



# ReadySub for Substitutes

Substitute User Guide

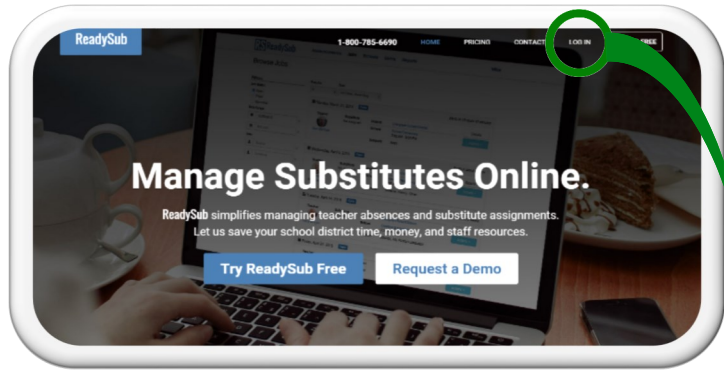


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# What is ReadySub?

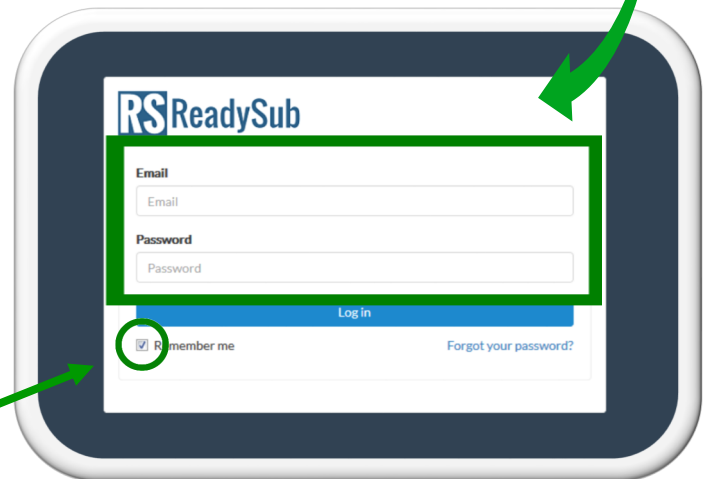
ReadySub is a state of the art employee absence management and substitute placement system. As a substitute, you can review jobs, accept jobs, add your availability, and be requested for jobs for which you are qualified. You can also track your work history, review job notes and lesson plans, and receive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



## Log In

To log in to ReadySub, enter [www.readysub.com](http://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.

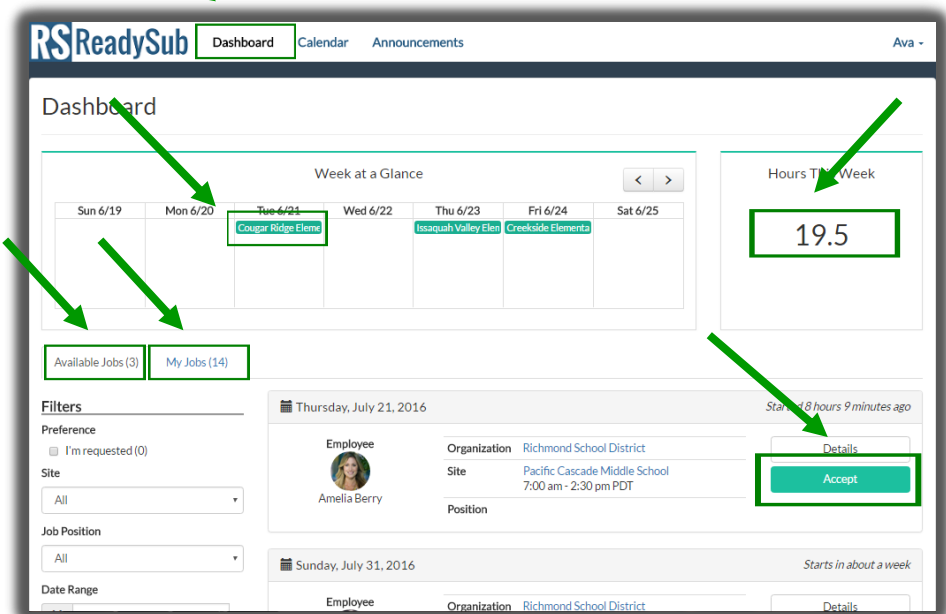


## Substitute Dashboard

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.

