

## Katz JCC Aquatics WhenToWork Tutorial

*WhenToWork is the program aquatics uses for all scheduling. You will use this to check when you are working, if you need a sub for a given shift, or you want to pick up somebody else's shift on a given day.*

- **Log-In instructions will be sent to you via email and come from WhenToWork. To set up your account, follow the prompts from that email. You will need to create a username and password. Please also update your phone number as well.**
- **If you did not receive a welcome email or have forgotten your username and/or password, please contact a manager.**
- **Download the WhenToWork app for iPhone or Android. The app allows easy access to your schedule, posting for coverage and picking up extra subbing shifts.**
- **Check WhenToWork regularly as to avoid missing any upcoming shifts.**
- **Alter notification settings to allow or disallow emails from the site.**

### HOME SCREEN

Important Features are the Home Screen, Schedule Tab, Trades Tab and Next Shift Text Box

The screenshot shows the 'Home' screen of the WhenToWork application. At the top is a navigation bar with tabs: Home, Schedule, Info, Time Off, Trades, Messaging, Staff, On Now, Bulletins, Help, and Sign Out. The 'Schedule' tab is circled, with a callout box stating: 'Click "Schedule" to access your week or monthly schedule. You can also see who you else is scheduled to work with you on that or any upcoming published shift.' Below the navigation bar, the user's name 'Kyle Winkler' and the location 'Katz Jewish Community Center - Cherry Hill' are displayed. The main content area is titled 'Home' and contains a list of links: Show My Schedule, Show Everyone's Schedule, Change My Information, Request Time Off, Tradeboard - Pick Up Open Shifts, Messaging, Send Message to My Manager, View Staff List, See Who Is Scheduled Right Now, View Bulletin Board, and Sign Out. On the left side, there is a 'What's New!' section with statistics (5 new messages, 3 trades completed, 2 shifts picked up), a 'Connect' section with app download links for the App Store and Google Play, and a 'Questions?' section with links for schedule help and manager contact. On the right side, a 'Next Shift' box is circled, showing the date 'Tue Apr 18, 2017', time '9am-12pm', and shift type 'Indoor Pool Lifeguard'. A callout box points to this section, stating: 'You can find your next scheduled shift here.'

## SCHEDULE

Click the "Schedule" tab from the home screen to view your upcoming shifts by week or month. Use this tab to also check who you are working with on any given shift.

Change the view to see your weekly or monthly upcoming schedule.

[Home](#)
[Schedule](#)
[Info](#)
[Time Off](#)
[Trades](#)
[Messaging](#)
[Staff](#)
[On Now](#)
[Bulletins](#)
[Help](#)
[Sign Out](#)

**Katz JCC**  
 Cherry Hill, NJ

**Katz Jewish Community Center - Cherry Hill**  
 Kyle Winkler  
 My Schedule

Apr 16, 2017  
 1:22pm

MY SCHEDULE

Week

Month

Upcoming

EVERYONE'S SCHEDULE

Day

Week

Month

Chart

In-Out

TRADEBOARD

Offered

Week

Month

PRINT

Week of Apr 16, 2017

Scheduled 24.0 hours

Recent Shift Change Notices

Calendar View

Sun Apr-16	Mon Apr-17	Tue Apr-18	Wed Apr-19	Thu Apr-20	Fri Apr-21	Sat Apr-22
		Indoor Pool Lifeguard 9am - 12pm	Indoor Pool Lifeguard 9am - 12pm	Indoor Pool Lifeguard 9am - 12pm	Indoor Pool Lifeguard 9am - 12pm	
		Indoor Pool Lifeguard 12pm - 3pm	Indoor Pool Lifeguard 12pm - 3pm	Indoor Pool Lifeguard 12pm - 3pm	Indoor Pool Lifeguard 12pm - 3pm	

Graphical View

Time	12	1a	2	3	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p	9	10	11
Sunday																								
Monday																								
Tuesday										9am - 12pm			12pm - 3pm											
Wednesday										9am - 12pm			12pm - 3pm											
Thursday										9am - 12pm			12pm - 3pm											
Friday										9am - 12pm			12pm - 3pm											
Saturday																								

Information

- To put a shift on tradeboard, click on the shift.

See who you are working with and the full aquatics schedule by day, week or month.,

[Home](#)
[Schedule](#)
[Info](#)
[Time Off](#)
[Trades](#)
[Messaging](#)
[Staff](#)
[On Now](#)
[Bulletins](#)
[Help](#)
[Sign Out](#)

