

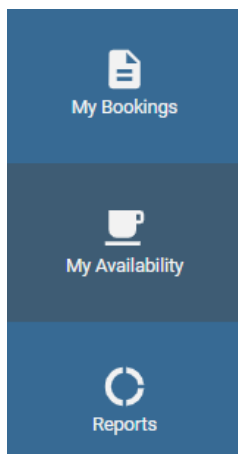
Adding Start/End times, and Breaks

To update your Availability, first select the Progress Evening you'd like to update (changes made are per evening). To do this click on the Change button and select Evening you'd like to update.

▼ Change
Current Evenings
Year 11 Progress Evening 1 of 2
Tuesday, 15th Oct 2024
Year 11 Progress Evening 2 of 2
Tuesday, 22nd Oct 2024

Changing Start/End time

1. Click on **My Availability**, on the left of the page



2. Under **Your Availability**, update the **Start and End Time** as appropriate
3. **Save**

Your Availability

- Available for Appointments**
You will be available for appointments between the times shown below

Start Time of Your First Appointment

16:00 - current ▼

End Time of Your Final Appointment

19:00 - current ▼

- Not Available for Appointments**
Selecting this option prevents new appointments being made with you. Any existing appointments remain in place. If you wish you can set a reason which will be shown to parents.

Save

Adding Breaks

If required Scroll down to see **Add a Break**

1. Update **Start** and **End Time** for break
2. Click **Add Break** (no need to save, Add Break button also saves the option)
3. If required, repeat the process to add additional breaks

Added breaks are shown in *Current Breaks*

The image shows a user interface for adding breaks. On the left, under the heading "Add a Break", there are two dropdown menus for "Start Time" and "End Time", both currently set to "Please Select". Below these is a blue "Add Break" button. On the right, under the heading "Current Breaks", there is a white box containing an orange warning message: "You currently don't have any breaks" with a white warning triangle icon.