



W2W How to Setup Date/Time Specific Preferences on WhenToWork

Date Specific Preferences

Your work date preferences will help your Head Guard and Supervisor build the work schedule and know who is available for last minute assignments.

Home Page



What's New!
Dec 23, 2010 09:49am

A new schedule is ready

You have 1 new message.

WhenToWork on Facebook
[Become a Fan](#)

EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE

Welcome Eric Nurse

- Show My Schedule
- Show Everyone's Schedule
- Change My Information (Notifications, Phone, etc.)
- Choose Times I Prefer to Work **← Click Here**
- 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

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

Problems or comments about WhenToWork?
[Click here to contact WhenToWork Support](#)

Your Preferences

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP



EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE
Eric Nurse

SIGN-OUT

Dec 23, 2010
11:44am

Always check your weekly schedule for your actual work times.

Your Preferences For:

Week of Dec 18, 2010

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
Sat Dec-18																								
Sun Dec-19																								
Mon Dec-20																								
Tue Dec-21																								
Wed Dec-22																								
Thu Dec-23																								
Fri Dec-24																								

Date has specific preferences **prefer**, **dislike**, **cannot work** and no preference

Set SPECIFIC DATE Preferences

(or click a date above to edit that day)

Click Here

Set REPEATING WEEKLY Preferences

Note: Entering preferences in no way guarantees that your schedule will follow these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.

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

DATE SPECIFIC Preferences

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

You must click "Save Changes" when done.

Prefer Working Dislike Working Clear Preferences Cannot Work

Save Changes

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15					20	21
22					27	28
29	30	31				

Click on the green paint roller and then on days you would prefer to work

Leave days white to use your Weekly Recurring Preferences (Only change the days that will be different from repeating)

Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or **"PAINT"** multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

javascript:DoPref() Internet | Protected Mode: Off 100%

DATE SPECIFIC Preferences

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

Prefer Working Dislike Working Clear Preferences Cannot Work

You must click "Save Changes" when done. **Save Changes**

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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
29	30	31				

Leave days white to use your Weekly Recurring Preferences
(Only change the days that will be different from repeating)

Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or "PAINT" multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Do the same with the red and pink rollers for the days you cannot work or dislike working.

DATE SPECIFIC Preferences

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

Close

Prefer Working Dislike Working Clear Preferences Cannot Work

You must click "Save Changes" when done.

Save Changes

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9					
15	16					
22	23					
29	30	31				

Leave days white to use your Weekly Recurring Preferences
(Only change the days that will be different from repeating)

Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or **"PAINT"** multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Remember to save changes before you change months or close the window. You may need to reopen this window after saving to move on to the next month.

Now you should know how to set your specific date preferences.



If you have questions contact your Head Guard or Supervisor