How to change availability in HotSchedules

This guide shows you how to change availability in HotSchedules from your personal settings. You create a new availability entry with an effective date, set your weekly time slots, and submit the change. You can also delete an entry you no longer need.

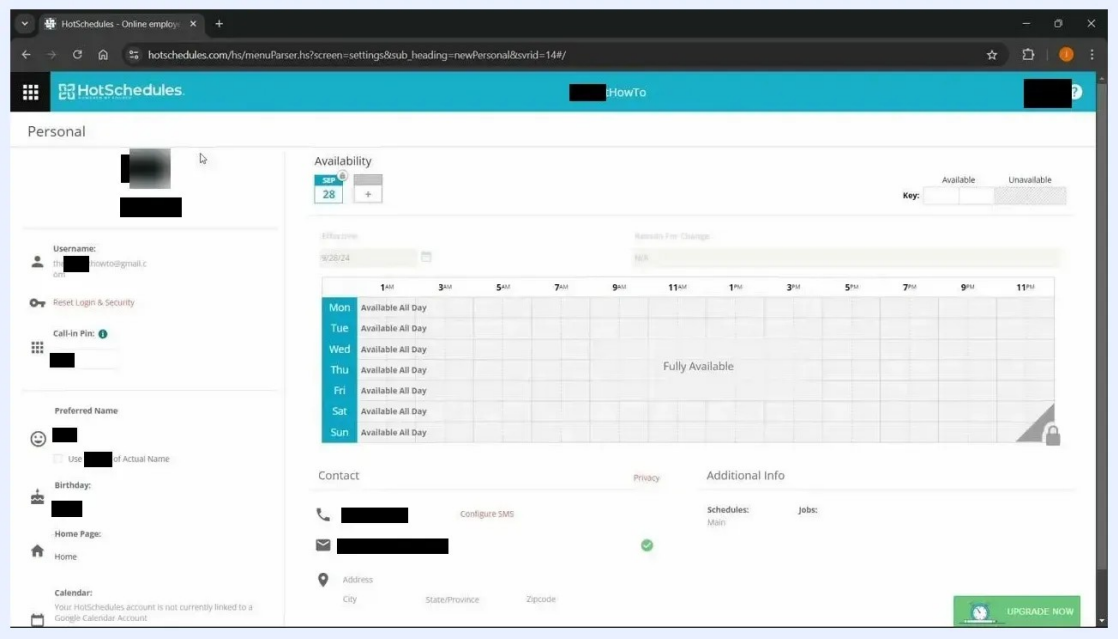
Prerequisites

- A web browser
- Your HotSchedules username and password

Log in and open your personal settings

1. Log in to your HotSchedules account

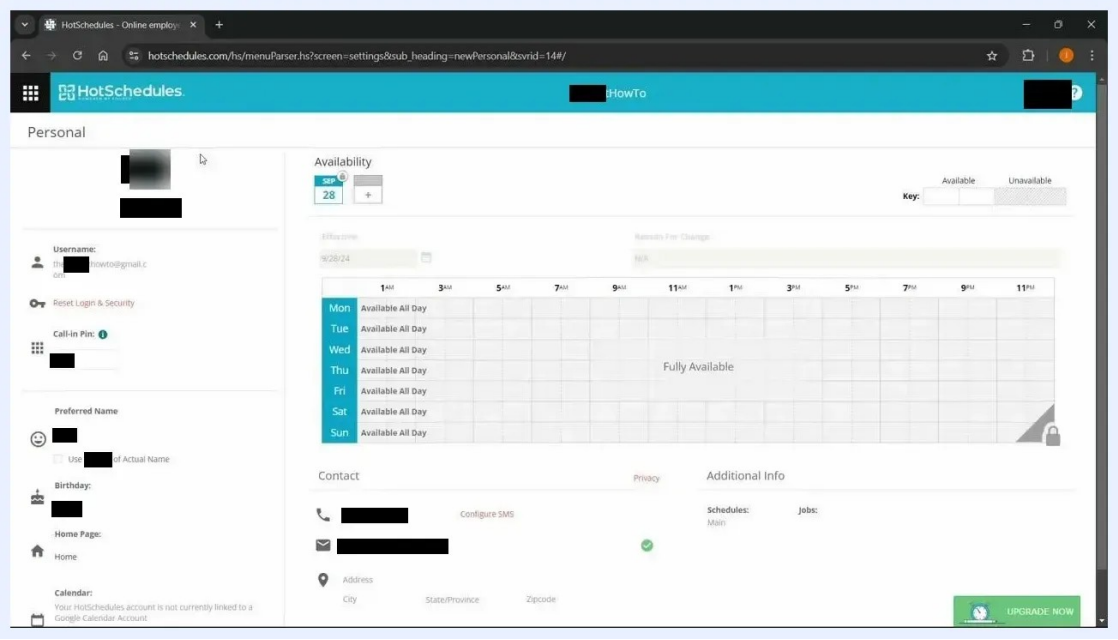
Open your web browser and go to the HotSchedules login page. Enter your username and password, then click **Log In**. Your main dashboard opens and shows your schedule.



