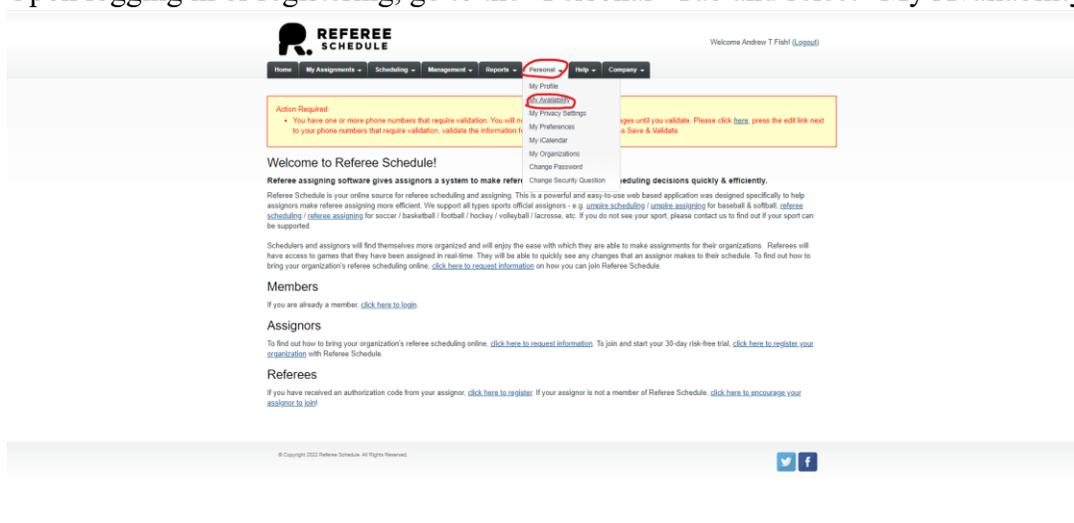


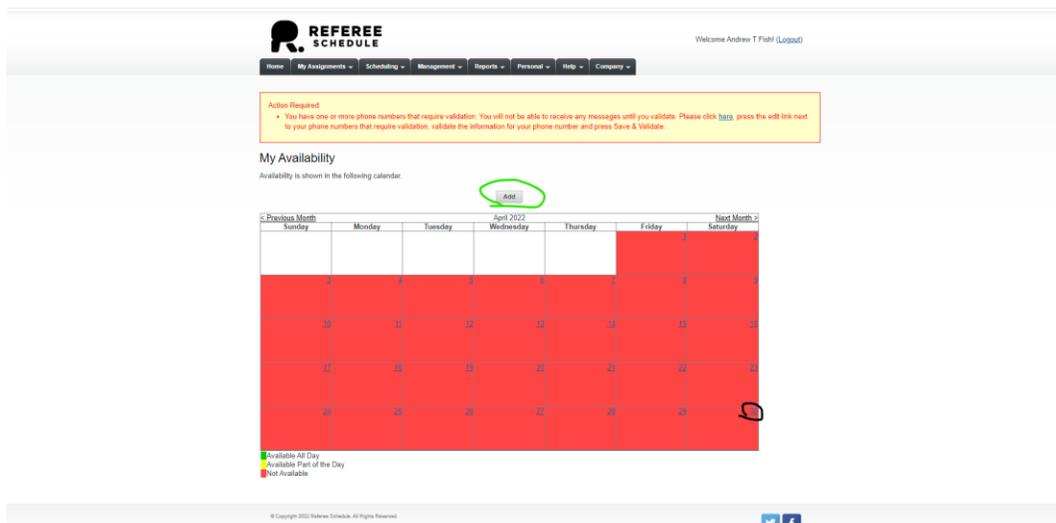
Referee Schedule

Setting Availability

1. Go to <http://refereeschedule.com> and log in. If you have not registered for Lou Gehrig Umpires on RefereeSchedule, go to <https://www.refereeschedule.com/refereeregistration.aspx?AuthorizationCode=OBLJ3CXJ>.
2. Upon logging in or registering, go to the “Personal” Tab and select “My Availability”



3. You'll see a screen similar to this:



All dates will be marked as Not Available to start. You have one of two options on how to set your availability for a given day. First off, you either hit “Add” (circled in green above), or you can select the specific day you want to modify the availability for by selecting the date on the calendar (circled in black).

