How to Add a Judging Availability Calendar to Your CDJA Profile

The CDJA has introduced an **optional judging availability calendar feature** that allows members to display when they are **not available to judge**. This calendar appears directly on your member profile and helps **Show Chairs, Show Secretaries, Superintendents, and organizing committees** quickly assess availability.

You remain in full control of the calendar at all times.

What This Feature Is (and Is Not)

✔ What It Does

- Displays dates when you are **not available** to judge
- Allows viewers to switch between **Month, Week, and Schedule** views
- Saves time for both judges and clubs

✖ What It Does Not Do

- Does **not** show where you are judging
- Does **not** show personal details or reasons
- Does **not** reveal contracts or commitments

A simple **“Not Available”** entry is all that is required.

What You Need Before You Begin

- A **Google (Gmail) account**
- Access to **Google Calendar**
- Your **CDJA member login credentials**

  If you do not currently use Gmail, you may create a free Google account solely for this purpose.

Step 1: Create a New Google Calendar

1. Log in to **Google Calendar**
2. On the left side, locate **My calendars**
3. Click the **“+”** icon → **Create new calendar**
4. Name the calendar
    - Example: *Judging Availability*
5. Click **Create calendar**

Step 2: Set the Calendar to Public (Required)

Your calendar **must be public** to display on your CDJA profile.

1. Open the new calendar’s **Settings**
2. Locate **Access permissions for events**
3. Enable:
    - ✅ **Make available to public**

Step 3: Copy Your Google Calendar ID

1. Still in **Settings**, scroll to **Integrate calendar**
2. Find **Calendar ID**
3. Copy the **entire Calendar ID**
    - You may copy:
        - Just the long ID string, **or**
        - The full Google Calendar URL
    - **Either format works**

Step 4: Add the Calendar to Your CDJA Profile

1. Log into your **CDJA member dashboard**
2. Scroll to the **Judging Availability Calendar** section
3. Paste your **Google Calendar ID**
4. Click **Save / Update**

Your calendar is now connected to your profile.

Step 5: Add “Not Available” Dates

This is how clubs will see that you are unavailable.

How to Create an Unavailable Entry

1. Open your **Judging Availability** calendar in Google Calendar
2. Create a **new event**
3. Title the event:
    - `Not Available`
4. Set the event as:
    - ✅ **All day**
    - ✅ **Busy** (this is critical)
5. Save the event

Important Requirements

- The event **must be marked as “Busy”**
- Events marked **“Free” will not display**
- You may enter:
    - Single days
    - Multi-day ranges (travel, judging blocks, personal time)

Best Practices for Members

- Block dates **when you reasonably expect a contract**
- Use **generic labels only**
- Avoid adding details or locations
- Delete or adjust entries if plans change
- Review your calendar periodically to keep it accurate

What Clubs Will See

On your CDJA profile, visitors can:

- View availability by **month**
- Switch to **week** or **schedule** view

- Clearly identify dates when you are **not available**

Nothing more is shared.

Optional Feature Reminder

- This feature is **optional**
- It is **not mandatory** for members
- Strongly encouraged as a courtesy and time-saving tool for clubs

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Future Enhancements

- Importing events via **CSV file** was discussed
- This will be addressed separately at a later date

Need Assistance?

If you have questions or encounter issues:

- Contact **Kate Barnett**, CDJA Webmaster
- Or reach out to **Steve Dainard**

This feature was developed in response to member and club feedback and is intended to make judging assignments **simpler, faster, and more transparent** for everyone involved.

Happy Holidays, and thank you for supporting the CDJA community.