The HotSchedules dashboard showing the My Schedule calendar for Sep 22, 2024 - Oct 5, 2024, with the navigation menu icon at the top left

2. Open the navigation menu

Find the grid icon at the very top left of your screen. Click it to open the main navigation menu.



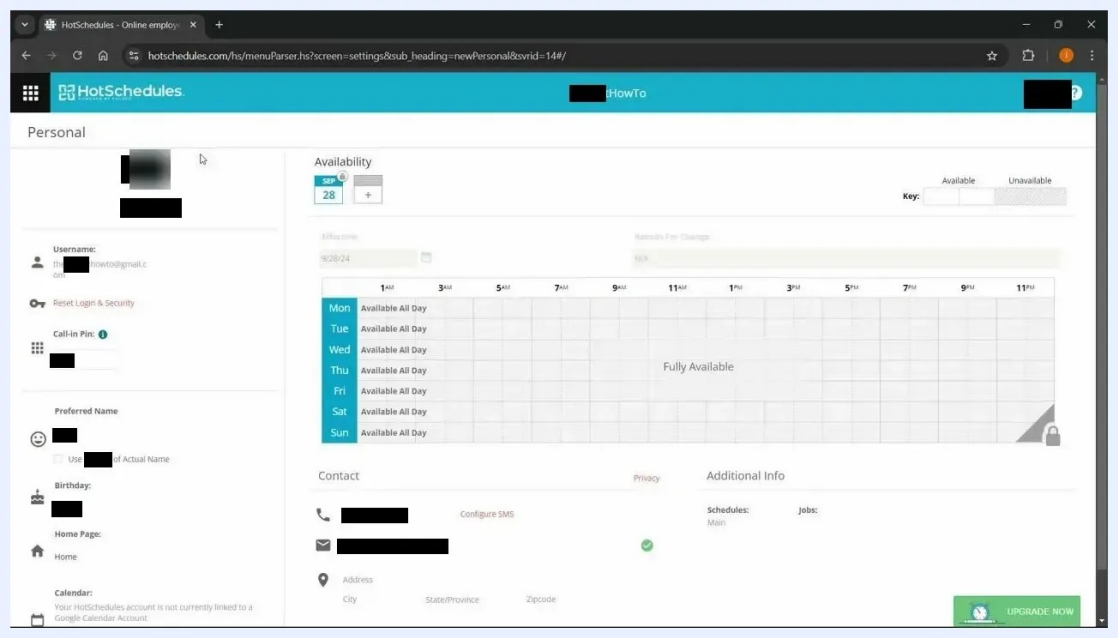
The dashboard with the navigation menu icon highlighted at the top left

3. Go to your personal settings

In the navigation menu, hover over **Settings**. Under the Settings section, click **Personal**. Your personal settings page opens.

4. Find the Availability section

On the personal settings page, locate the **Availability** section on the right side of the screen. It shows your current weekly availability grid.

