

# ReadySub for Substitutes

## Substitute User Guide

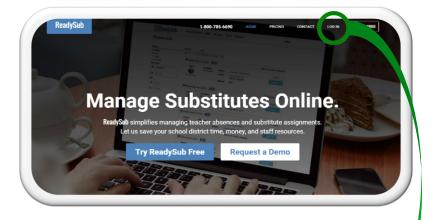


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## What is ReadySub?

ReadySub is a state of the art employee absence management and substitute placement system. As a substitute, you can review jobs, accept jobs, add your availability, and be requested for jobs for which you are qualified. You can also can track your work history, review job notes and lesson plans, and receive announcements from administrators.



#### Log In

To log in to ReadySub, enter www.readysub.com into your internet browser. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password.

Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.

Ready	
Email	
Password	
	Log in
R member me	Forgot your password?

#### Dashboard

The substitute Dashboard offers direct access to your existing jobs (via the Week at a Glance) as well as your scheduled hours for the week, and a listing of all open jobs including those for which you have been requested by an employee or administrator.

Included in each open job are the time, date, location, individual in need of a substitute, and the ability to view details and accept the position.

You can see your existing jobs via the My Jobs tab towards the middle of the page. You can narrow your search by date, site, and subject via the filters to the left part of the screen.

ReadySub Dashboar	d Calendar Announ	cements			Jef
Dashboard					
	Week at a Glanc	e		< >	Hours This Week
	ie 3/14 Wed 3/15 essi Preparati Sunset Middle Schor	Thu 3/16	Fri 3/17	Sat 3/18	19.5
Available Jobs (108) My Jobs (14)					
Filters	🚞 Thursday, March 16, 2	017			Starts in 1 da
	Thursday, March 16, 2		Explore Prepa	rratory Schools	Starts in 1 da Details
Filters Preference			Explore Prepa Explore Prepa 7:30 am - 11:0	ratory School	(
Filters       Preference       I'm requested (0)       Date Range       IIII 03/14/2017		Organization	Explore Prepa	aratory School 00 am EDT	Details
Filters Preference   I'm requested (0) Date Range	Employee	Organization Site Position	Explore Prepa 7:30 am - 11:0	aratory School 00 am EDT	Details Accept
Filters       Preference       I'm requested (0)       Date Range       IIII 03/14/2017	Employee Wilton Rogers	Organization Site Position	Explore Prepa 7:30 am - 11:0	aratory School X0 am EDT eacher	Details Accept
Filters       Preference       I'm requested (0)       Date Range       IIII 03/14/2017	Employee Milton Rogers	Organization Site Position	Explore Prepa 7:30 am - 11:0 10th Grade Te	iratory School 30 am EDT acher iratory Schools iratory School	Accept Starts in 1 day

#### Accept a Job

ReadySub Dashboard Calendar

Attachments

Details Notes

Employee

Substitute

Job on Wednesday, March 22, 2017

Job Summary

Classification

Organization

Itinerary 7:30 am - 3:30 pm EDT Full Day

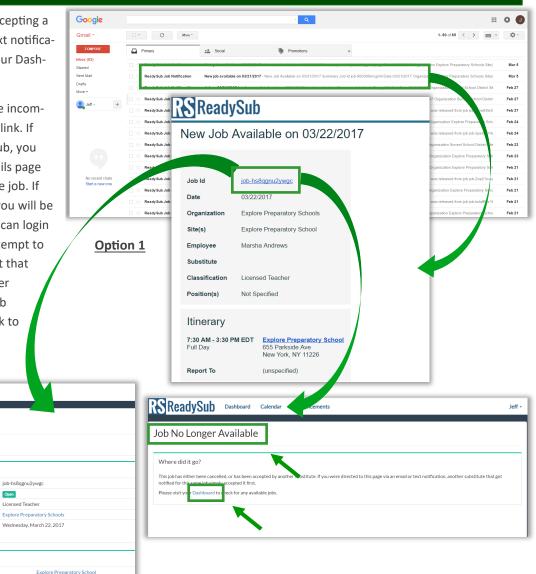
Date

ld Status

ReadySub offers two methods for accepting a new job. The first is via email and text notifications and the second is right from your Dashboard.

