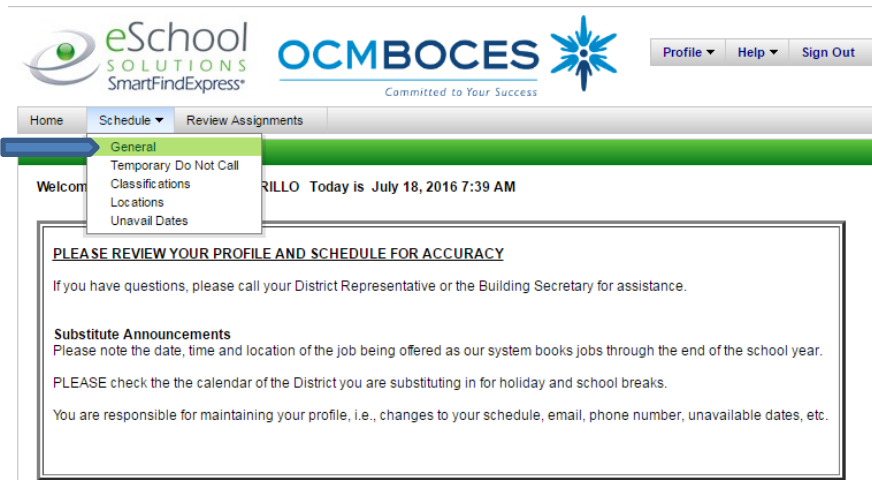


Substitute Schedule – Add or Delete Days

Your schedule is permanent.

You need to change it any time you want a modification made.

To change your schedule (days you are available to work) go to your profile and select Schedule: General



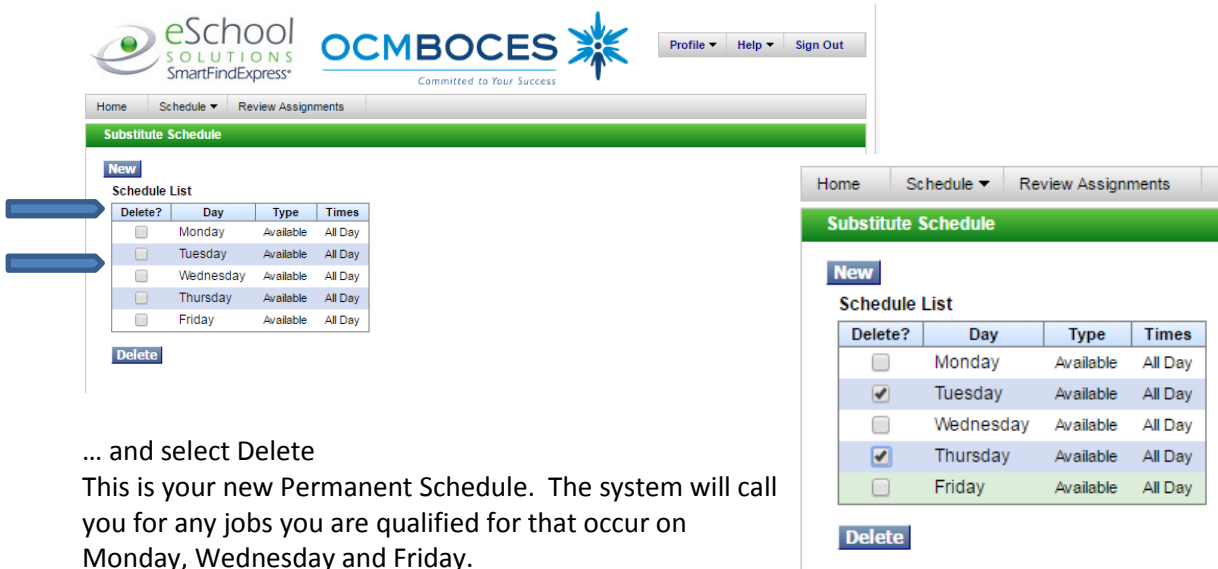
Home Schedule Review Assignments

Welcome RILLO Today is July 18, 2016 7:39 AM

PLEASE REVIEW YOUR PROFILE AND SCHEDULE FOR ACCURACY
 If you have questions, please call your District Representative or the Building Secretary for assistance.

Substitute Announcements
 Please note the date, time and location of the job being offered as our system books jobs through the end of the school year.
 PLEASE check the the calendar of the District you are substituting in for holiday and school breaks.
 You are responsible for maintaining your profile, i.e., changes to your schedule, email, phone number, unavailable dates, etc.

To removed days you are not available – check th



Home Schedule Review Assignments

Substitute Schedule

New

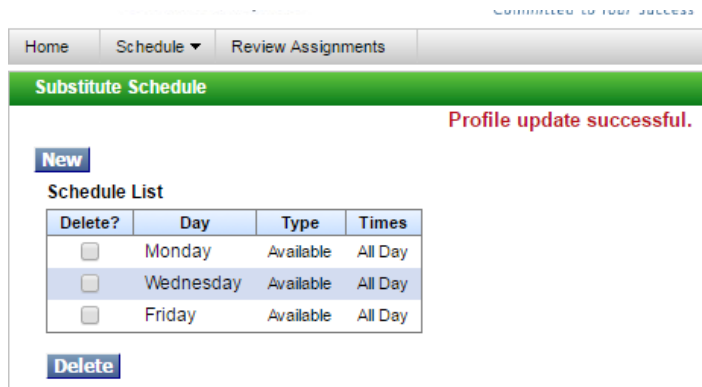
Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

... and select Delete

This is your new Permanent Schedule. The system will call you for any jobs you are qualified for that occur on Monday, Wednesday and Friday.



Home Schedule Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

To **add** days back to your schedule - select New

Home Schedule Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

Home Schedule Review Assignments

Substitute Schedule

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

Available for assignments: All Day - or - * Start Time * End Time
(HH:MM AM) (HH:MM AM)

The system will NOT call: - or - (HH:MM AM) (HH:MM AM)

Save Return To List

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

De-Select the days that are currently in the schedule –

so the only days selected are the days you want added.

Home Schedule Review Assignments

Substitute Schedule

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

Select Save

The days you **added** now appear.

Home Schedule Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete