How to Enter Rehearsal Constraints

When filling out your availability, you can specify times when you **cannot** attend rehearsals. This guide shows you the different ways to enter these constraints.

Constraint Types

You can enter multiple constraints separated by commas. Each constraint can be one of these types:

1. Unavailable for an Entire Day

If you can't attend rehearsals on a particular day of the week, just enter the day name.

Examples: - `Monday` - unavailable all day Monday - `W` - unavailable all day Wednesday (abbreviations work!) - `Fri` - unavailable all day Friday

Accepted day abbreviations: - Monday: `Monday`, `Mon`, `Mo`, `M` - Tuesday: `Tuesday`, `Tues`, `Tu` - Wednesday: `Wednesday`, `Wed`, `We`, `W` - Thursday: `Thursday`, `Thurs`, `Th` - Friday: `Friday`, `Fri`, `Fr`, `F` - Saturday: `Saturday`, `Sat`, `Sa` - Sunday: `Sunday`, `Sun`, `Su`

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2. Unavailable Before a Certain Time

If you can't attend rehearsals before a specific time on a particular day.

Examples: - `Monday before 6 PM` - unavailable Monday before 6 PM - `W before 5:30 PM` - unavailable Wednesday before 5:30 PM - `Th until 7 PM` - unavailable Thursday until 7 PM (same as "before")

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3. Unavailable After a Certain Time

If you can't attend rehearsals after a specific time on a particular day.

Examples: - `Tuesday after 9 PM` - unavailable Tuesday after 9 PM - `F after 8:30 PM` - unavailable Friday after 8:30 PM - `Wed after 10 PM` - unavailable Wednesday after 10 PM

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4. Unavailable During a Time Range

If you can't attend during a specific time window on a particular day.

Examples: - `Thursday 12:00 PM - 2:00 PM` - unavailable Thursday from noon to 2 PM - `M 5:00 PM - 7:30 PM` - unavailable Monday from 5 to 7:30 PM - `Tue 1:00 PM - 3:00 PM` - unavailable Tuesday from 1 to 3 PM

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5. Unavailable on a Specific Date

If you can't attend on a particular date (vacation, appointment, etc.).

Important: You **must** include the year!

Accepted formats: - `Jan 20 26` - unavailable January 20, 2026 - `1/20/26` - same date (month/day/year) - `Feb 15 2026` - February 15, 2026 (4-digit year also works) - `3/10/2026` - March 10, 2026

Accepted month abbreviations: - `Jan`, `Feb`, `Mar`, `Apr`, `May`, `Jun`, `Jul`, `Aug`, `Sep`, `Oct`, `Nov`, `Dec`

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6. Unavailable for a Date Range

If you can't attend during multiple consecutive dates (vacation, travel, etc.).

Examples: - `Dec 20 25 - Dec 28 25` - unavailable December 20-28, 2025 - `1/15/26 - 1/22/26` - unavailable January 15-22, 2026 - `Mar 1 26 - Mar 7 26` - unavailable March 1-7, 2026

Combining Multiple Constraints

Separate multiple constraints with commas.

Examples: - `Monday, Thursday after 8 PM` - unavailable all day Monday AND after 8 PM Thursday - `W before 6 PM, Jan 15 26` - unavailable before 6 PM on Wednesdays AND all day January 15, 2026 - `Tue 5:00 PM - 7:00 PM, F, Dec 20 25 - Dec 28 25` - unavailable Tuesday 5-7 PM, all day Friday, AND December 20-28, 2025

Time Format Rules

You can write times in different ways: - `6 PM` or `6PM` (with or without space before PM) - `6:30 PM` (include minutes with a colon) - `18:30` (24-hour military time - no AM/PM needed) - `1800` (24-hour without colon also works)

Times without AM/PM: - Hours 1-7 and 12 are assumed to be **PM** (afternoon/evening rehearsal times) - Hours 8-11 are assumed to be **AM** - If you mean 8 PM, write `8 PM` explicitly!

For clarity, we recommend always including AM or PM!

Common Examples

Work schedule:

`Monday before 5 PM, Wednesday before 5 PM, Friday before 5 PM`

Evening class:

`Thursday 6:30 PM - 9:00 PM`

Weekend family commitments:

`Saturday, Sunday before 2 PM`

Winter vacation:

`Dec 23 25 - Jan 2 26`

Mixed constraints:

`Tuesday after 9 PM, Thursday 12:00 PM - 2:00 PM, Feb 14 26`

What to Avoid

Don't write dates without years: - Jan 20 * → Use `Jan 20 26` ok - 3/15 * → Use 3/15/26 ok

Don't use ambiguous date formats: - Jan 20, 2026 * (comma creates problems) → Use `Jan 20 2026` ok

Don't write time ranges backwards: - 5 PM - 2 PM * → End time must be after start time ok

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Questions?

If you're unsure about your constraints or get an error message, contact the rehearsal director. They can help you format your availability correctly.

Remember: These constraints help us schedule rehearsals efficiently. The more specific and accurate you are, the better we can accommodate everyone!