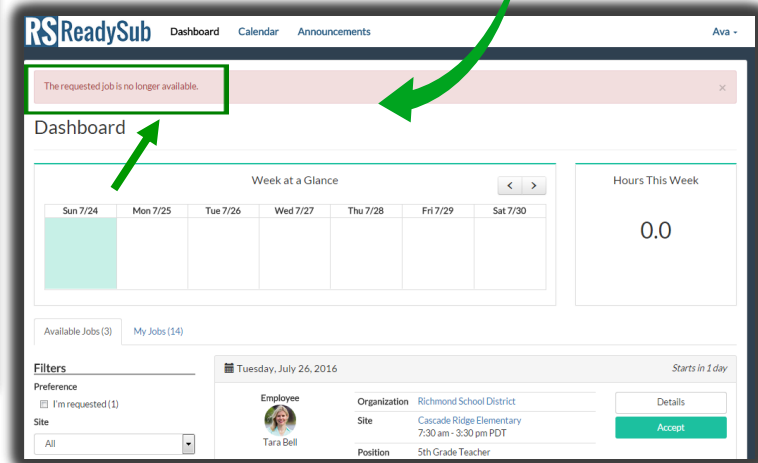
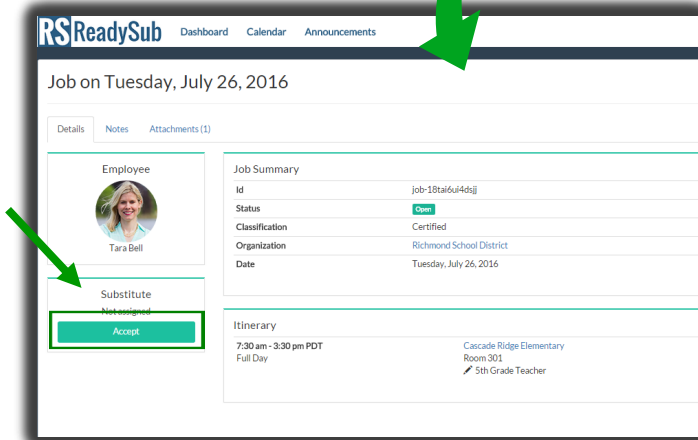
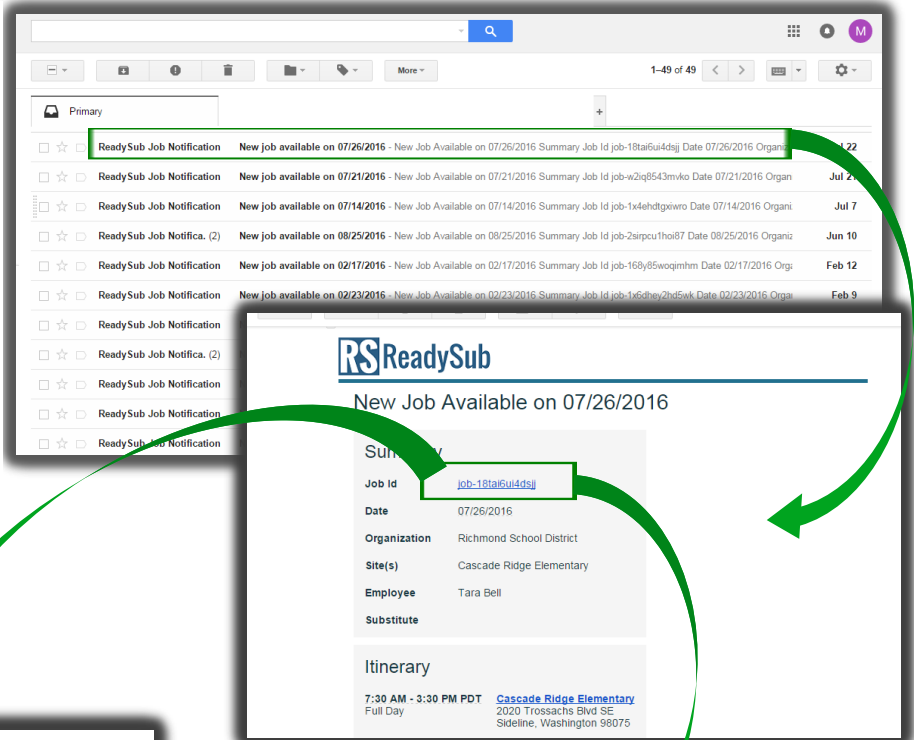
You can see your existing jobs via the My Jobs tab towards the middle of the page. You can narrow your search by date, site, and subject via the filters to the left part of the screen.



