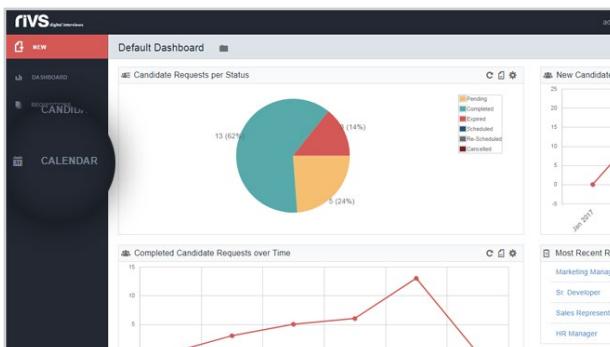




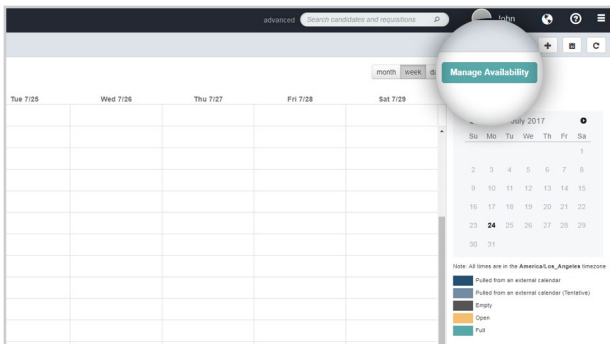
# MANAGING CALENDAR AVAILABILITY

This guide will cover the process of adding availability to your RIVS calendar. Availability can be added manually or from an existing calendar.