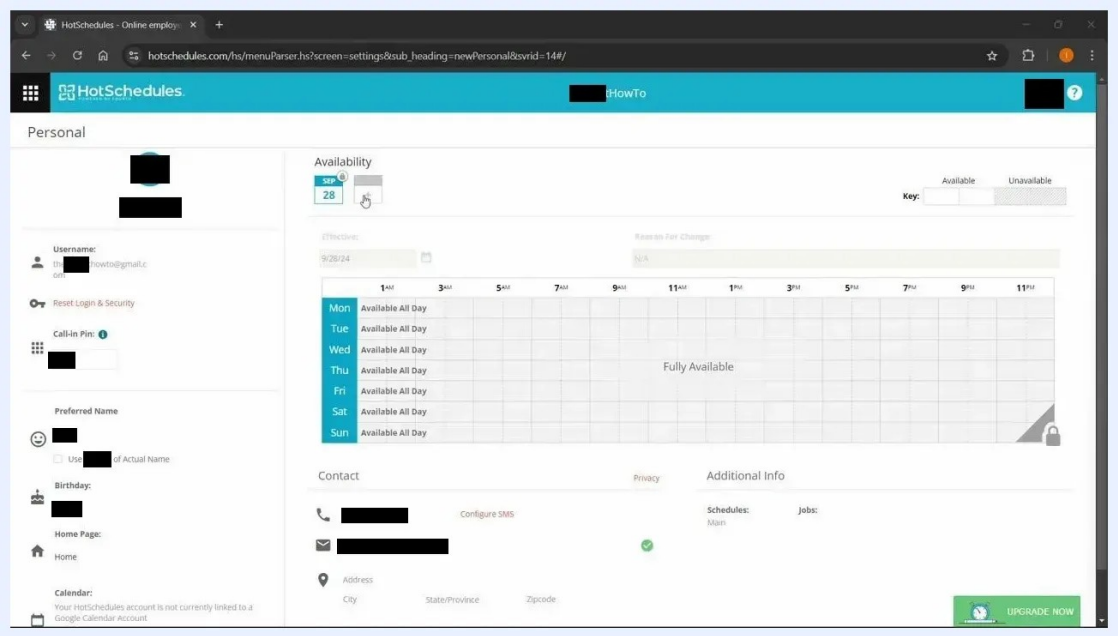


The personal settings page with the Availability section and the current weekly availability grid

Change your availability

5. Add a new availability entry

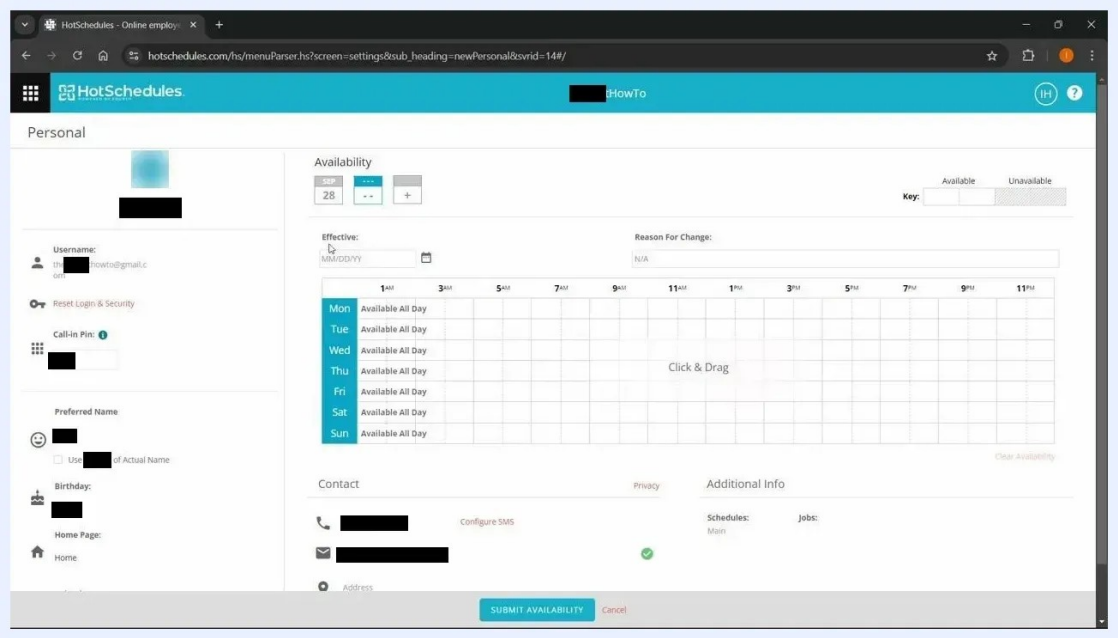
Click the plus (+) icon under the **Availability** heading to add a new availability period.



