GMS How to Guide

Enter Availability

Log on to GMS.

Click or hover over your name and select "My Calendars" from the list:

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simonmilford@hotmail.com													
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Select the month that you wish to enter your availability for, and then click Search





Click on the Edit icon when you have the correct month displayed:





The default for each day is "Unavailable".

You can edit each day individually, or can edit All Mondays (for example) or all of the days in a single week.

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	Save Rese	t Discard							

You can also add notes, which will be seen by the Appointers, for this specific month, or for all months.

When you are happy with that month click Save (or Reset or Discard as appropriate).

Then go on and do the next month if you know your availability. Don't forget to update your availability as and when circumstances change.

If you already have an appointment on a day when you become unavailable then you will need to contact the relevant appointer to let them know.