shiftboard®
online scheduling, simplified
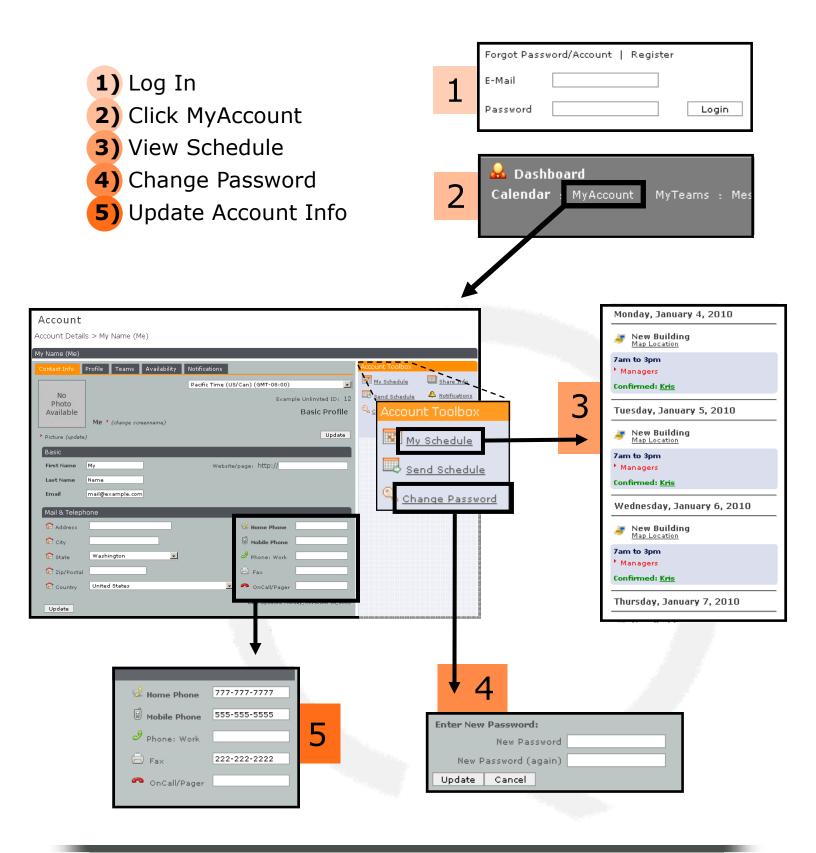
Welcome to Shiftboard! This guide will help you login to your account and start signing up for shifts.

1) Log In
2) Click MyAccount
3) View Schedule
4) Change Password
5) Update Account Info

1

Forgot Password/Account | Register

E-Mail [_____]

Password [_____] [Login]

2

👤 Dashboard

Calendar | MyAccount | MyTeams : Mes

Account

Account Details > My Name (Me)

My Name (Me)

Contact Info | Profile | Teams | Availability | Notifications

No Photo Available

Pacific Time (US/Can) (GMT-08:00)

Example Unlimited ID: 12

Basic Profile

Me ▸ (change screenname)

▸ Picture (update)   [Update]

Basic

First Name [My]   Website/page: http:// [_____]
Last Name [Name]
Email [mail@example.com]

Mail & Telephone

🏠 Address [_____]   📱 Home Phone [_____]
🏠 City [_____]   📱 Mobile Phone [_____]
🏠 State [Washington ▾]   ✆ Phone: Work [_____]
🏠 Zip/Postal [_____]   📠 Fax [_____]
🏠 Country [United States ▾]   ☎ OnCall/Pager [_____]

[Update]

Account Toolbox

📅 My Schedule   📄 Share Info
✉ Send Schedule   🔔 Notifications

Account Toolbox

📅 My Schedule

📅 Send Schedule

🔑 Change Password

3

Monday, January 4, 2010

🏢 New Building
Map Location

7am to 3pm
▸ Managers
Confirmed: Kris

Tuesday, January 5, 2010

🏢 New Building
Map Location

7am to 3pm
▸ Managers
Confirmed: Kris

Wednesday, January 6, 2010

🏢 New Building
Map Location

7am to 3pm
▸ Managers
Confirmed: Kris

Thursday, January 7, 2010

5

📞 Home Phone [777-777-7777]
📱 Mobile Phone [555-555-5555]
✆ Phone: Work [_____]
📠 Fax [222-222-2222]
☎ OnCall/Pager [_____]

4

Enter New Password:

New Password [_____]

New Password (again) [_____]

[Update] [Cancel]

View Teams

Contact your Manager to be added to a team.
Note If you are not on any teams you will not see shifts on the calendar.

My Name

| Contact Info | Profile | Teams | Availability | Notifications |

Organization	Team	Type	Membership
▸ Example Unlimited	▸ Driver	work	Member
▸ Example Unlimited	▸ Managers	work	Member
▸ Example Unlimited	▸ Volunteers	work	Member
3 Teams			

Set Available & Busy Times

Tell your Manager when you can work. Busy times override available times.
📽 For instructions, click HELP > **Watch Videos** > "Member Availability"

My Name

| Contact Info | Profile | Teams | Availability | Notifications |

	Screen Name	↑Status	↑Mon	↑Tues	↑Wed	↑Thurs	↑Fri	↑Sat	↑Sun	↑From	↑Until
❌	▸ Me	Available	Mon	Tues	Wed	Thurs	Fri			12am	12am
❌	▸ Me	Busy		Tues						2pm	6pm
	2 Entries										

| Add Time | Back |

Set Notification Preferences

Allow shift notifications to be sent to email and/or texted to your cell phone.

My Name

Contact Info | Profile | Teams | Availability | **Notifications**

Notification Settings

Email my.email@example

Notification Send Email

Message Delivery Send Immediately

☑ Get Reminders

☑ Get Confirmations

Mobile/TXT (SMS)

Provider AT&T *Have a different provider?*

My Mobile # 555-555-5555

View Calendar

See your schedule and pick up available shifts.
To learn more, click HELP > **Watch Videos** > "New Member Orientation"

Dashboard

Calendar : MyAccount : MyTeams : Messages : **About Us**

My List | Month | Week | Days | Hours | Lists | Teams

← Previous | **Jan 3, 2010 - Jan 9, 2010** | Next →

◀ Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday ▶

3 | | | | | | |

(none)

7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm
Managers	Managers	Managers	Managers	Managers
Me	Available	Me	Me	Me
New Building	New Building	New Building	New Building	New Building

(none)

Sign up for Available Shifts

Click a **Red** shift on the Calendar and then click "Take this Shift" to confirm the time.

Find Shift Location

Click **Map Location** to see a Google Map and find directions to your shift.