The cursor hovering over the plus icon in the Availability section

6. Select the effective date

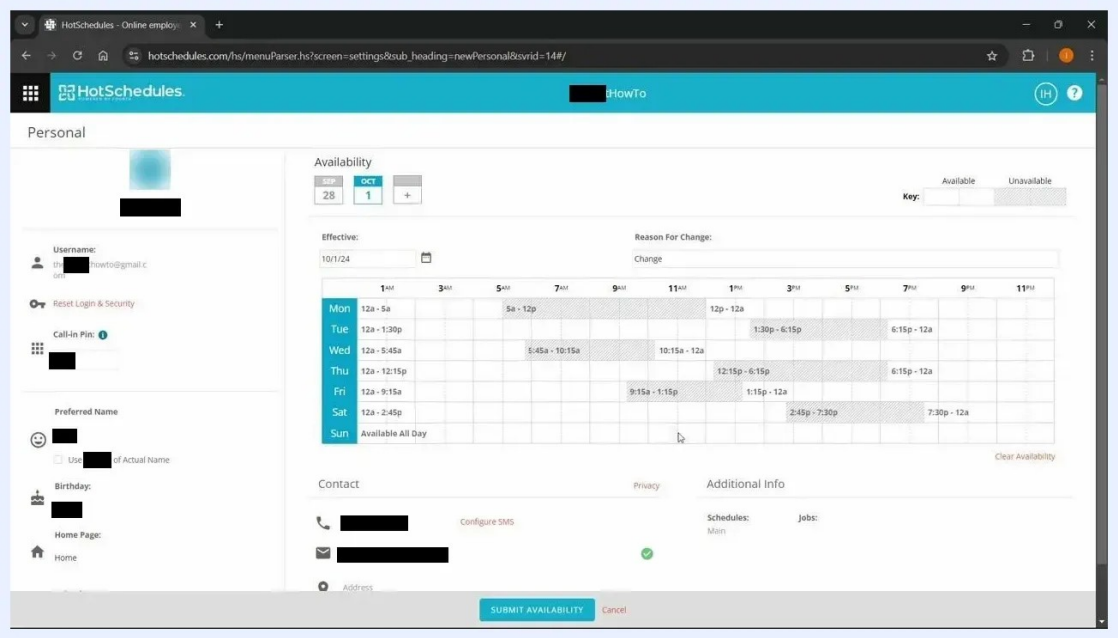
In the **Effective** field, click the calendar icon. Choose the date when your new availability should start. For example, select 10/1/24 for October 1, 2024.



The availability entry form with the Effective date field and the Reason For Change field visible

7. Enter a reason for the change

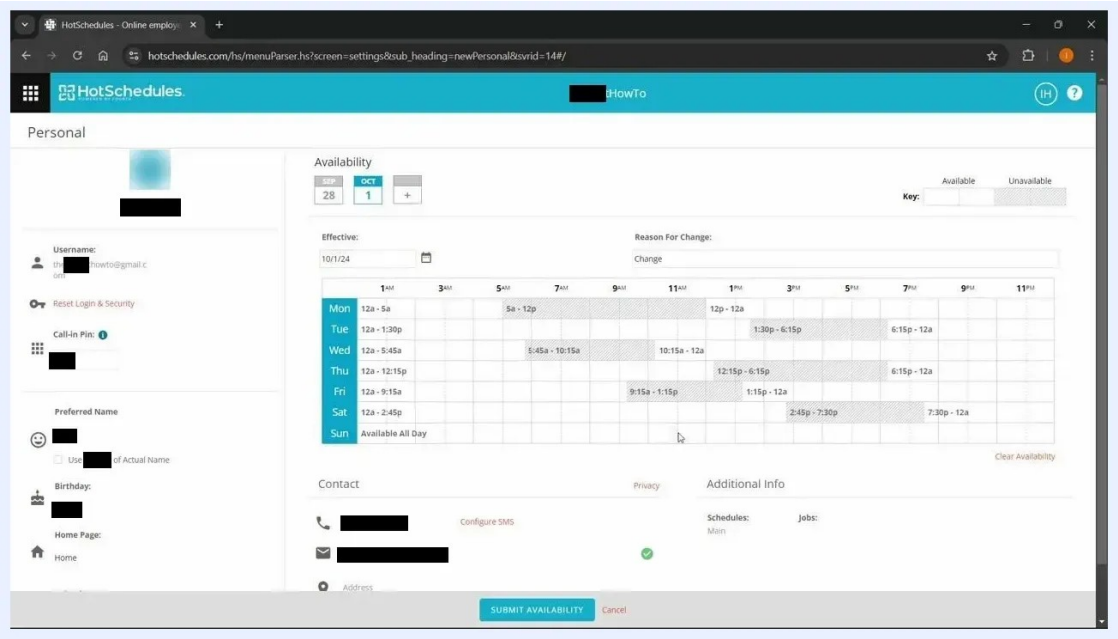
In the **Reason For Change** field, type the reason for updating your availability. For example, enter "Change", or use any reason that fits your situation.



