

4. Set Any Temporary Availability

Now that you have set your Recurring Availability, you can go in and modify your **Temporary Availability**, as needed.

Temporary Availability is used for modifying your availability on **specific dates** when you will not be available at the times you usually are based on your Recurring Availability.

Use the gray navigation arrows at the top right of the screen to get to the specific day/week you need to modify your availability for. Your Recurring Availability automatically populates into your Temporary Availability, so you can easily add or remove times by clicking on the corresponding bubble.

Adding a new time will appear as a green check mark, and removing a time you previously had available will appear as a red dash.

When you have finished, make sure to hit **“Save”** at the bottom of the screen (it may take a few minutes to save).

You will always be able to go back and update both your Recurring and Temporary Availability at any time.

Temporary Availability

America/New_York

January, 2024 - Monday 08 to Sunday 14

	Mo 08	Tu 09	We 10	Th 11	Fr 12	Sa 13	Su 14
07 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 am	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 am	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 am	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

04 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05 pm	<input type="checkbox"/>	<input type="checkbox"/>
06 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Questions?

Feel free to reach out to Hayley (hayley@zinkerz.com) if you have questions about setting up your availability.

You will also get the chance to ask any questions you might have during your Platform Orientation.