How to create a multiday job

Kia Ora, through our Create a Job section, you can book a single day or a multi-day job. Let's explore how to create a multi-day booking. Let's say I need a qualified teacher every Monday, Tuesday, and Thursday, from the 24th of February to the 27th of March, working 8am to 4pm. First, I go to the Create a Job portal and enter the basic booking details. When I get to the calendar, I select the 24th of February and 8 a.m. as my start date and time. Then, I set the 27th of March and put 4 p.m. as the end date and time. Once I hit Submit, a pop-up window appears. I click Edit Shift. Since I don't need a teacher on Wednesdays, I simply toggle off Wednesday. If needed, I can adjust the hours for individual days. Because the booking days and hours are the same every week, I select copy shift for all weeks. This automatically applies the same schedule throughout. Simply submit the page and review the booking details. And that's it! My multi-day booking is now ready to go.