



Online Scheduler Introductory Guide

Version 2.0.2



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Terms

By use of your school's site you agree to our Terms of Service located at <http://fundschedule.com/tos.shtml>

Login

Go directly to <http://your-school.fundschedule.com>

Login to your fundSchedule account using your username and password that was emailed to you

On your first log in, you will be prompted to change your password

Note:

- If you forget your password: Click the Forgot Password link under the login form, enter your email address, and a password reset email will be to you. **If you do not see the email, check your spam filter and add noreply@fundschedule.com to your address book.**

Schedules


This is the page where you can sign up for shifts for the coming week.

1. Hover over "Schedules" at the top of the page to open the Schedules menu
2. Click "View/Modify Schedule"
3. Click the "Week of..." link for the week schedule you need to view.

Adding a Shift

4. Click "Add this shift" below the shift you want to work.

Note:

- The "Add this shift" button will change to "Remove this shift" below a shift you are scheduled to work. Clicking this link will remove you from the shift with no penalty (if allowed).
- Any shifts you are signed up for will have a  to the left of your name.

On Call




If you add a shift with the maximum number of people already signed up...

5. You will be asked if you're sure you want to be on call.
If you click "Cancel" you will be brought back to the Sign Up page (nothing will happen).
6. Click "Yes" to add the shift.

Shift Covering

If you found someone or need someone to cover your shift go to the "View/Modify Schedule" page and select the week.

Note: Your options may vary based on your school's settings

- A. If you have already found someone to cover your shift (Shift Covered Form):
 - 1. Click the  icon next to your name.
 - 2. Click the "I have already found someone to cover my shift" link
 - 3. Select the caller covering your shift
 - 4. Click "Submit" and wait for the confirmation
- B. If you need someone to cover your shift (Shift Cover Request):
 - 1. If there are people on call: Use the "Tools" > "Roster" page to get the phone numbers of the people on-call and call them.
 - i. If they agree to cover your shift: Follow the steps in Part A above
 - ii. If there is no one on call or they will not cover your shift:
Continue to Step 2
 - 2. Click the  icon next to your name.
 - 3. Click the "I need someone to cover my shift" link
 - 4. Read the Policies on Covering Shifts and Calling Off
 - 5. Click the "I Understand..." link at the bottom of the page
 - 6. Click "Submit" and wait for the confirmation
- C. If you need to request off (Reschedule Request):
 - 1. Click the  icon next to your name.
 - 2. Click the "I want to request off this shift" link
 - 3. A request and email will be generated and sent to a manager

Note: You will get an email notification when your request is approved or denied.

Viewing Cover Requests

This is the page where you can view pending Shifts Requests and where you must go to pick up a shift you received an email about.

- 1. Hover over "Schedules" at the top of the page to open the Schedules menu
- 2. Click "Cover Requests"
- 3. Click the "Accept" button next to the shift you want to pick up and wait for the confirmation

Events

1. Hover over "Schedules" at the top of the page to open the Schedules menu
2. Click " View/Modify Event" to see a listing of all events
3. Select an event to view its full details or sign up for the event

Tools

To view any of the pages in this section:

1. Hover over "Tolls" at the top of the page to open the Tools menu
2. Click the heading below to open the page

Resources

This is the page where you download any information your manager may have posted.

Roster

This is the page where you can view the phone number of every caller and the email of the callers who have opted into the shift cover requests.

Note: You must use this page before you send Shift Cover Requests

Polls

This page you can view a listing of all polls and respond accordingly

Comment

This is the page where you can provide anonymous feedback to your manager and the fundSchedule support team.

Announcements

This is the page where you can view the announcements posted. Click a Subject to view the full message.

My Account

To view any of the pages in this section:

1. Hover over "My Account" at the top of the page to open the My Account menu
2. Click the heading below to open the page

Attendance

This is the page where you can view your weekend shifts, attendance codes as defined by your program manager (late, call off, unexcused, etc), and notes.

Time Cards

This page will show a summary of your number of hours worked in each period.

An asterisk (*) indicates a time record is in progress, and this value will change when you punch out.

Click the hours to view your actual punch start and stop times with total number of hours

Click on an individual punch record to view the details that make that up

Stats

This is the page where you can view any stats information your manager posts. Keep in mind these stats may not be the official stats.

Permanent Schedule

This is the page where you can modify your permanent schedule. Keep in mind changes made here will only be effective moving forward (no existing schedules will be updated).

Update Profile

This is the page where you update your name, email, cell phone number, and if you want to opt in/out of the shift cover requests.

Change Password

This is the page where you can change your fundSchedule password.

Support

Open a Ticket

- A. Email us at support@fundschedule.com
- B. Navigate to <http://support.fundschedule.com>
 - a. Click the "Open A New Ticket" button

Check a Ticket

- A. Click the link in the confirmation or update email you received
- B. Navigate to <http://support.fundschedule.com>
 - b. Enter your email address and ticket number in the "Log In with Ticket ID" form