4. Upon selecting either option, you will be brought to this screen:

The screenshot shows the 'REFEREE SCHEDULE' website interface. At the top, there is a navigation menu with options: Home, My Assignments, Scheduling, Management, Reports, Personal, Help, and Company. A user greeting 'Welcome Andrew T Fish! (Logout)' is visible. A red-bordered box contains an 'Action Required' message: 'You have one or more phone numbers that require validation. You will not be able to receive any messages until you validate. Please click here, press the edit link next to your phone numbers that require validation, validate the information for your phone number and press Save & Validate'. Below this is the 'My Availability' section with the instruction: 'You can add / edit available time by completing the fields below'. A red asterisk indicates a 'Required Field' for the 'Title / Notes' field. The 'Date' is set to 'Apr 30 2022'. Under 'Time', the 'Available All Day' option is selected. The 'Time Zone' is set to '(UTC-05:00) Eastern Time (US & Canada)'. Under 'Recurrence', the 'No Recurrence. This is a one-time availability.' option is selected. The 'Add' button is circled in green.

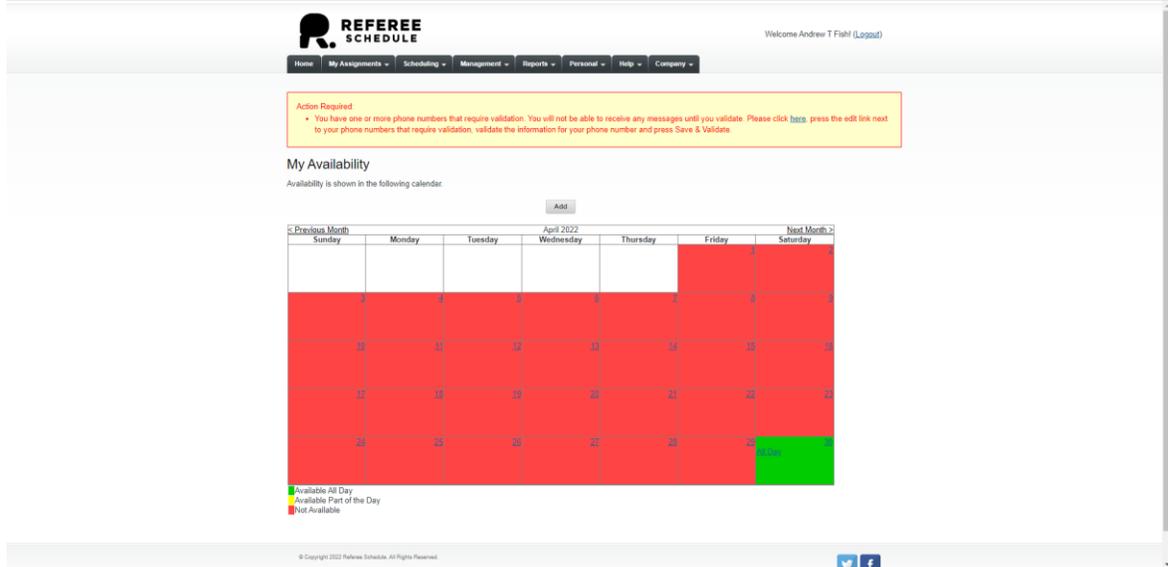
You can ignore the title or notes, as those are not needed for this.