The Reason For Change field filled in with the word "Change"

8. Set your weekly availability

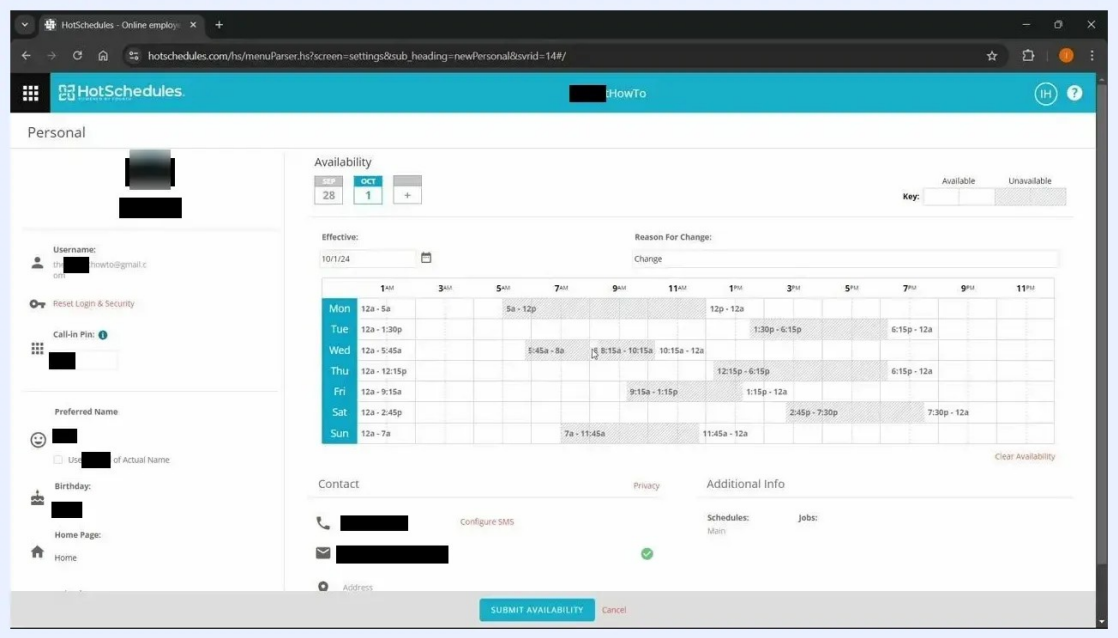
In the weekly grid, click and drag across the time slots for each day to mark your availability. For example, drag from 12:00 AM to 5:00 AM on Monday, or from 12:00 AM to 1:30 PM on Tuesday. Repeat this for each day as needed.