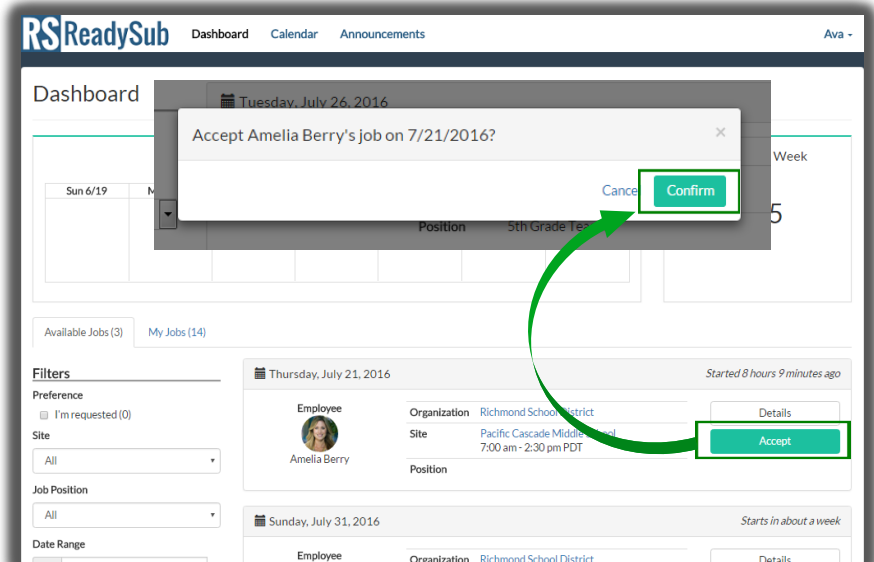
# Accept a Job

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

To accept a job via email, simply 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, you will receive a red notification upon logging in saying "The Requested Job is No Longer Available."



To accept a job from your Substitute 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 position.



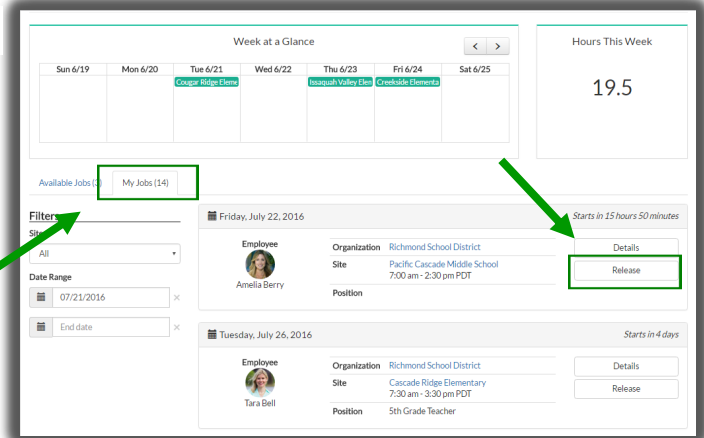
# Release a Job

In the event that you are no longer able to work one of your jobs, you can release the job so long as 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.

