



# 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



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.


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# DATE SPECIFIC Preferences


Close


## 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				

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

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.

# DATE SPECIFIC Preferences

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

Close

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Leave days white to use your Weekly Recurring Preferences  
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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