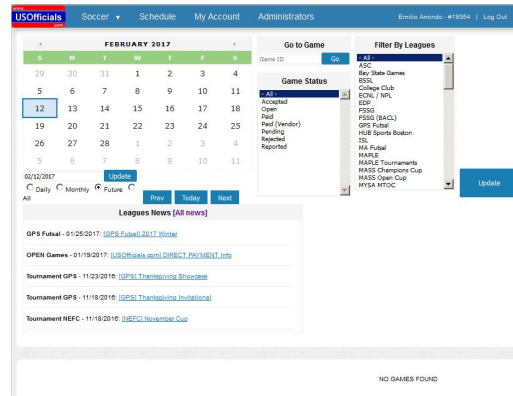


Enter/Update & Remove **AVAILABILITY**

(you can find the latest version of these instructions in the USOfficials.com News Section)

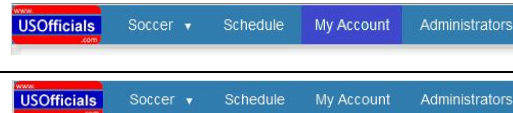
STEP IMAGE

1. Navigate to USOfficials.com and login with your credentials

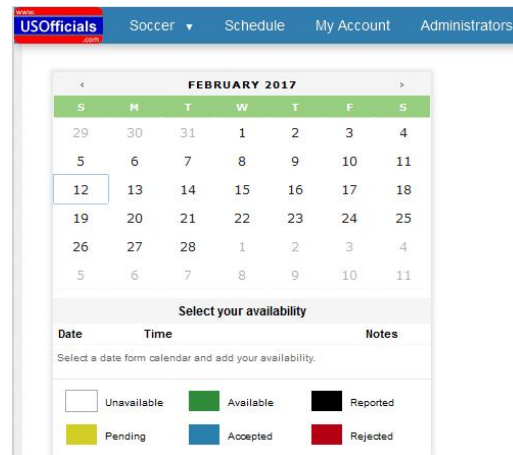


2. Your opening screen is your SCHEDULE (if it is not, then you are missing contact information and you MUST fill the missing info before you can proceed)

3. Click the "My Account" menu tab to enter/edit AVAILABILITY



4. You will see the Availability Calendar by scrolling down as needed (Colors indicate your availability and/or games status; no color means no availability and no games)



5. Click on a date



(selecting several dates by holding shift is Ok)

Enter/Update & Remove **AVAILABILITY**

(you can find the latest version of these instructions in the USOfficials.com News Section)

STEP IMAGE

6. The calendar expands to "Enter your availability" and "Select your availability"

ADDING availability:

- Work in the "Enter your availability" section
- Modify the From and To dates as needed (adjacent days are OK)
- Type or select your available times
- Click on the "Notes" icon to enter notes/requests about your availability

IMPORTANT/IMPORTANT

- Select the game types YOU DO NOT WANT TO REFEREE by clicking the game types under the "Game Types Available" (available for all types selected by default)

IMPORTANT/IMPORTANT

- YOU ARE AVAILABLE for Game types on the RIGHT
- YOU ARE NOT AVAILABLE for Game types on the LEFT
- Click ADD
- Click Close to start over

7. The calendar expands to "Enter your availability" and "Select your availability"

EDITING/DELETING EXISTING availability

- Work in the "Select your availability" section
- Click on the availability you want to modify
- Go back to the "Enter your availability" section
- Modify the From and To dates as needed (adjacent days)
- Type or select your available times
- Click on the "Notes" icon to enter notes/requests about your availability

IMPORTANT/IMPORTANT

- Select the game types YOU DO NOT WANT TO REFEREE by clicking the game types under the "Game Types Available" (available for all types selected by default)

IMPORTANT/IMPORTANT

- YOU ARE AVAILABLE for Game types on the RIGHT
- YOU ARE NOT AVAILABLE for Game types on the LEFT
- Click UPDATE to update
- Click DELETE to delete
- Click CLOSE to start over