Add availability

Acceptance to a program must occur prior to entering availability. Providers will not appear on rosters or in search results until availability has been added.

1. Click **For Providers Only**.
2. Click **Add New Availability**.
3. Read the Acknowledgements, and click **I Accept**.
4. Click **Select the programs (county services) for which your availability applies** and check applicable boxes. At least one selection is required.
5. Enter availability parameters for the selection(s).

   To add availability for a single date, enter the same date in both date range fields. If the end date is left blank, the definition will apply for one year. Click **Show me the resulting list of days for this availability definition** to see a calendar preview.
6. Click **Add Availability**.
7. Click **Add Another Availability Definition** to continue adding definitions, or click **Cancel/Close** to exit.
Modify availability

1. Click **For Providers Only**.
2. Click **Modify Existing Availability**.
3. To limit sessions to only one per day, check the box above the definition listing. This will apply to all availability definitions.
4. Click **Modify** for the applicable definition.
5. Make changes to your preferences, and click **Update Availability**.
6. Click **Cancel/Close**.

For instructions on entering exceptions for an availability definition, see QRG: Viewing Provider Calendar and Adding Exceptions to Availability in PASS.