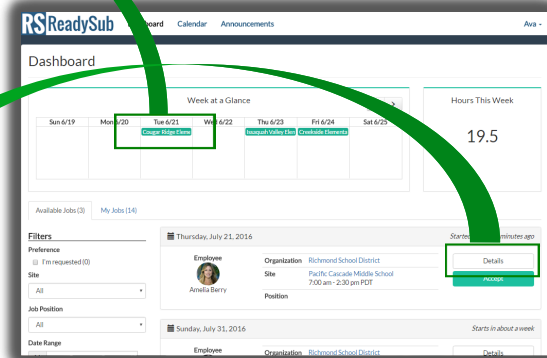
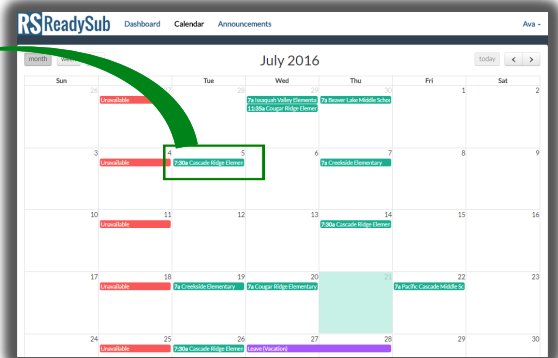
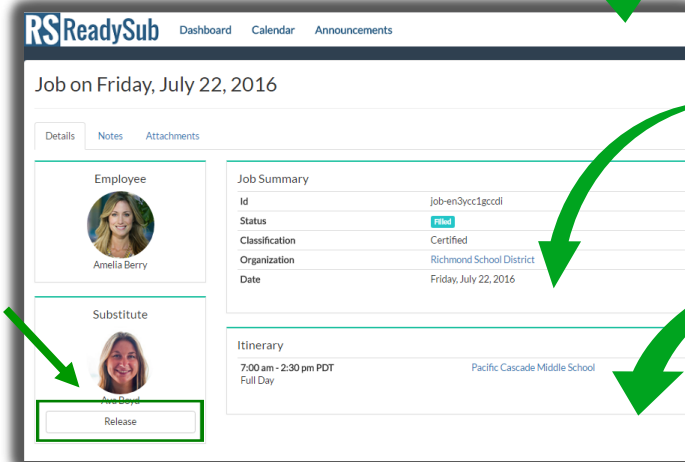
## Option 1

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.



## Option 2

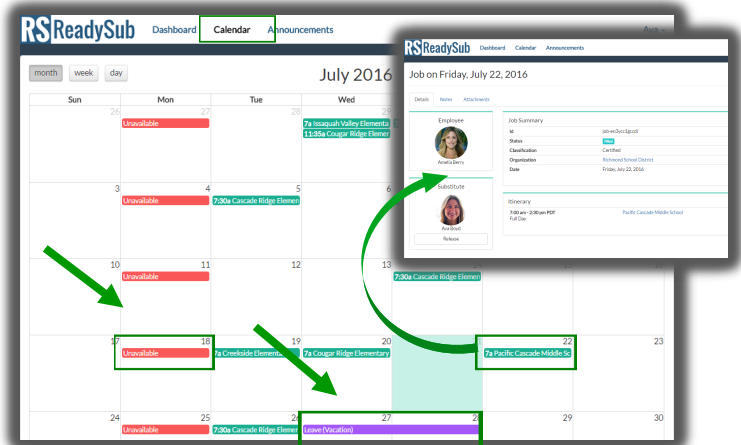


# Substitute Calendar

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.

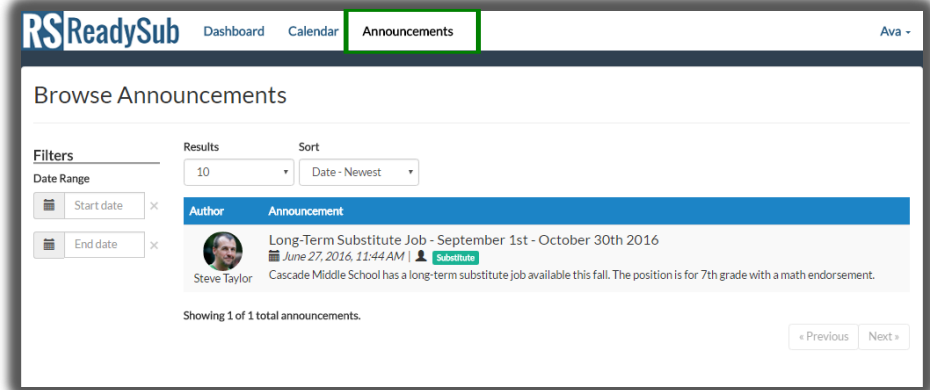
To view a more detailed account of a particular job including any available notes and attachments, click on the corresponding job to access the Details page.



