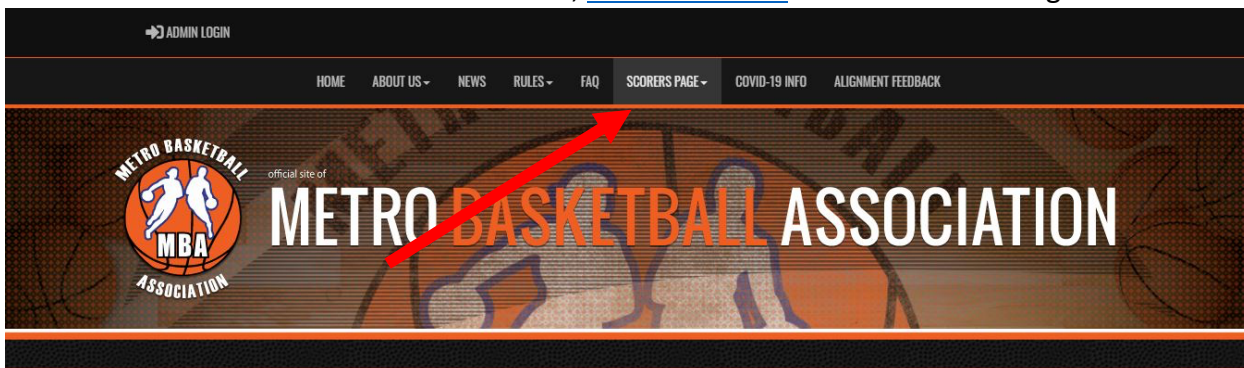


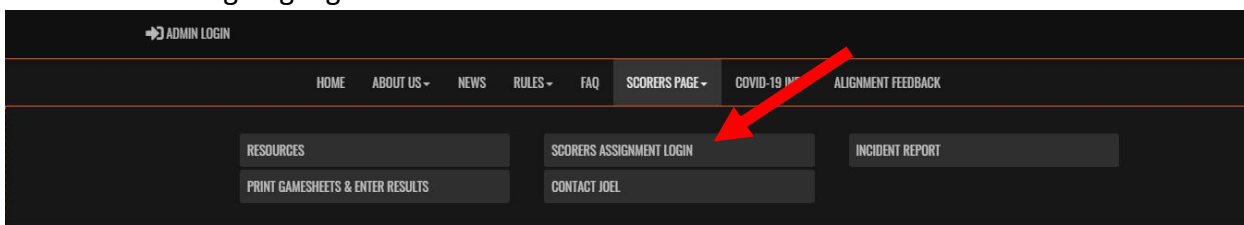
# Scorekeeper Instructions

## Set Availability

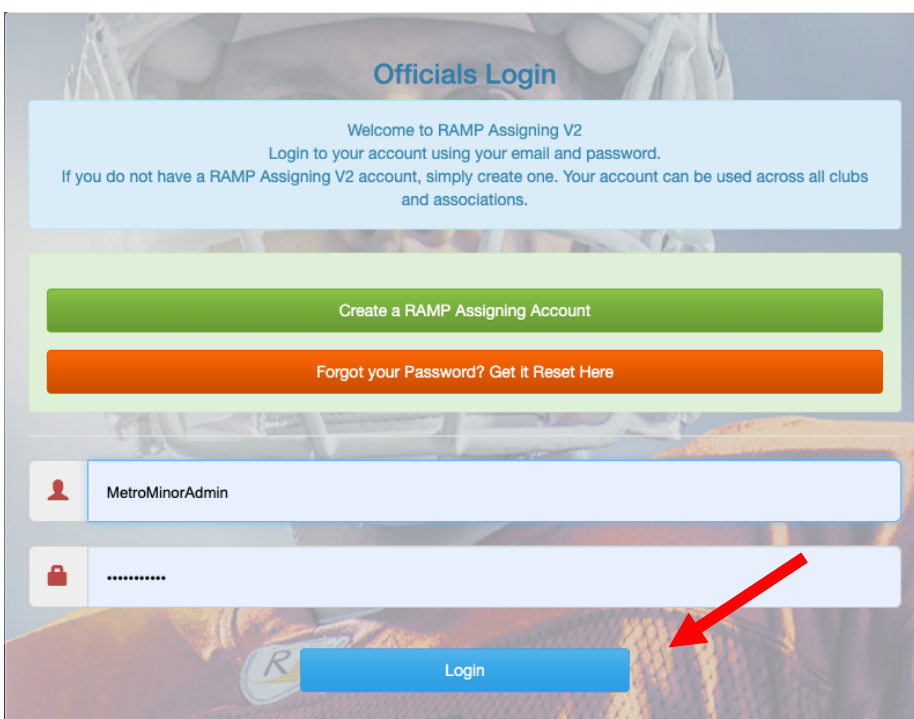
1. Go to Metro Basketball Association website, [www.mbans.ca](http://www.mbans.ca). Click on Scorers Page.