To accept a job via email, click on the incoming email link followed by the Job ID link. If you are already logged in to ReadySub, you will be taken directly to the Job Details page where you can review and accept the job. If you are not logged in to ReadySub, you will be taken to the login screen where you can login to view and accept the job. If you attempt to access a job from your email account that has already been accepted by another substitute, you will be taken to a "Job No Longer Available" page with a link to your Dashboard.

Announcements



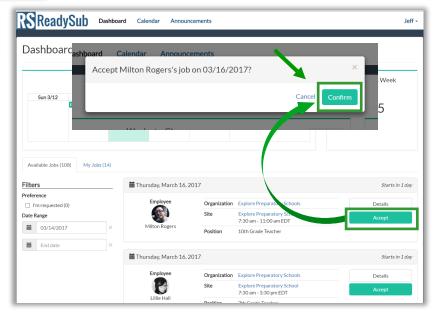
#### **Option 2**

iob-hs8ggnu2vwg

Licensed Teache

Open

To accept a job from your Dashboard, scroll down the page to view the list of available jobs. You can click on the Details link and accept the job from the Details page or directly from your Dashboard. Once the job is accepted, it will be added to your Calendar and Week at a Glance. The employee requesting the absence as well as your administrators will receive notifications via email that you have accepted the job.

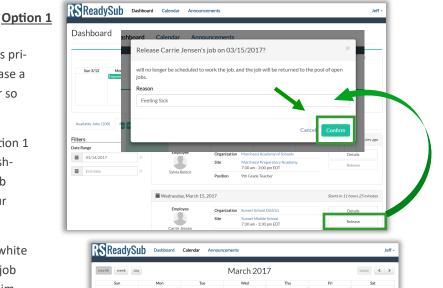


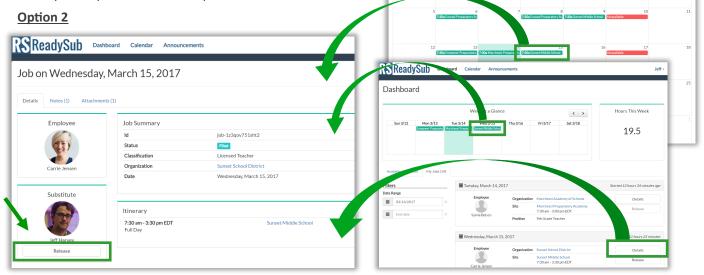
### Release a Job

In the event that you are no longer able to work **Optic** one of your jobs, you can release the job so long as your administrator has turned on this ability and it's prior to midnight the night before the start date. To release a job the day of, you will need to call your administrator so they can release it for you.

There are two options for releasing a job yourself. Option 1 is to click on your My Jobs tab from the Substitute Dashboard and select Release. Option 2 is to release the job from the details page which can be accessed from your Week at a Glance, Calendar, or My Jobs tab.

Once you've arrived at the Job Details page, click the white Release button to release the job. Once released, the job will be reposted and other substitutes will be notified immediately so they can view and accept it.



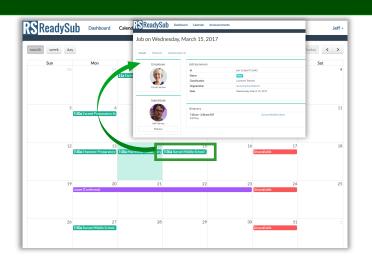


### Calendar

The substitute Calendar offers a monthly view of your jobs (green), any leave you've added to the system (purple) and/or the days of the week that you've said you can't work (red).

To access your Calendar, select the Calendar button towards the top of the screen. You can navigate between months, weeks, and days using the corresponding buttons.

To view a more detailed account of a particular job including any available notes and attachments, click on the corresponding job to access the Details page.



#### Announcements

As a substitute you have access to announcements from your administrator(s). To access these Announcements, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, and photo, the date of publication, the header, and the body of the post. You will also receive an email notification when a new announcement is posted. ReadySub Dashboard Calendar Announcements leff • **Browse Announcements** Results Sort Filters ✓ Date - Newest ✓ 10 Date Range Start date Author End date List of School Cancellations Due to Weather March 5, 2017 3:12pm EST Due to severe weather the following schools are closed: Casey Elementary, Howell Middle School, Excel Middle School, Canby High School, Mountain View Elementary, Jackson Middle School, Long-Term Substitute Job: March 1 - June 6, 2017 February 20, 2017 5:51pm EST There is a long-term middle school math job available from March 1st to June 6th. Please call or email the middle school front office to apply Showing 2 of 2 total announcements. « Previous Next »

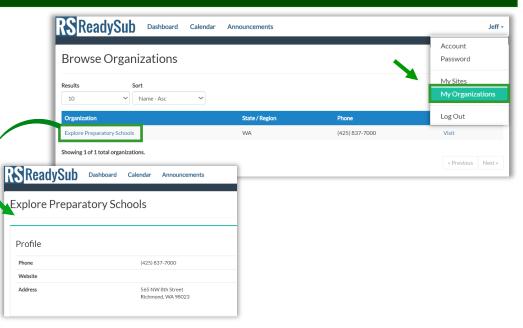
#### Sites

The Sites page provides quick access to all relevant organizations and their sites. To access information about an organization or one of its sites, simply click the corresponding name. To narrow the results, check any of the site type boxes located on the left side of the screen or type your search term into the search bar.

Browse Sites	<b>RS</b> Readys '	Dashboard Calendar Announcements		Account Password	
10 Sort Name - A	Excel Preparate	ory School		M <mark>y Sites</mark> My Organizatio	ons
Site Excel Preparatory School	Profile			Log Out	
Exceed Preparatory School	Organization	Explore Preparatory Schools (425) 837-4150	000	Visit	
Explore Preparatory School	Website	(instant inst	500	Visit	
Challenge Preparatory	Schedules	Full Day: 7:00 AM - 3:30 PM Half Day: 7:00 AM - 11:30 AM	550	Visit	
Clark Preparatory	Address	25025 SE 32nd Street	300	Visit	
Cougar Ridge Preparatory		Richmond, Washington 98029	300	Visit	
Creekside Preparatory	Elementary School	Explore Preparatory Schools	(425) 837-5200	Visit	
Discovery Preparatory	High School	Explore Preparatory Schools	(425) 837-4100	Visit	
Endeavour Preparatory	Elementary School	Explore Preparatory Schools	(425) 837-7350	Visit	
Grand Ridge Preparatory	Elementary School	Explore Preparatory Schools	(425) 837-7925	Visit	

#### Organizations

The organizations tab is another way to access information pertaining to the various organizations that you work with. This page allows you to link to the organization details page as well as the actual website of the organization.

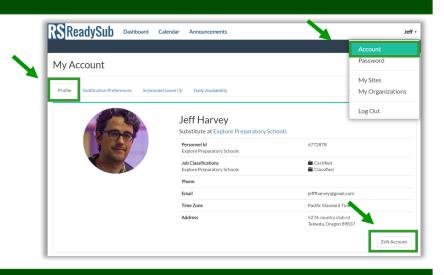


#### Profile

To access your personal account information hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you'll see four tabs labeled Profile, Notification Preferences, Scheduled Leave and Daily Availability.

To edit your Profile information, click the Edit Account button towards the bottom right portion of the screen.



#### Notification Preferences

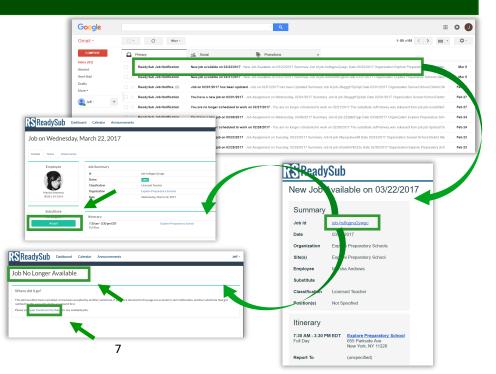
The Notification Preferences tab is an important tab when setting up your account properly. To access this tab hover over your name and select Account, then Notifications Preferences.

