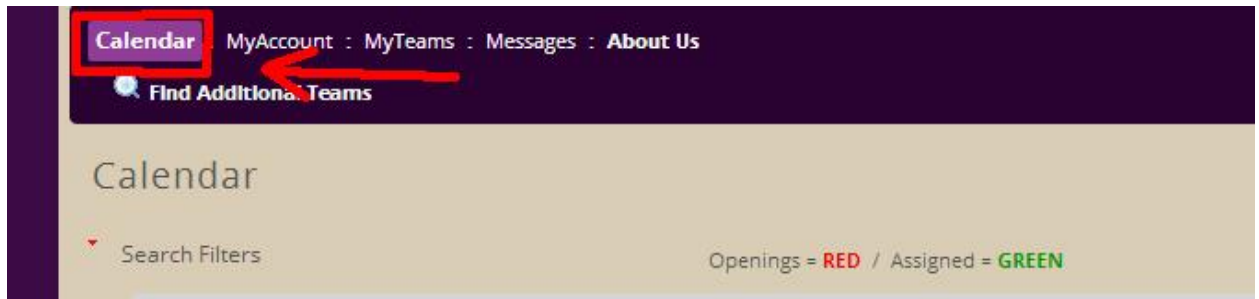


Shiftboard New User FAQs

Q- How do I pick a shift?

A- Click on Calendar along the top of the page.



B- Click on the shift name that you would like to

Sept 8, 2014 - Sept 14, 2014						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8	9	10	11	12	13	14
(none)	(none)	18:00-00:30 Bar 6 positions Available Bar Runner Moose Light Blues Tent	17:30-01:30 Bar 8 positions Available Bar Runner Moose Light Blues Tent	16:30-01:00 Bar 5 positions Available Bar Runner Bell Aliant Mojo Tent	15:30-02:30 Bar 9 positions Available Bar Runner Moose Light Blues Tent	(none)
			18:00-01:00 Bar 9 positions Available Bar Runner Bell Aliant Mojo Tent	16:30-02:30 Bar 8 positions Available Bar Runner Moose Light Blues Tent	16:00-01:30 Bar 4 positions Available Bar Runner Bell Aliant Mojo Tent	
			18:00-02:30 Bar Available Bar Runner Cox & Palmer Hoodoo House	18:00-02:30 Bar Available Bar Runner Cox & Palmer Hoodoo House	18:00-02:30 Bar Available Bar Runner Cox & Palmer Hoodoo House	
			18:30-01:00 Bar Available Bar Runner Galaxie Barracks Tent	18:30-01:00 Bar Available Bar Runner Galaxie Barracks Tent	18:30-01:00 Bar Available Bar Runner Galaxie Barracks Tent	
				18:30-23:55 Bar Available Bar Runner Officer Square Cash Bar (Beside Museum)	18:30-23:55 Bar Available Bar Runner Officer Square Cash Bar (Beside Museum)	

Shiftboard New User FAQs

C- A menu will appear on the right side of the screen. Click on Details

The screenshot shows a shiftboard for the week of Sept 8, 2014 - Sept 14, 2014. The grid displays shifts for days 10 through 14. On the right, a details panel for Thursday, September 11, 2014, is shown. It lists a shift at Bell Alliant Mojo Tent from 18:00 to 01:00 (9/12) with 9 total positions. A red box highlights the 'Details...' link, and a red arrow points to it.

D- Click on Take This Shift to take the shift.

The screenshot shows the same shiftboard grid as above. On the right, a details panel for Friday, September 12, 2014, is shown. It lists a shift at Cox & Palmer Hoodoo House from 18:00 to 02:30 (9/13) with 9 total positions. A red box highlights the 'Take this Shift' button, and a red arrow points to it.