

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

1

Forgot Password/Account | Register

E-Mail

Password

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)

Update

Basic

First Name My Website/page: http://

Last Name Name

Email mail@example.com

Mail & Telephone

Address

City

State Washington

Zip/Postal

Country United States

Update

Home Phone

Mobile Phone

Phone: Work

Fax

OnCall/Pager

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

4

Enter New Password:

New Password

New Password (again)

5

Home Phone 777-777-7777

Mobile Phone 555-555-5555

Phone: Work

Fax 222-222-2222

OnCall/Pager

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

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

MyList Month Week Days Hours Lists Teams

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(none)	7am-3pm Managers Me New Building	7am-3pm Managers Available New Building	7am-3pm Managers Me New Building	7am-3pm Managers Me New Building	7am-3pm Managers Me 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.

The screenshot shows a weekly calendar view from Sunday to Saturday. On Tuesday, January 5, 2010, a shift for 'Managers' at 'New Building' from 7am to 3pm is highlighted in green and labeled 'Available'. A black box highlights this shift, with an arrow pointing to a detailed view of the shift on the right. This view shows the shift details: '7am to 3pm', 'Managers', and 'Available'. Below the details is a 'Take this Shift' button. A dashed arrow points from this button to a confirmation dialog box in the foreground. The dialog box has a 'Yes, Confirm this time' button and a 'Back' button. Below these buttons is a section titled 'Please verify your information ...' with the following details:

Position	Managers
When	Tuesday, January 5, 2010
Time	7am to 3pm Pacific Time (US/Can) (GMT-08:00)
Role	Not Specified
Map	New Building
Floor/Room	
Subject	

Find Shift Location

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

The screenshot shows the same calendar view as above, but now the 'Map Location' button in the shift details view is highlighted with a black box. An arrow points from this button to a 'New Building' map window. The map window displays a Google Map of the location. The address is listed as '720 3rd Ave, Seattle, WA 98104'. Below the address, there are links for 'Get directions: To here - From here' and 'Search nearby - Zoom here'. The map also shows nearby streets like 'Spring' and 'Columbia'.