





**If you are partially unavailable (eg Uni/ work) select ‘Partially’. Click, hold and drag on the hours which you are unavailable for and write the reason you are unavailable for:**



**If you are constantly unavailable for a certain time, make use of the repeat feature located on the left side under the ‘Repeat’ tab**

**To make CSG work as an organisation as smoothly as possible please keep your unavailability up to date as much as possible**

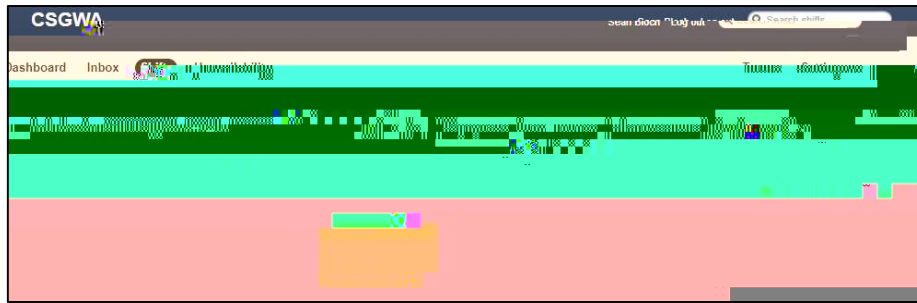
## **Shifts**

**It is equally as important to be aware of what shifts you have and when they are. You can view your shifts on the ‘Dashboard’ tab, as well as the ‘Shifts’ tab, when in this tab, it should look like this**

**The grey tab underneath the grey date tab indicates you have a shift and how many on that day.**

**Make sure that ‘Show- Personal’ is selected on the top right of the calendar; if it isn't, click ‘Show’ and then click ‘Only my shifts’. This will show only your shifts**

**If you click on a date on that row of days, you will see that specific week's shifts in more detail.**



**If you click on a shift in that week, you will see more details about that shift.**

**In this window you can see when your shift is, where it is, what your role is, who you are with, and any instructions or information that goes along with that shift.**



**You can subscribe to GoAssign so that you can see your shifts on your online calendar. Make sure that the "Show" settings are on "Personal" and then hover your mouse over the "Gear" settings symbol and click "Subscribe to calendar". Follow the prompts and add it to your calendar.**