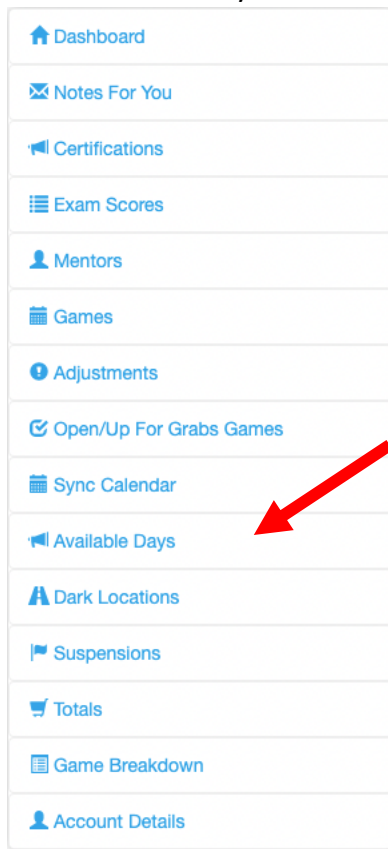
2. Click Scorers assigning login.



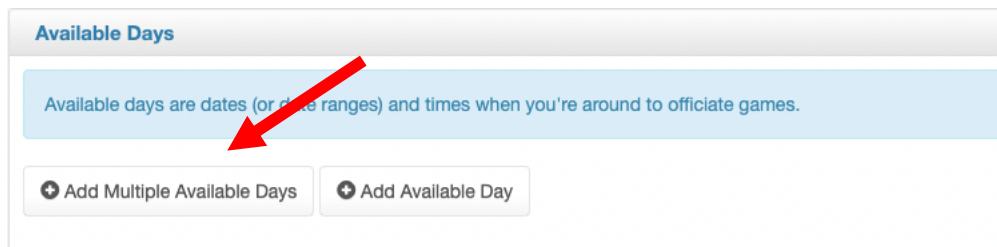
3. Enter your username and password. Then click login.



4. Click Available Days.



5. You have two options, add a single available time or multiple available times. The easiest way is to add multiple.



6. Follow the instructions on the screen.

**Desktop**

- Click on calendar cells to create a new free day.
- You can change the calendar view using the buttons at the top right corner.
- Click and drag to select multiple days or hours.
- Click on existing availability entries to edit them.

**Mobile**

- Press and hold on a calendar cell to highlight it.
- Once a cell has been highlighted, drag your finger to select multiple cells. Release to confirm your selection.
- Tap on existing availability entries to edit them.
- The calendar works best in *landscape-mode*.

7. Click on the calendar day and fill in the information for the time you are available. Label can be anything. If you click “all day” it will set the whole day or date range as available.

### Available Day

Label

Start Date

10/5/2021

End Date

10/5/2021

☒ All Day

Submit

Close

8. If you un check all day you will be able to specify certain time periods. Note on a Saturday: morning games run 9am to 1pm, this is what you should set your availability for to work morning games. Afternoon games run 1pm to 6:30pm, this is what you should set your availability for to work afternoon games.

Sunday: morning games run 9am to 1:30pm, this is what you should set your availability for to work morning games. Afternoon games run 1:30pm to 7pm, this is what you should set your availability for to work afternoon games. Click Submit

### Available Day

Label

Start Date

10/5/2021

End Date

10/5/2021

☐ All Day

- By default, when a date range is selected, the free-day period will begin at the start time on the start date, and finish at the end time on the end date.
- When the **recurring** checkbox is selected, free-day periods will be generated between the start time and the end time of each day between the start day and the end day.

☐ Recurring Time Slot

Start Time

12:00:00 AM

End Time

12:00:00 AM

Submit

Close

9. Repeat to add other available dates