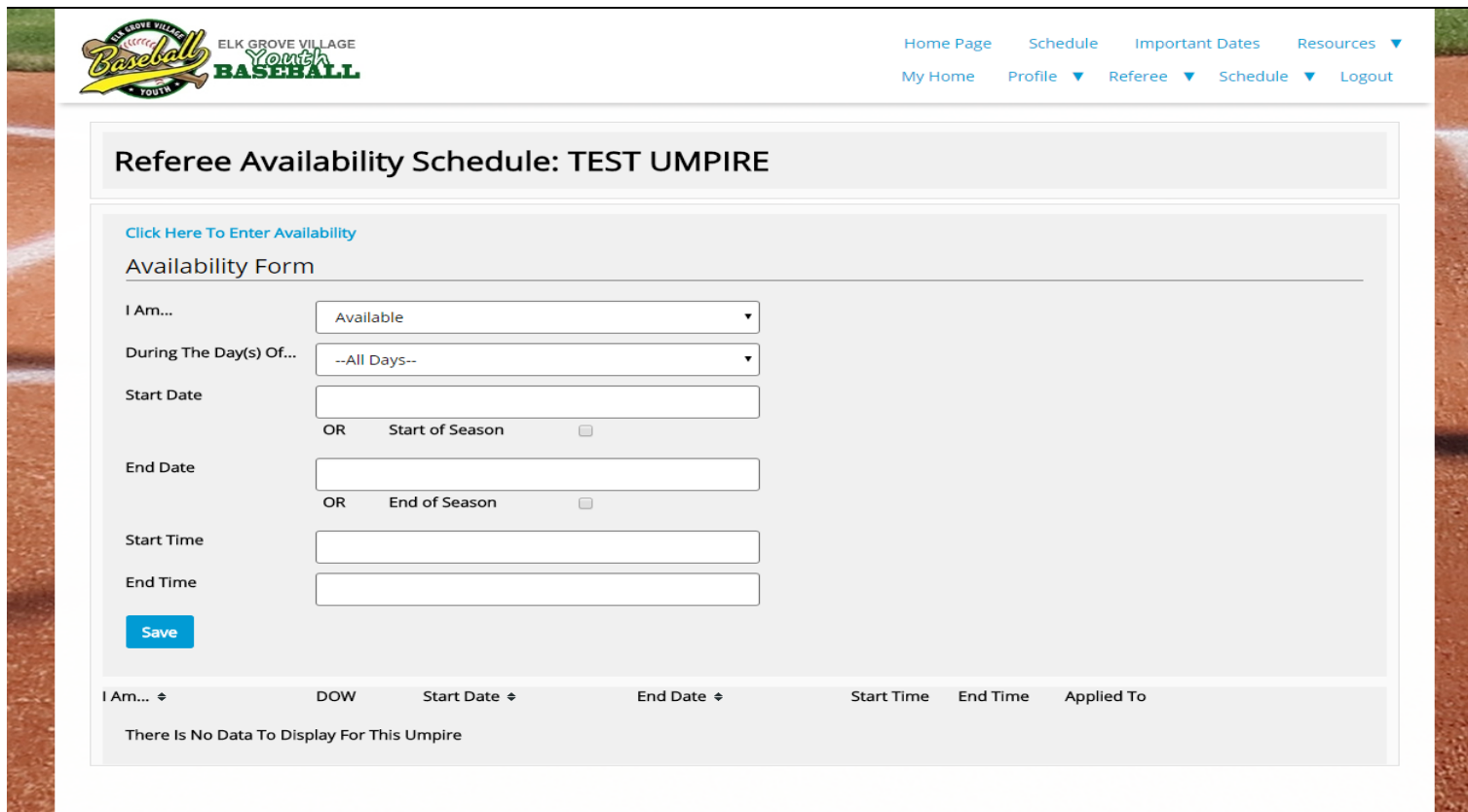
2. Select your name from the referee drop down and then select “Availability Preference”.



3. This will bring you to the screen where you can view your entered availability. To enter new availability, click where it says “click here to enter availability”.



4. On the “Availability Form” screen you have the option of selecting either “Available” or “Unavailable” for each day of the week. You can select a specific date range for each availability entered or select from start of season to end of season. You can also indicate the specific time for each availability. If you don’t enter a specific time then the system will default to all day availability (displayed similar to start time 7pm and end time 7pm).