# Announcements

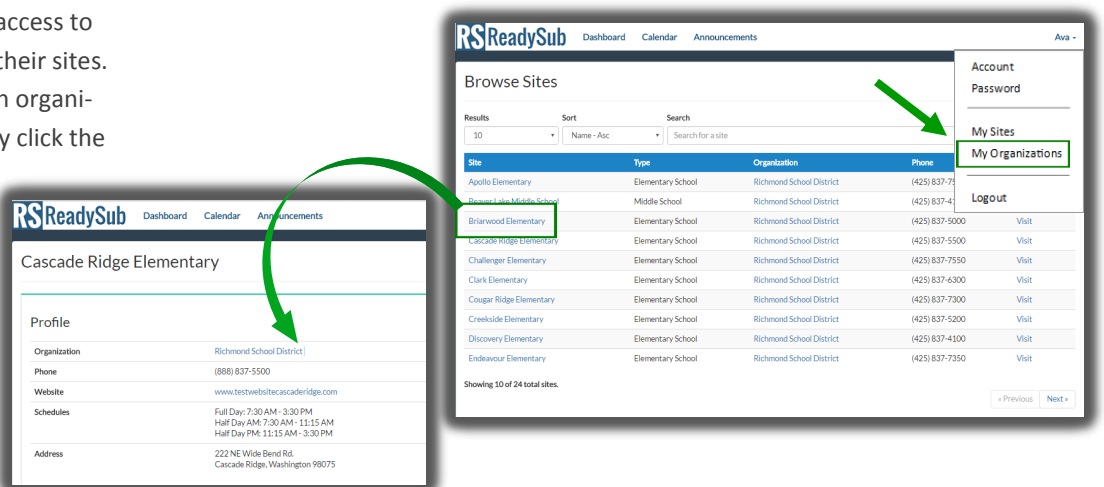
As a substitute you have access to organization wide announcements. To access these Announcements, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, and photo, the date of publication, the header, and the body of the post.



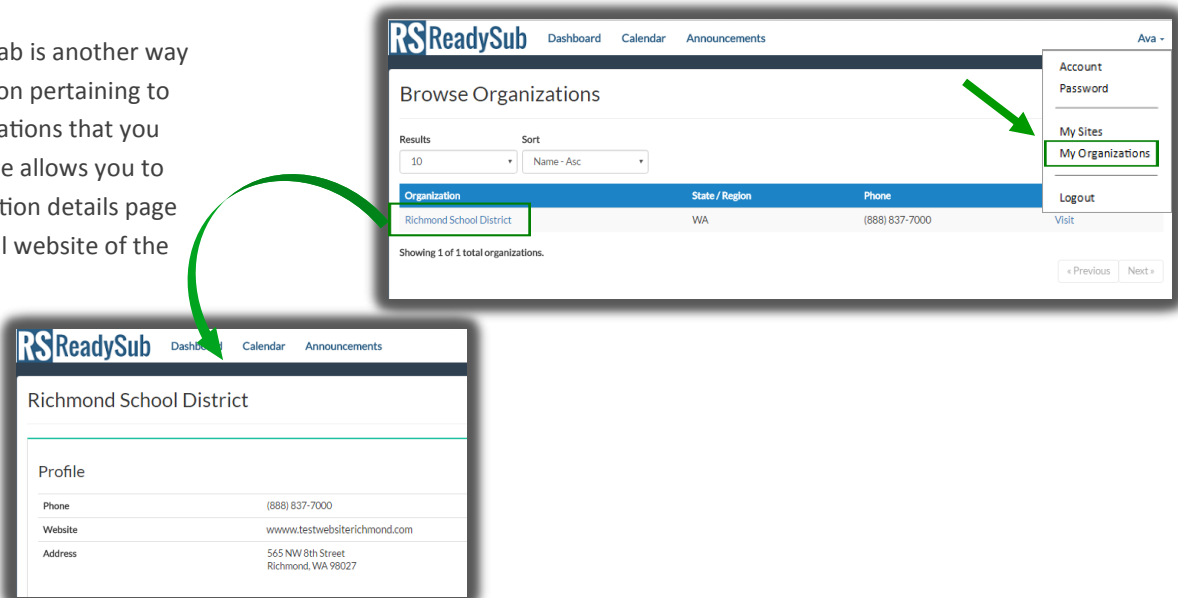
# Your Sites

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.



