Prefer Off (order of importance)

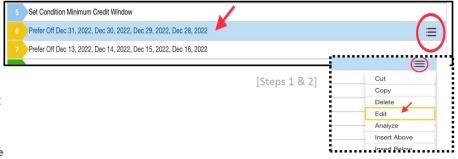| Prefer off vs. Award	Prefer off vs. Avoid
If the Prefer Off are most important, list them above any Award Preference so PBS builds the line considering them. (example below)	If Prefer Off are more important than the Avoids, insert them above any Avoid and Award preferences (example below)

Prefer Off and Award Pairings Conflicts

If a day/date off is honored, PBS will not be able to award a pairing due to conflict with the prefer off. The reasons report will read: *Filtered by line X*

(in the example to the right, Line 3 reason would read Filtered by Line 2)

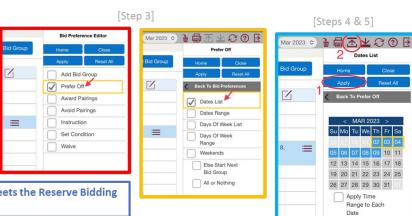## How to edit your Prefer Off

1. You will click on the bid line that has the Prefer Off dates, the line will highlight in blue.

2. Click on the 3 dashes showing to the right end, and chose the **Edit** option.

3. A menu will open on the right (Bid Preference Editor). Click on every word that has a check mark next to it.

4. When the calendar opens, select the new dates in order of importance by clicking on each day. (these days will be highlighted in blue as you select them)

5. When done selecting your Prefer Off, click (1) **Apply** and then (2) **Submit**.

[Steps 1 & 2]

[Step 3]

[Steps 4 & 5]

When bidding Reserve, please double check that your bid meets the Reserve Bidding Parameters.