You can be notified via text and/or email when a job is created, when you are requested, when you've been assigned to a job as well as when one of your jobs is released or cancelled by an administrator or teacher. To update your notifications, select Edit Notifications.

		Account
1y Account		Password
Profile Notification Preferences Scheduled Leave (1) Daily Availability		My Sites My Organization
Notification Settings		Log Out
Event	🖾 Email Alert	D Text Message Alert
New Job Available	~	
I'm Requested for a Job	~	1
Job Updated	1	1
Job Assigned	×	× ×
Job Released	×	· ·
Job Cancelled	×	
		Edit Notification Preferences

#### **Email Notifications**

ReadySub notifies all available and qualified Substitutes via email the moment a job is posted to the pool. Notifications are also sent out if you've been requested for a job, assigned to a job and if one of your existing jobs has been cancelled or released by an administrator. To access the job, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken directly to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page. From the details page you can accept the job (if available). If the job is no longer available you will be taken to a "Job No Longer Available" page with a link to your Dashboard.



### **Text Notifications**

As a substitute you can receive text message notifications when you've been requested for a job, assigned to a job, or if one of your existing jobs has been released or cancelled by an administrator. Depending on your employer's settings, you may be able to receive text messages for new available jobs as a premium service.

To adjust your text message settings, go to your Account page followed by the Notification Settings tab. To access the job from a text message simply click on the corresponding link and login.

#### You've been assigned to Substitute for Amelia Berry at Lance School on Thursday, 10/3/2017: Details:

www.goo.gl/R01MVK

You've been Requested to Substitute for Amelia Berry at Lance School on Thursday, 10/3/2017: Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 has been cancelled. Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 has been Released. Details:

www.goo.gl/R01MVK

#### Schedule Leave

The Scheduled Leave tab allows you to select periods of time when you are unavailable. The requested dates will be stored by ReadySub so that you won't receive any notifications for jobs during those dates and your administrators will know you are unable to work.

To add your leave hover over your name and select Account. Navigate to the Schedules Leave Tab and select Edit Scheduled Leave. Add the start date, end date and reason before submitting.

	Edit Sch	duled Leave		Account
	Edit Sch	equied Leave		Password
Ay Account		Scheduled Leave 0 Add		
,		Unavailability Date Range 3/21/2017 to 3/24/2017	Reason (optional)	My Sites
		3/29/2017 to 3/20/2017	Queration	My Organization
Profile Notification Preferences Scheduled Leave (4	) Daily Availability	4/10/2017 to 4/12/2017	Wedding	inty Organization
		# 4/17/2017 to 4/19/2017	Vacation	Log Out
		Enter an unavailability range	Enter a reason	Log Out
Scheduled Leave		<b>3</b> /14/2017	■ 3/14/2017	
T 2/01/2017	E-1 2/24/20	5 6 7 8 9 50 51 12 13 14 15 16 17 18	2 3 4 5 6 7 8 9 10 11 12 13 14 15	
Tue, <b>3/21/2017</b> Wed, <b>3/29/2017</b>	Fri, 3/24/20 Thu, 3/30/2	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	10         10         10         10         10         1           9         10         11         12         13         14         15           15         17         18         19         20         21         22           23         24         25         26         27         20         29           30         1         2         3         4         5         6	
		19 20 21 22 23 24 25	56 17 18 19 20 21 22 23 24 25 26 27 28 29	
Wed, 3/29/2017	Thu, 3/30/2	19 20 21 22 23 24 25	16         17         18         19         20         21         22           23         24         25         26         27         20         29           30         1         2         3         4         5         6	
Wed, 3/29/2017 Mon, 4/10/2017	Thu, 3/30/2 Wed, 4/12/2017	19 20 21 22 23 24 25	56 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6	Edit Scheduled Leave

## Daily Availability

In addition to adding your scheduled leave, you can enter days and times of the week when you are unavailable. This is a recurring form of availability so by turning off Monday, or Thursday afternoons for example, you will never be notified of jobs during those times. Your administrators will also see that you are unable to work. To update your daily availability, hover over your name and select Account. Click the Daily availability tab followed-up by Edit Availability.