Referee Availability Schedule: TEST UMPIRE

[Click Here To Enter Availability](#)

Availability Form

I Am... Available

During The Day(s) Of... --All Days--

Start Date

OR Start of Season ☐

End Date

OR End of Season ☐

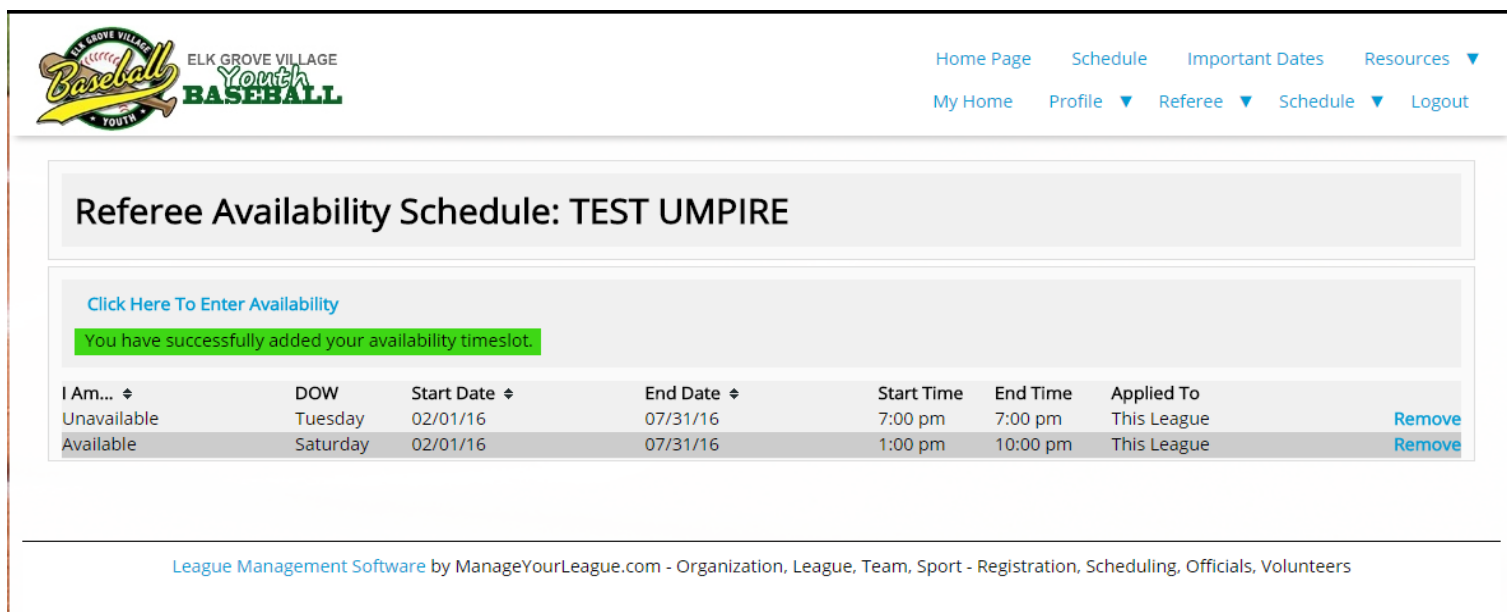
Start Time

End Time

[Save](#)

I Am...	DOW	Start Date	End Date	Start Time	End Time	Applied To
There Is No Data To Display For This Umpire						

5. Complete and add your availability as needed, making sure to have a selection entered for each day of the week. After you enter an availability, you will be brought back to the “Referee Availability Schedule” which will display the availability that you have currently entered. If you want to delete an item, select “remove” on the line that you want to delete. You can then select “click here to enter availability” to enter new availability for the day of the week that you deleted.



Referee Availability Schedule: TEST UMPIRE

[Click Here To Enter Availability](#)


You have successfully added your availability timeslot.

I Am...	DOW	Start Date	End Date	Start Time	End Time	Applied To	
Unavailable	Tuesday	02/01/16	07/31/16	7:00 pm	7:00 pm	This League	Remove
Available	Saturday	02/01/16	07/31/16	1:00 pm	10:00 pm	This League	Remove

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EXAMPLE #1:

The following example shows how to set up availability indicating you are available on Saturdays but only after 1pm for the entire length of the season.



[Home Page](#)[Schedule](#)[Important Dates](#)[Resources](#)[My Home](#)[Profile](#)[Referee](#)[Schedule](#)[Logout](#)

Referee Availability Schedule: TEST UMPIRE

[Click Here To Enter Availability](#)

Availability Form

I Am...

Available

During The Day(s) Of...

Saturday

Start Date

OR

Start of Season

End Date

OR

End of Season

Start Time

1:00 PM

End Time

10:00 PM


Save

I Am...DOWStart DateEnd DateStart TimeEnd TimeApplied To

There Is No Data To Display For This Umpire

EXAMPLE #2:

This example shows how to setup that an official will not be available for the season on Tuesdays.



[Home Page](#)[Schedule](#)[Important Dates](#)[Resources](#)[My Home](#)[Profile](#)[Referee](#)[Schedule](#)[Logout](#)

Referee Availability Schedule: TEST UMPIRE

[Click Here To Enter Availability](#)

Availability Form

I Am...

Unavailable

During The Day(s) Of...

Tuesday

Start Date

OR

Start of Season

End Date

OR

End of Season

Start Time

End Time

Save