- Select the date you wish to adjust your availability for.
- If you are available all day, just select the “Available All Day” button.
- If you are not available all day, adjust the time frame you are available for, and select the “Available Starting at <TIME> , Ending at <TIME> button.
- Leave the time zone as “Eastern Time”
- If you wish for this availability to only be a one time occurrence, select “No Recurrence”. If you wish to set it for the same availability for every day/week, select the “Repeat” button, and set the duration your availability should repeat for:

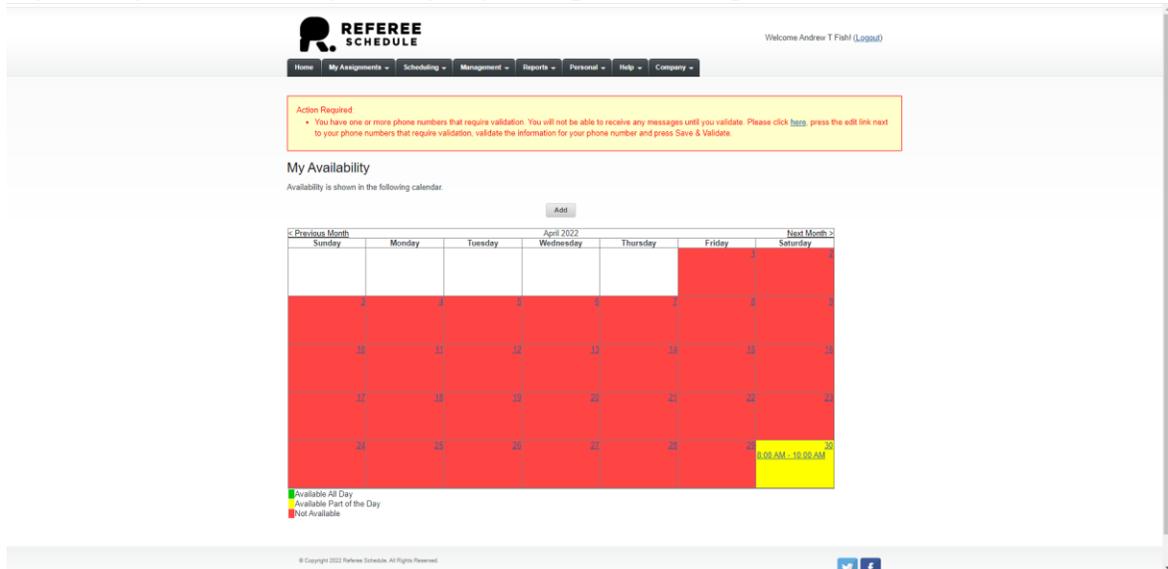
This screenshot is identical to the one above, but with a black circle around the 'Repeat' option in the 'Recurrence' section. The 'Repeat' option is selected, and the 'Every' and 'Week' dropdowns are visible. The 'Add' button remains circled in green.

In this case, I have it set for my availability to repeat every Saturday until May 30, 2022.

- f. When done, simply hit the “Add” button at the bottom.
5. If you set your availability as open for the whole day, it will look like this:



If you set your availability for any day to a specific time period, it will look like this:



6. If you wish to set your availability for the same day as multiple time frames (meaning you have gaps in your availability for a given day), repeat Step 4 for the same day. Upon completion, your calendar will look like this:

The screenshot shows the REFEREE SCHEDULE website interface. At the top, there is a navigation menu with options: Home, My Assignments, Scheduling, Management, Reports, Personal, Help, and Company. A welcome message for Andrew T. Fiehl is visible. Below the navigation, there is an 'Action Required' alert box with a red border, stating: 'You have one or more phone numbers that require validation. You will not be able to receive any messages until you validate. Please click here, press the edit link next to your phone numbers that require validation, validate the information for your phone number and press Save & Validate.' Below the alert, the 'My Availability' section is displayed, indicating that availability is shown in the following calendar. The calendar is for April 2022, showing days from Sunday to Saturday. The calendar cells are colored red, indicating 'Not Available'. A legend at the bottom left of the calendar shows: a green square for 'Available All Day', a yellow square for 'Available Part of the Day', and a red square for 'Not Available'. On Saturday, April 23rd, a yellow box highlights the time range '11:00 AM - 10:00 PM'. The footer of the page includes the copyright notice '© Copyright 2022 Referee Schedule. All Rights Reserved.' and social media icons for Twitter and Facebook.

7. Repeat Steps 4-6 as needed for any days you need to set availability for.