Edit Da	ily Availability				Account
My Account	Daily Availability				Password
My Account	Day of Week	Availability			My Sites
	Monday	⊕ Full ○ None ○ Partial	From ~ To	~	My Organizations
Profile Notification Preferences Scheduled	Tuesday	Full O None O Partial	From 🗸 To	~	,
	Wednesday	Full O None O Partial	From ~ To	~	Log Out
Daily Availability	Thursday	○ Full ○ None	12:00 PM ¥ 3:00 Pf	u v	
· · ·	Friday	○ Full    None    ○ Partial	From 🗠 To	~	
Day of Week	Saturday	⊕ Full O None O Partial	From V To	~	
Monday	Sunday	● Full ○ None ○ Partial	From V To	~	
Tuesday			Can	cel Save	
Wednesday		Full Availability		_	
Thursday		Partial Availability	12:00 PM	4 - 3:00 PM	
Friday		No Availability			
Saturday		Full Availability			
Sunday		Full Availability			

### Change Password

To change your password, hover over your name and select Password. Input your current password followed by your new password. Select Change to finalize the newly created password.

<b>RS</b> ReadySub	Dashboard Calendar	Announcements		Jeff <del>-</del>
			X	Account
Change Passwo	ord			Password
				My Sites
	Passwords			My Organizations
	Current password			Log Out
	Enter your current password			
	New password		Confirm new password	
	Enter a new password		Enter your new password again	
				. 1
			Clear Change	

#### Forgot Password

In the event that you forget your password and need to generate a new one, go to the log in page at www.readysub.com/account/login and select Forgot your password?

You will be redirected to the Forgot Password page where you can input your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 24 hours and connects you directly to the page where you can input and confirm your new password.

	ReadySub
	Email
	Email
Forgot your password?	Password
	Password
Email	Log in
Email	Exemember me Forgot your password?
Send reset link	
Jenu reset mik	
	Your password was reset 💿 Inter
	ReadySub <noreply@readysub.com> 4.42 AM (8 hours ago) 🔆 🔦 🗸</noreply@readysub.com>
Forgot your password?	No me or T
	New Password Instructions
New password	
New password	Click the secure password link https://demo.readvsub.com/account/resetpassword/prt-2n5akokkd0mnb
Confirm new password	
Confirm new password	
Reset password	© Glass Arc LLC 2015.

#### Log Out

To log out of ReadySub from any page on the platform, hover over your name and select Log Out. You will be taken directly out of the system and back to the login screen.

SReadySub ∞	shboard Calendar Anno	uncements	Jeff -	
Dashboard			Account Password	$\frown$
Sun 3/12 Mon 3/13 Engover Preparts	Week at a Gla	Thu 3/16 Fri 3/17 Sat 3/18	My Sites My Organizations	
Available Jobs (108) My Jobs (1			Log Out	
Iters	Thursday, March 1	.2017	Starts in 1 day	Ensi
eference I'm requested (0)	Employee	Organization Explore Preparatory Schools	Details	Password
te Range		Sibe Explore Preparatory School 7:30 am - 11:00 am EDT	Accept	Password
03/14/2017	× Milton Rogers	Position 10th Grade Teacher		Login
End date	×			Remember me Forgot your password?
	Thursday, March 16	i, 2017	Starts in 1 day	
	Employee	Organization Explore Preparatory Schools	Details	
		Site Explore Preparatory School 7:30 am - 3:30 pm EDT	Accept	
	Little Hall	Paulikan 7th Cando Tanahan		