

## **How to update your “availability to spare” in your curlOn account.**

*Did you know that you can add, update, or delete your spare availability information online directly into your Curlon Account profile? By updating the information online the info is easily accessible and up-to-date to everyone in our league.*

1. Go into your CurlON account that was automatically created when you registered
2. In the upper right-hand corner, you will see a tab called "Account". Click on this and a drop-down window will appear
3. Click on "Profiles".
4. Your name and information will appear in red in the bottom third of the screen. At the end of that row is the words "Optional Info/Sparing". Click "Sparing".
5. There are some boxes to check off...
6. Check off "Day Ladies 2021/2022"
7. Check off "Show my contact information"
8. Check off "Preferred position"
9. In the "Notes", indicate what days (e.g. Tuesday, Thursday or a specific date that you can play. Indicate if you are willing to spare when you have a BYE or if you are willing to play a second game.
10. Scroll to the bottom of the screen and click the red box "Update Curler"

That's it. Done.