# Your 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.

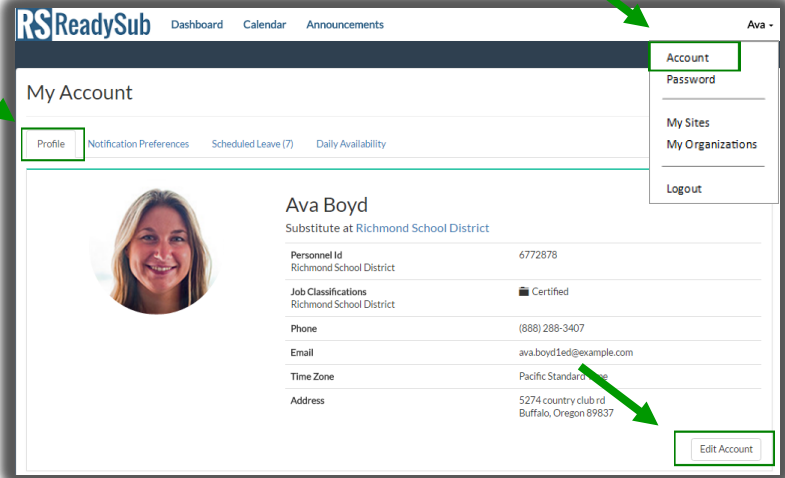


# Edit Your Profile

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.

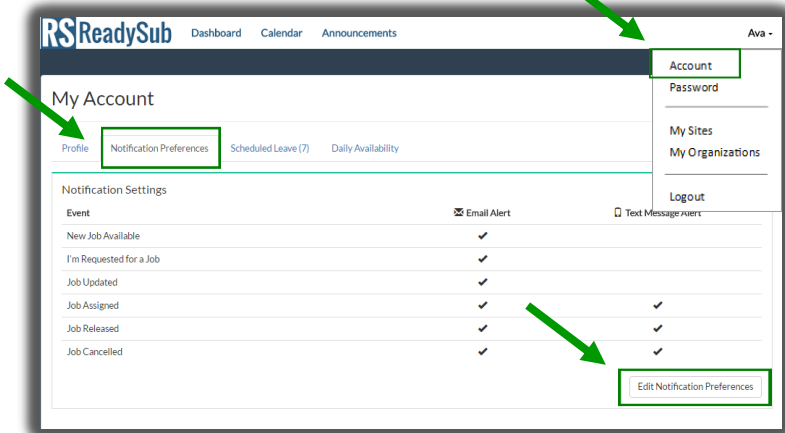
To edit your Profile information, click the Edit Account button towards the bottom right portion of the screen.



# Update Your Notification Preferences

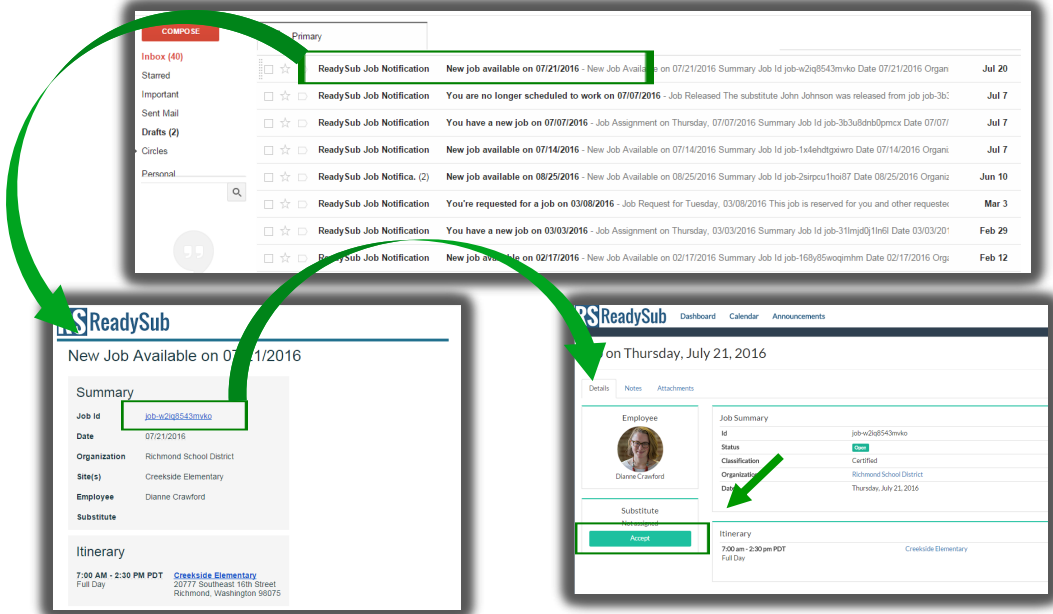
The Notification Preferences tab is an important tab when setting up your account properly. To access this tab hover over your name and select Account, then Notifications Preferences.

