



When to Work Tradeboard, Time  
Off Request and Availability List  
to Drop Shifts

Tradeboard

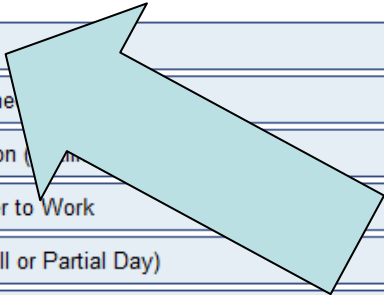
# View Your Schedule



## EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE

Welcome Jane Doe

- Show My Schedule
- Show Everyone's Schedule
- Change My Information
- Choose Times I Prefer to Work
- Request Time Off (Full or Partial Day)
- Tradeboard - Pick Up Open Shifts
- Send a Message to My Manager
- Staff List
- Who Is Working Right Now
- Bulletin Board
- Sign Out



Select show my schedule to view schedule


**What's New!**  
Jan 13, 2011 05:26pm  
A new schedule is ready

**WhenToWork** on Facebook  
Become a Fan

For problems with your schedule, please [contact your Manager](#)

# Select the Date

HOME Schedule Info Prefs Time-off



EAST BAY REGION

MY SCHEDULE Everyone's Schedule

Weekly Monthly Upcoming Daily Weekly Monthly Cha

To on trade find a placement click on the shift


Sund	Monday	Tuesday
2	3	4
9	10	11
16	17	18
23	24	25
		26
30	31	

For problems

Select day you want to trade by choosing weekly view, monthly view or upcoming shifts.

# Select the Shift

HOME Schedule Info Prefs Time-off



EAST BAY REGI

MY SCHEDULE Everyone's Schedule

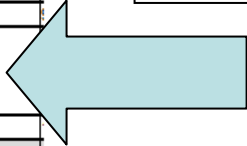
Weekly Monthly Upcoming Daily Weekly Monthly Cl

To put a shift on tradeboard, or find a possible replacement click on the shift

Sunday	Monday	Tuesday
		1
6	7	8
		Lifeguard 1 - Diablo Foothills 9:30am - 6:15pm
13	14	15
20	21	22
27	28	

For problem

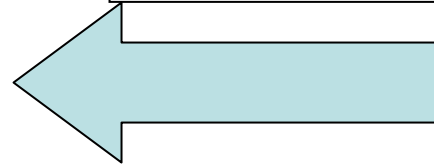
Click on the shift you want to put on the tradeboard.



# Add Shift to Tradeboard

Shift Details	
Name:	Jane Doe
Date:	Jan 21, 2011
Time start:	9:30am
Time end:	6:15pm
Position:	Lifeguard 1 - Contra Loma
Category:	9:30
Description:	
	<a href="#">Add Shift To Tradeboard</a>
	<a href="#">Availability of Other Employees for my Shift</a>

Click on "Add shift to Tradeboard"



# Set Trade Rules

**Add Shift To The Tradeboard**

Date: Jan 21, 2011  
Time start: 9:30am  
Time end: 6:15pm  
Position: Lifeguard 1 - Contra Loma  
Description:

I would like to  Trade  
 Drop  
 Either

Comment:

[Add To The Tradeboard](#)

Select trade if you wish to trade shifts with someone else.

Select drop if you will allow someone to pickup your shift without a trade.

Select either if you don't care

# Finalize Trade

## Add Shift To The Tradeboard

Date: Jan 21, 2011

Time start: 9:30am

Time end: 6:15pm

Position: Lifeguard 1 - Contra Loma

Description:

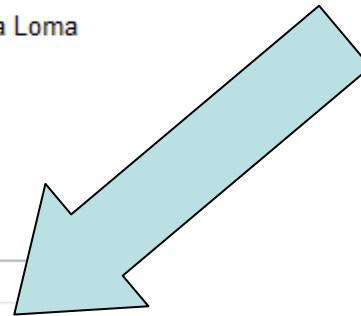
I would like to

- Trade
- Drop
- Either

Comment:

[Add To The Tradeboard](#)

When done click "Add To The Tradeboard"





# Time Off Request

# Select Request Time Off

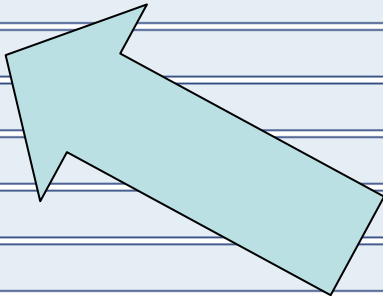
HOME Schedule Info Prefs Time-off Trades Messaging



## EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE

Welcome Jane Doe

- Show My Schedule
- Show Everyone's Schedule
- Change My Information (Notifications, Phone, etc.)
- Choose Times I Prefer to Work
- Request Time Off (Full or Partial Day)
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# Choose Time Off Date Details

**Date**  
Full or Partial Day (Full day requires number of days request, partial day will prompt for times requested off)

**Comment**

**Select Request Time Off**

Prefs Time-off Trades Messaging

EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERV

Aaron Roth  
Time Off

Date: Click calendar to choose date

Full Day(s) Off  
1 day(s) off in a row

or A Partial Day or Repeating Days Off

Comment:

Request Time Off

off request will be sent to your manager. You will be notified when they have approved or denied this request.

February, 2011						
«	<	Today	>	»		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
Select date						

Aaron Roth - Time Off Requests

Cancel Request*	Start Date	End Date / Times
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\* Cancel Time Off appears in this column it means you may click to cancel the request before your manager reviews it.

For problems with your schedule, please [contact your Manager](#)

# View Availability

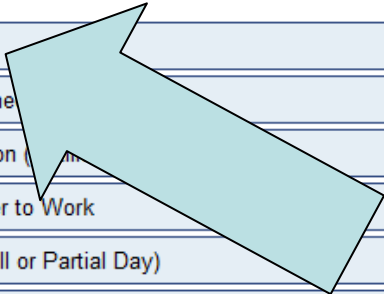
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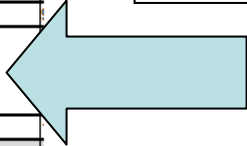
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For problem

Click on the shift you want to put on the tradeboard.



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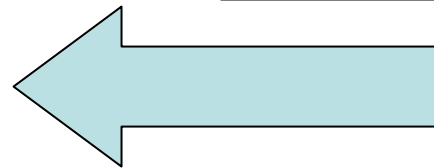
## Shift Details

Name: Jane Doe  
Date: Jan 21, 2011  
Time start: 9:30am  
Time end: 6:15pm  
Position: Lifeguard 1 - Contra Loma  
Category: 9:30  
Description:

[Add Shift To Tradeboard](#)

[Availability of Other Employees for my Shift](#)

Click on "Availability of Other Employees for my Shift"





# Use Availability Data

Close Window										
Availability of Other Employees for My Shift										
Feb 8, 2011										
Working	Likes this time	Dislikes this time	No Preference	Cannot Work	Time Off					
Click an employee name to send them a message										
Lifeguard 1 - Diablo Foothills	9	10	11	12	1p	2	3	4	5	6
Holly Aguiar										
Joe Nilson										
Aaron Roth	Diablo Foothills -									
Robbie Sweetman										
Martha Zelaya										

Select available employee to send message, or note available employees to call.