

How to use When Available

You will receive a personalised email which will look just like the one below (Carole Oliver helped with the *field trial* of *WhenAvailable*). *What works for you* is a slightly odd phrase but it comes with the package. It is not tweakable.

1. Click on the highlighted RSVP box

Hello Carole Oliver,

kevern oliver would like you to mark your availability for **WCCC rehearsal and events schedule - autumn 2022**.

Please RSVP ~~now so that~~ kevern oliver knows when works for you.

RSVP

By marking your availability you are helping kevern oliver finding the best time for WCCC rehearsal and events schedule - autumn 2022. No sign-in is required.

And after a short pause you will be taken to a screen which looks like this

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu, Sep 8th @ 7:30 pm - 9:30 pm	add to calendar	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu, Sep 15th @ 7:30 pm - 9:30 pm	add to calendar	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu, Sep 22nd @ 7:30 pm - 9:30 pm	add to calendar	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sat, Sep 24th @ 4:00 pm - 7:00 pm	add to calendar	1

This is a table which lists the dates and times of all the WCCC's autumn commitments i.e. rehearsals, services, Cathedral concert and Sedgley 9 lessons and Carols, for the autumn '22 term.

2. Depending on whether or not you are available click on either the tick or the cross grey boxes.

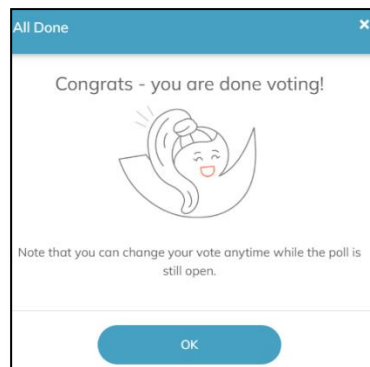
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu, Sep 8th @ 7:30 pm - 9:30 pm	add to calendar	2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu, Sep 15th @ 7:30 pm - 9:30 pm	add to calendar	2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu, Sep 22nd @ 7:30 pm - 9:30 pm	add to calendar	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sat, Sep 24th @ 4:00 pm - 7:00 pm	add to calendar	2

Your table will then look something like this

n..b. The numbers in the green and red boxes are the running totals of how many people (including you) have voted.

If you use an electronic calendar you can click on *add to calendar* to do just that!

3. When you have completed the table you will see this page



Click on OK and that's it!. You can close *WhenAvailable*.

WhenAvailable creates a master table which the administrator can use to generate the WCCC's predicted attendance data and weekly registers.

Please keep your invitation email. The poll is open until 10/12/22 which means that you can update your availability at any time by simply clicking on the RSVP button. *WhenAvailable* automatically sends a notification of your change/s by email to the administrator. There is therefore no need for you to send a separate email

n..b. The WCCC's administrator for *WhenAvailable* is its secretary, Kevern Oliver. The system and its use comply with GDPR requirements.

Kevern Oliver.
August 2022