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.



# Email Notifications

ReadySub notifies Substitutes via email the moment a job is posted. 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. After logging-in you will be taken directly to the Job Details page.



# 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](http://www.goo.gl/R01MVK)

Your Job on Thursday, 10/3/2017 has been cancelled. Details: [www.goo.gl/R01MVK](http://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](http://www.goo.gl/R01MVK)

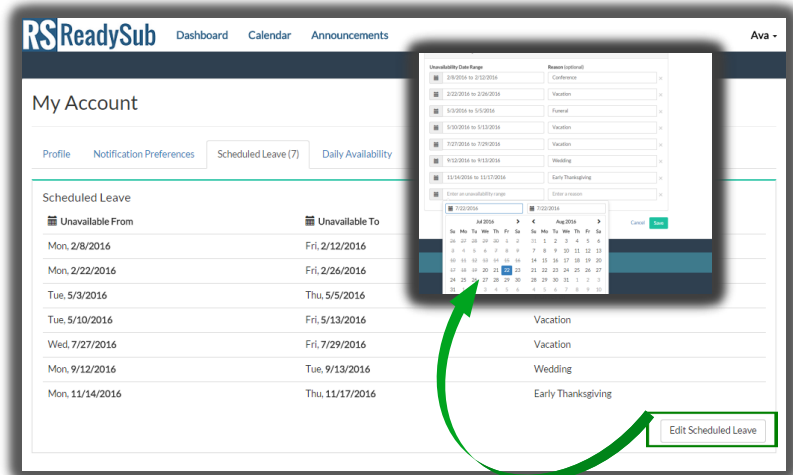
Your Job on Thursday, 10/3/2017 has been Released. Details: [www.goo.gl/R01MVK](http://www.goo.gl/R01MVK)



# Schedule Leave

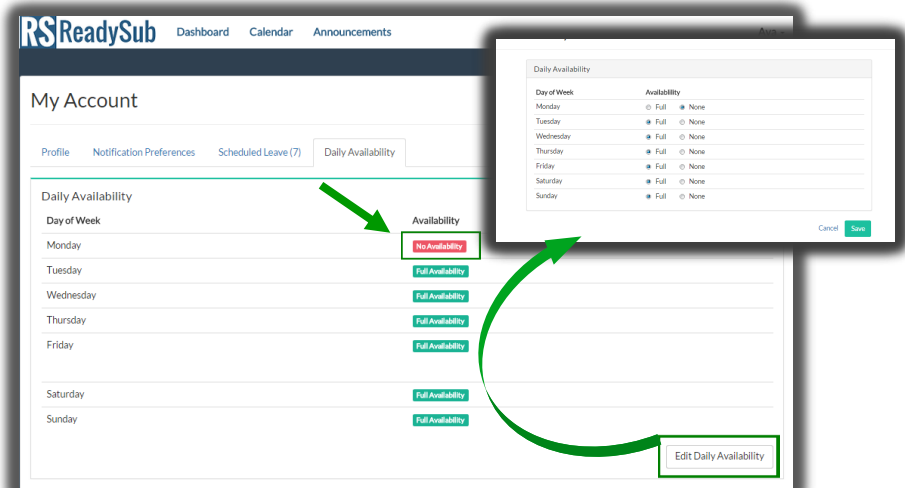
The Scheduled Leave tab allows you to select periods of time when you are unavailable. The requested dates will be stored by ReadySub so that you won't receive any notifications for jobs during those dates and your administrators will know you are unable to work.