## Manually Adding Calendar Availability

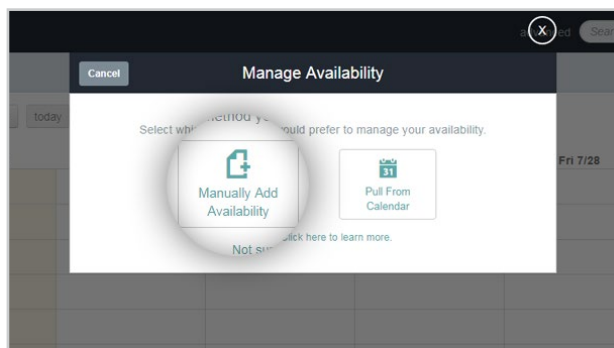


1 Click the Calendar option on the left menu bar.

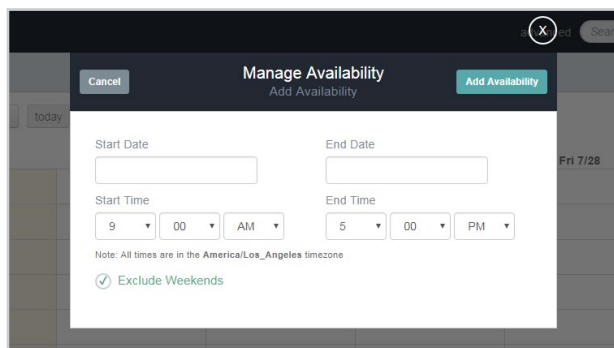


2 Click the Manage Availability button.

# MANAGING CALENDAR AVAILABILITY

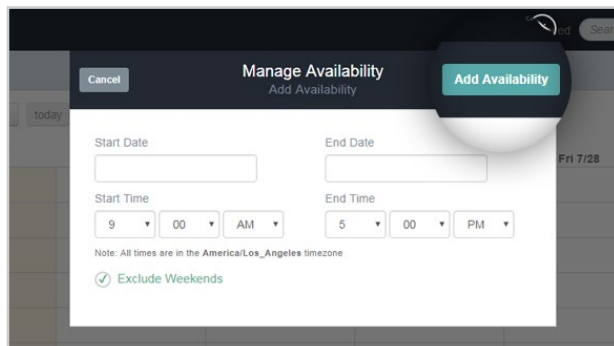


3 Click Manually Add Availability.



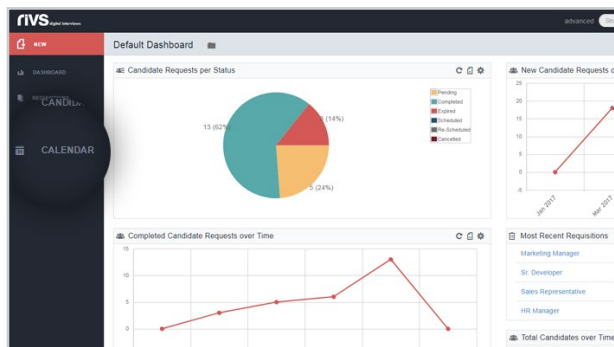
4 Select a starting and ending date and time, and choose to exclude or include weekends in the time block.

\*Selected times are set to Pacific Time.



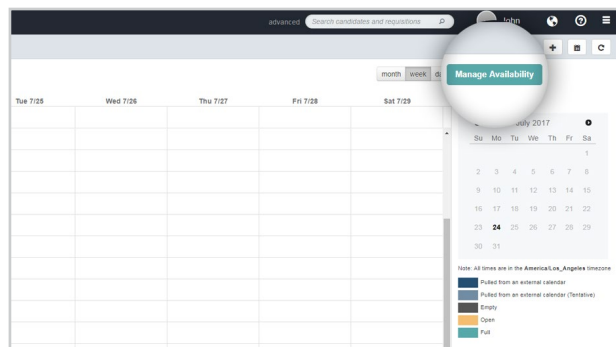
5 Click the Add Availability button.

## Adding Availability from an Existing Calendar

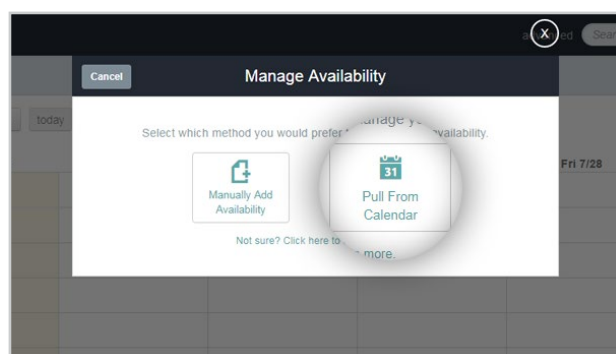


1 Click the Calendar option on the left menu bar.

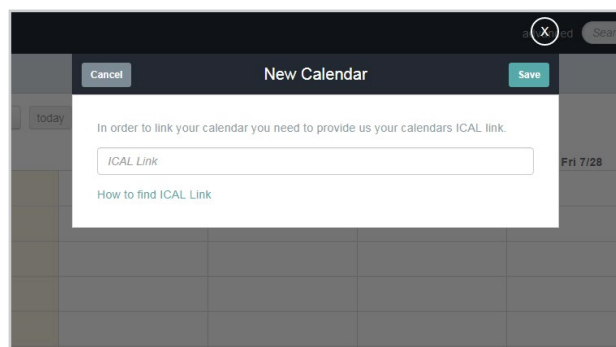
# MANAGING CALENDAR AVAILABILITY



2 Click the Manage Availability button.

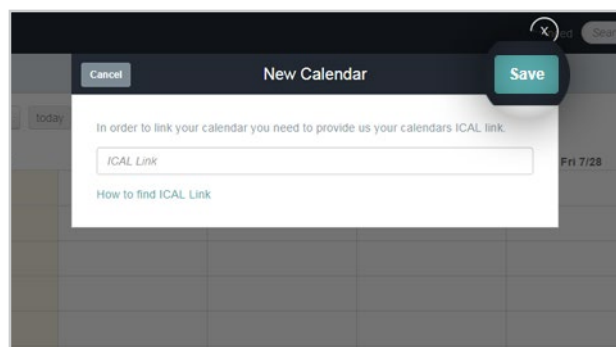


3 Click the Pull From Calendar button.



4 Add the calendar link into the ICAL Link field.

\*Calendars must be set to a public status for ICAL links to sync successfully. Learn how to find an ICAL Link in your [Google Calendar](#).



5 Click Save.