

The Pub



University of Chicago — The Pub Scheduler

Attendant Quick Guide

1. Submit Availability

Open the scheduler app and go to 'Submit Availability'. Enter your name, UChicago email, T-shirt size, and select 1–4 shifts. Click Submit.

2. Wait for Approval

The Pub Manager reviews availability and approves shifts in the system.

3. View Approved Schedule

Open 'Calendar View' to see the finalized weekly schedule.

4. Check Your Assigned Shifts

Go to 'My Schedule' and enter your UChicago email.

Important Rules

- Use your @uchicago.edu email
- Submit availability only once per quarter
- Select between 1 and 4 shifts
- Check the schedule regularly

App Example

Menu


Submit Availability

Calendar View

My Schedule

Admin

The Pub



Pub Attendant Availability

Full Name

UChicago Email

T-Shirt Size

XS

Weekly Shift Selection

Monday

☐ 3:45-8:00

☐ 8:00-12:15

Submit

Tuesday

☐ 3:45-8:00

☐ 8:00-12:15

Wednesday

☐ 3:45-8:00

☐ 8:00-12:15

Thursday

☐ 3:45-8:00

☐ 8:00-12:15

Friday

☐ 3:45-8:30


☐ 8:30-1:15

Saturday

☐ 3:45-8:00

☐ 8:00-12:15

The Pub



Manage app

Menu


Submit Availability

Calendar View

My Schedule

Admin

The Pub



Approved Schedule

No approved shifts yet.

Made by ankitdixit@uchicago.edu

Manage app

