Adding Volunteer's Available Times – Using the Wizard
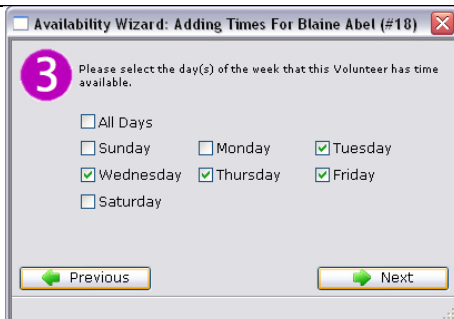
If a volunteer knows what times they will be available. You can set them up under the Time Available Tab.
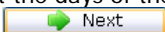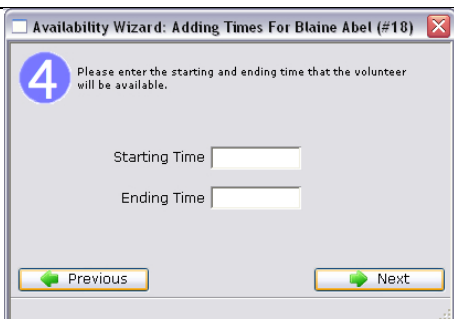
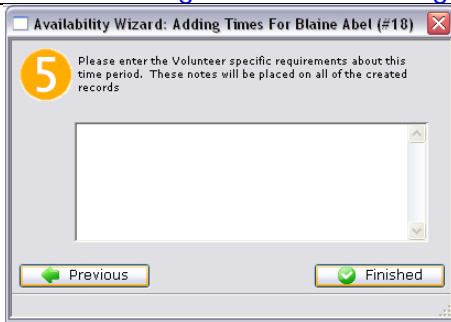|	
	1. Click the New Time Wizard ⬚ New Time Wizard button. 2. Select the availability type. You can choose whether the time being entered is time that the volunteer is available or whether there is a conflict. If it is a conflict time, then a to and from window will appear next. 1. Click the Next ⬚ Next button to proceed.
	3. Select the months which the personnel is available and click the Next ⬚ Next button.
	4. Select the days of the week the personnel is available and click the Next ⬚ Next button.
	5. Enter the Starting and Ending times and click the Next ⬚ Next button. For available times these times will be the time of day. Whereas with conflict dates they will be actual dates i.e. month, day, year.
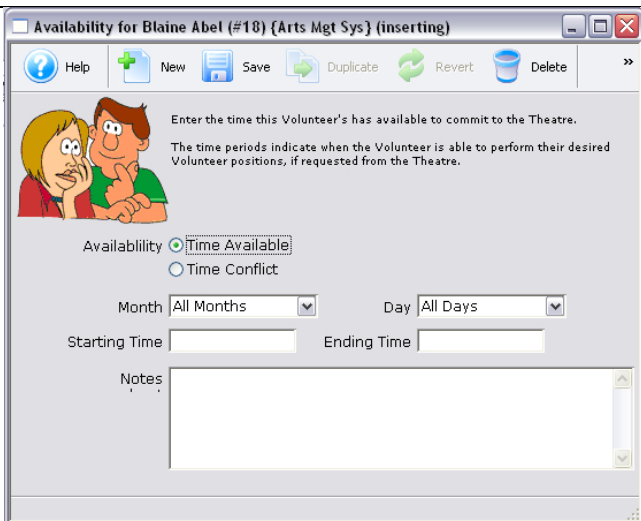
6. Enter any notes associated with the time and click the Finished ![Finished button] button. The new times will be displayed under the tab.

Creating Times by a Single New Entry

This will allow you to enter a single record of either available or conflicting time.
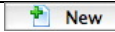
1. Start by clicking the New ![New button] button on the Times Available Tab.
2. Choose whether this is a "Time Available" or a "Time Conflict".
3. Select the month and the day of the week for the time.
4. Enter the start time and the end time of the time.
5. Enter any notes about the time.

6. Click the Save ![Save button] button to finish creating the new record.

Editing Availability Times

If a personnel member has availability or conflict times setup they may eventuallly need to be updated.

	1. Find the Patron Record and open the Volunteer Window. 2. Open the Times Available Tab. 3. Select the time you wish to edit. 4. Click the Open Open button. The Time Available Window will open with the data of the selected time.
	5. Make the required changes. 6. Click the Save Save button. 7. The Time Available Window will close and you will return to the Volunteer Window. The time change will appear in the Time Available Tab.

Deleting Available Times

If a volunteer has availability or conflict times setup they may eventually need to be updated.

1. Select the time you wish to delete.
2. Click the Delete [Delete] button at the bottom of the tab. The following confirmation window will open.

3. Click Delete [Delete] to confirm the deletion.
4. Clicking Cancel [Cancel] will abort the deletion.