The weekly availability grid with time slots selected for each day

9. Adjust or override time slots

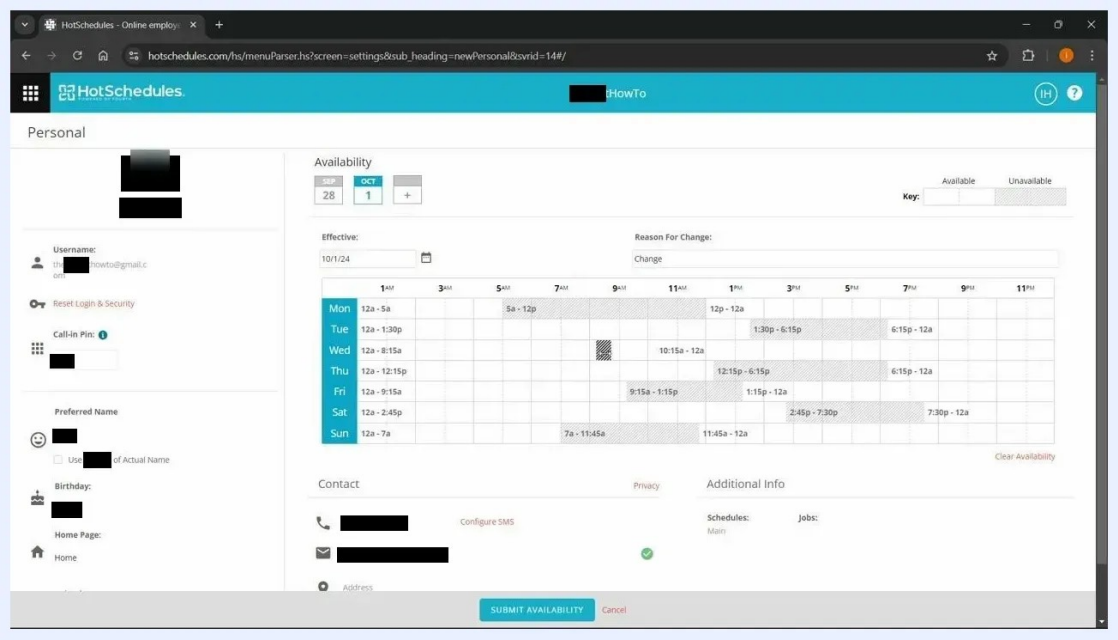
To change a time slot you already set, click and drag again over the time range you want. The new selection overrides the previous one, and the grid updates to match.



The availability grid showing overridden and adjusted time slots for each day

10. Review your selections

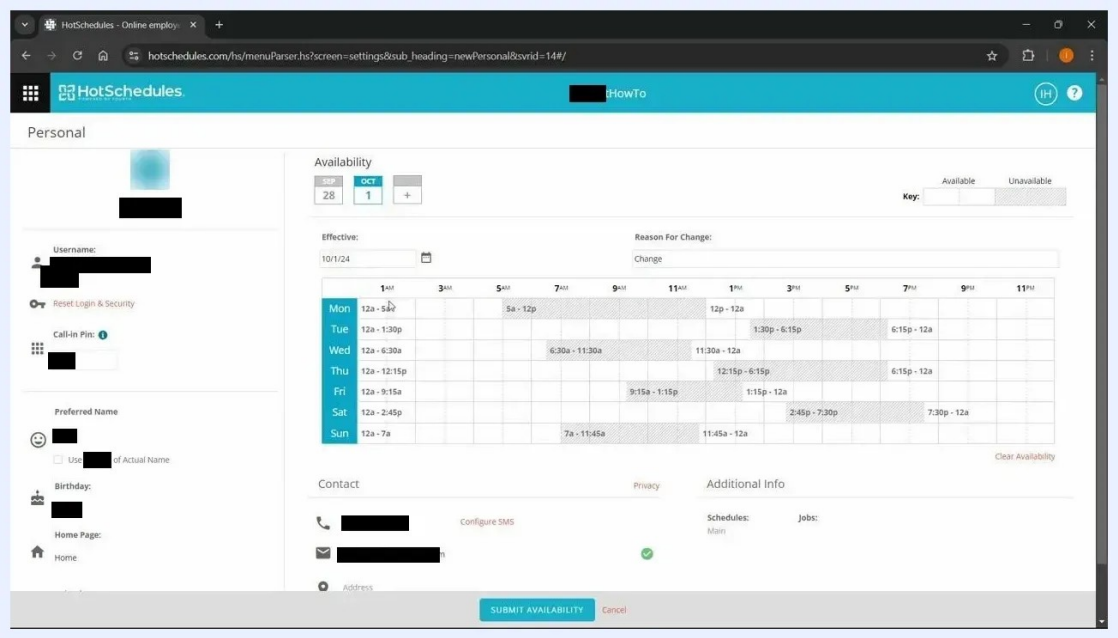
Check the weekly grid to confirm the time slots show when you are available or unavailable. The grid lists your selections for each day, such as "12a - 5a" for Monday or "12a - 1:30p" for Tuesday. If you want to be available all day, leave all time slots open with no unavailable periods marked.