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.



# Select Your Daily Availability

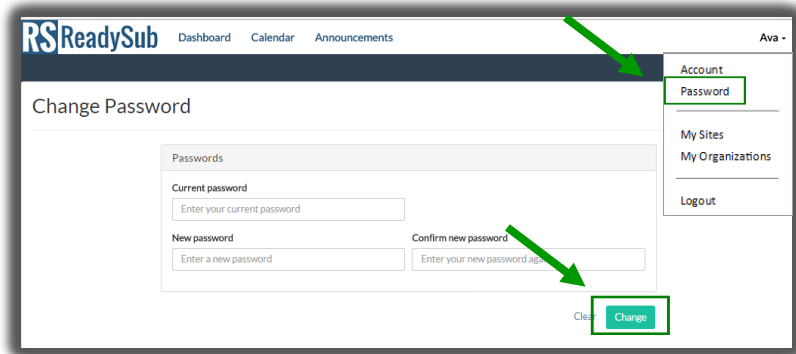
In addition to adding your scheduled leave, you can select days of the week when you're unavailable. This is a recurring form of scheduling so by selecting Monday for example, you will never be notified of jobs on Mondays. Your administrators will also see that you are unable to work on this day. To update your daily availability, hover over your name and select Account. Click the Daily availability tab followed-up by Edit Availability.





# Change Your 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.

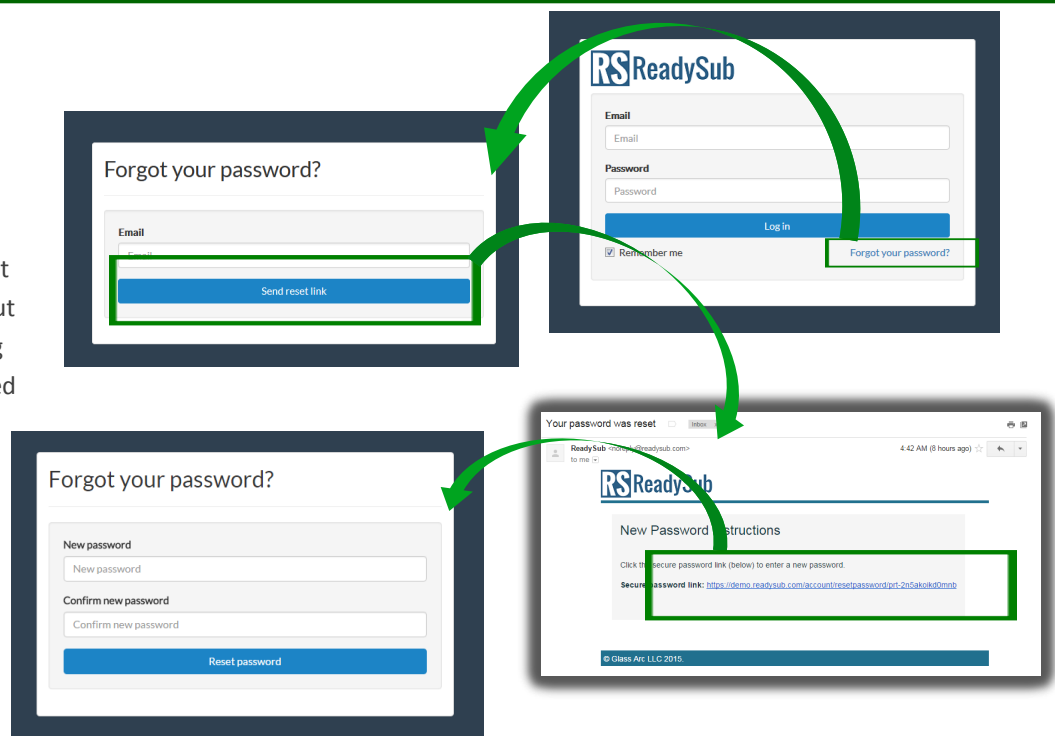


# Forgot Your Password

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](http://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.



# 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.

