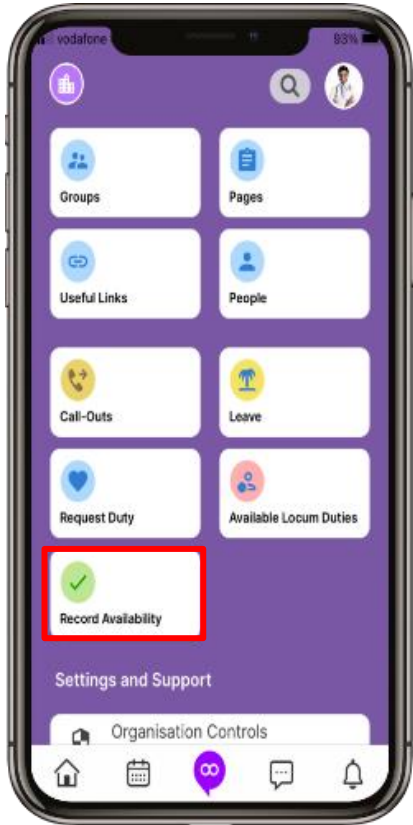# Loop – Record Availability
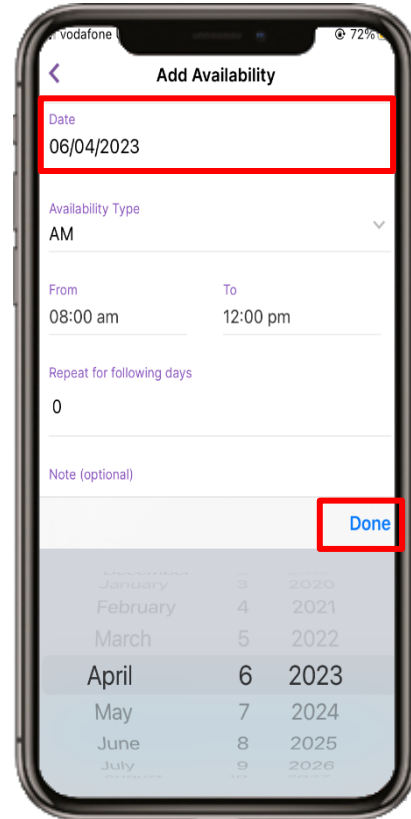
1

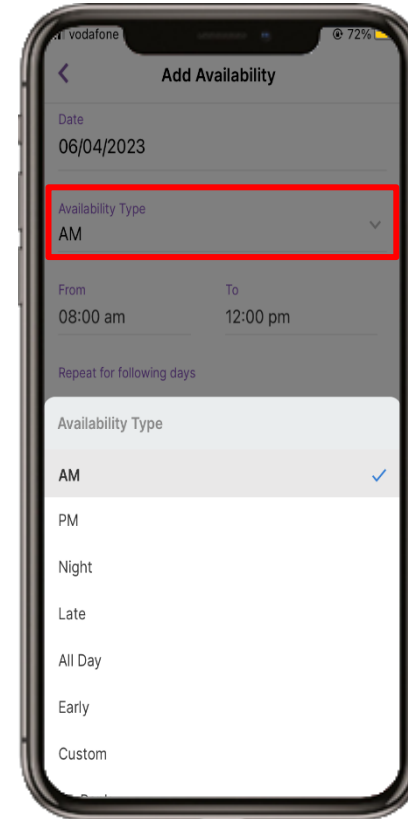Select **Record Availability** from the Loop main screen

2

Select the **date** to change it. Scroll through and select the days, months and years as required, and select **Done**
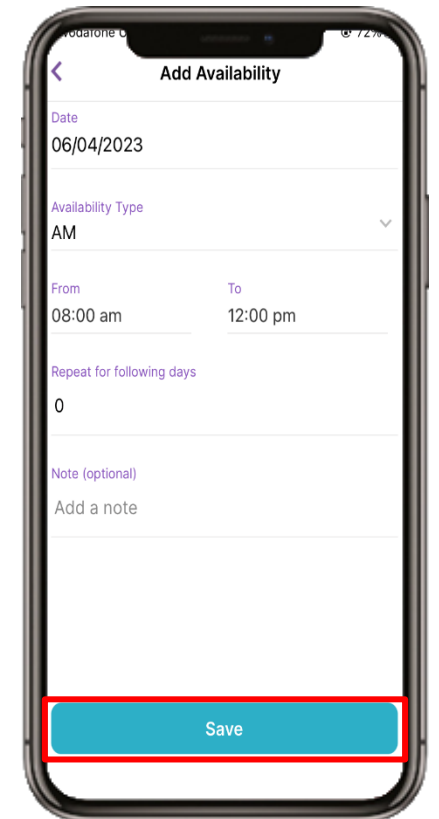
3

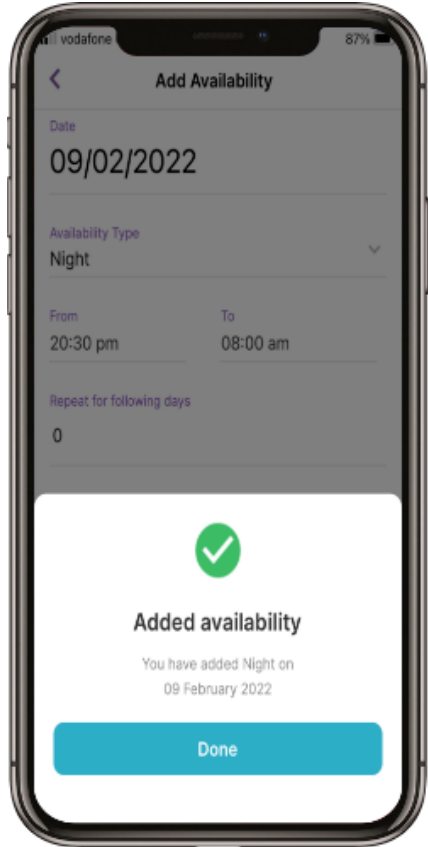Select **Availability Type** to change as required

4

Select **Save**

Loop – Record Availability

5
Confirmation will be displayed on the screen

Loop – Record Availability (From the Roster)

1

You can also add availability via the **calendar**. Select the calendar icon from the bottom of the screen

2

Make sure a **date** is selected in the roster and press the **purple plus** button. This will load the form with the selected day already populated

3

Select **Record Availability** and repeat form from previous slides