The availability grid with detailed time slots for each day and the SUBMIT AVAILABILITY button visible at the bottom

11. Submit your availability

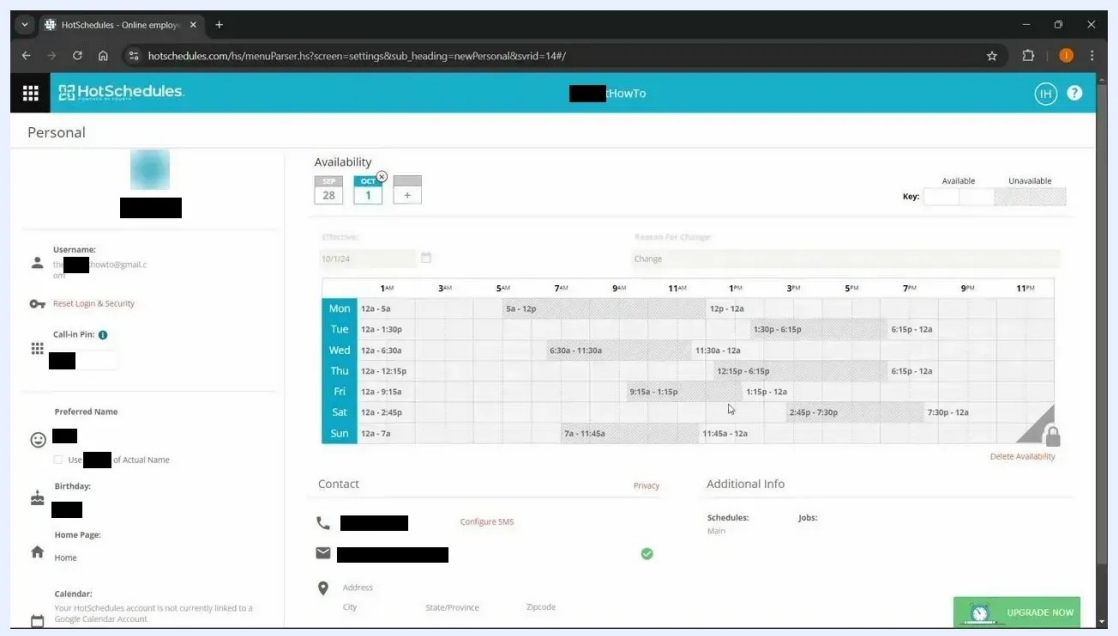
When you are satisfied with your selections, click **SUBMIT AVAILABILITY** at the bottom of the page. Wait for confirmation that your changes were saved. A message such as "saved changes" appears.



The availability grid with the SUBMIT AVAILABILITY button highlighted at the bottom of the page

12. Verify your saved availability

After you submit, your updated availability appears in the **Availability** section. Confirm that the grid reflects your intended schedule. The effective date and your selected time slots should be visible.

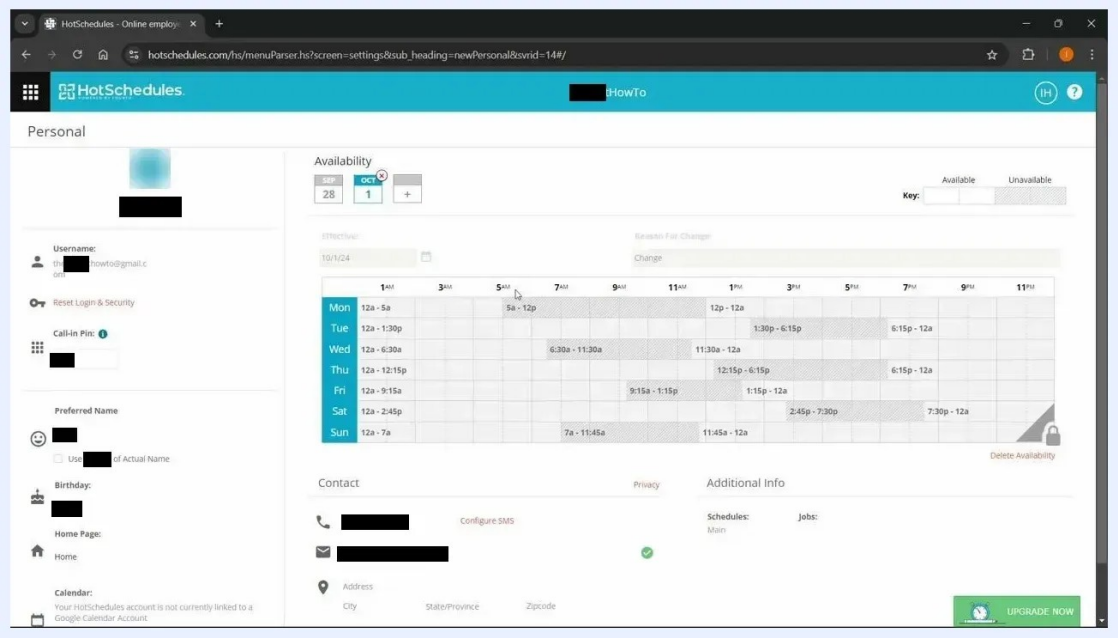


The availability grid showing the saved selections and an X icon next to the effective date tab

Delete an availability entry

13. Delete the entry

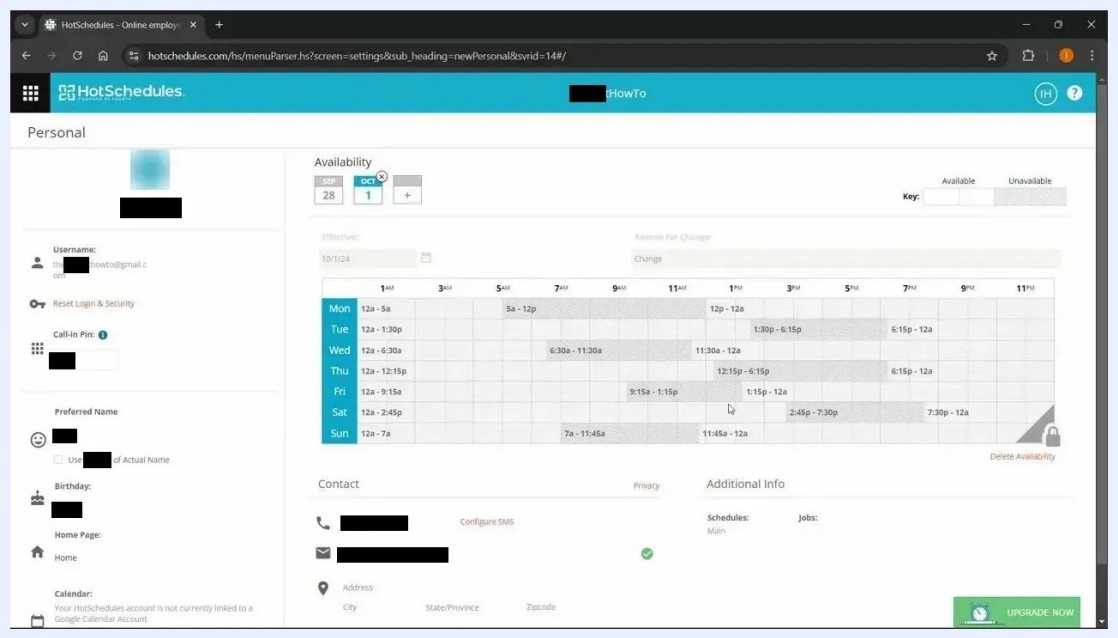
To remove a specific availability entry, click the **X** icon next to its date tab, for example "OCT 1". A pop-up asks, "Are you sure you want to delete availability beginning on Tuesday 1st of October 2024?" Click **Delete** to confirm and remove the entry.



The availability grid with the X icon next to the date tab, ready to delete the selected availability

14. Check your default availability

After you delete the entry, the grid reverts to your previous or default availability settings. For example, it may show "Available All Day" for each day if no custom availability is set.



The availability grid showing "Available All Day" for each day after the custom availability is deleted

Summary

To change availability in HotSchedules, open **Settings** > **Personal** from the navigation menu and add a new entry in the **Availability** section. Set the effective date, enter a reason, and mark your weekly time slots. Then click **SUBMIT AVAILABILITY**. If you no longer need an entry, click the **X** icon next to its date tab and confirm with **Delete**.