**Katz JCC**  
 Cherry Hill, NJ

**Katz Jewish Community Center - Cherry Hill**  
 Kyle Winkler  
 Everyone's Schedule

Apr 16, 2017  
 1:22pm

MY SCHEDULE

Week

Month

Upcoming

EVERYONE'S SCHEDULE

Day

Week

Month

Chart

In-Out

TRADEBOARD

Offered

Week

Month

PRINT

Week of Apr 16, 2017

All Positions

Week of Apr 16, 2017

Sun Apr-16	Mon Apr-17	Tue Apr-18	Wed Apr-19	Thu Apr-20	Fri Apr-21	Sat Apr-22
<b>Indoor Pool Lifeguard</b> 6:45am - 9am Anthony Manning 9am - 12pm Jake Prechodko Rhett Zied 9am - 2pm Anthony Manning 12pm - 5pm Noah Gershon Anthony Korobella	<b>Indoor Pool Lifeguard</b> 6am - 10pm CLOSED	<b>Indoor Pool Lifeguard</b> 5:30am - 9am Shana Dillenschneider 9am - 12pm Kyle Winkler 12pm - 3pm Kyle Winkler 3pm - 7pm Peter Carlo Anthony Korobella 7pm - 10pm Catina Campbell Jessica Parkhill	<b>Indoor Pool Lifeguard</b> 5:30am - 9am Shana Dillenschneider 9am - 12pm Kyle Winkler 12pm - 3pm Kyle Winkler 3pm - 7pm Brandon Guerra Katie Suarez 7pm - 10pm Jessica Parkhill Donald Walter	<b>Indoor Pool Lifeguard</b> 5:30am - 9am Shana Dillenschneider 9am - 12pm Kyle Winkler 12pm - 3pm Kyle Winkler 3pm - 7pm Peter Carlo Jessica Parkhill On Deck Ezra Reguel Julian Westman	<b>Indoor Pool Lifeguard</b> 5:30am - 9am Eve Seidman 9am - 12pm Kyle Winkler 12pm - 3pm Kyle Winkler 3pm - 6pm Noah Nadelbach Brooke Waszak	<b>Indoor Pool Lifeguard</b> 6:45am - 9am Anthony Korobella 9am - 1pm Jake Prechodko Rhett Zied 1pm - 6pm Ari Nahum Donald Walter
<b>LKSA Instructor</b> 9am - 2pm NO LKSA	<b>LKSA Instructor</b> 3pm - 7pm CLOSED PASSOVER	<b>LKSA Instructor</b> 3:30pm - 7pm Miranda Slotkin 4pm - 7pm Jackie Eppaport 4:45pm - 7pm Jordan Konrad	<b>LKSA Instructor</b> 3pm - 7pm Jolie Doogan Nina Kadin Zach Riley Carl Wlarski 5pm - 7pm Samantha Bralow Ruth's Shift Taylor Kligerman	<b>LKSA Instructor</b> 3:30pm - 7pm Ben Semmel 3:45pm - 7pm Samantha Bralow Ruth's Shift Miranda Slotkin 4:15pm - 7pm Zach Riley On Deck	<b>LKSA Instructor</b> 1pm - 3pm Taylor Kligerman 1pm - 5pm Mike D'Auria	<b>LKSA Instructor</b> 1pm - 3pm Taylor Kligerman 1pm - 5pm Mike D'Auria
<b>LKSA Office</b>	<b>LKSA Office</b> 3pm - 7pm CLOSED	<b>LKSA Office</b> 12pm - 7pm Samantha Sklar	<b>LKSA Office</b> 1pm - 7pm Samantha Sklar 3pm - 7pm Julia Henson	<b>LKSA Office</b> 3pm - 7pm Samantha Sklar	<b>LKSA Office</b>	<b>LKSA Office</b> 1pm - 5pm Becky Hollenberg

## TRADES

Click the “Trades” tab from the home screen to post shifts you can’t work on the tradeboard or to pick up additional hours by subbing for someone’s scheduled shift.

Default settings will bring you to the week tab of the tradeboard. Change to monthly view by selecting “month”. Shifts under the trade/drops (red box) are shifts posted by other employees looking for coverage. Shifts under the Unassigned and Available header are shifts that were posted by management and in need of coverage (blue box).

Home Schedule Info Time Off Trades Messaging Staff On Now Bulletins Help Sign Out

Katz JCC  
Cherry Hill, NJ

Katz Jewish Community Center - Cherry Hill  
Kyle Winkler

Tradeboard

Apr 16, 2017  
1:38pm

MY SCHEDULE EVERYONE'S SCHEDULE TRADE BOARD

Week Month Upcoming Day Week Month Chart In-Out My Shifts Offered Week Month

Week of Apr 30, 2017

All Positions

**Trades/Drops Posted**

Key: Trade Only Drop Only Trade or Drop Okay

Time 12 1a 2 3 4 5 6 7 8a 9 10 11 12 1p 2 3 4 5 6 7 8p 9 10 11

Sunday - Apr-30

Monday - May-1

Tuesday - May-2

Wednesday - May-3

Thursday - May-4

Friday - May-5

Saturday - May-6

Indoor Pool Lifeguard- Jillian Westman

Indoor Pool Lifeguard- Eve Seidman

Indoor Pool Lifeguard- Dani Shoshany

**Unassigned and Available Shifts**

Time 12 1a 2 3 4 5 6 7 8a 9 10 11 12 1p 2 3 4 5 6 7 8p 9 10 11

Sunday - Apr-30

Monday - May-1

Tuesday - May-2

Indoor Pool Lifeguard- 2pm - 3pm BIRTHDAY PARTY-IN POOL

### To COVER someone's shift:

From the screen above, select the shift you'd like to take. This screen will appear:

Close

**Shift on Tradeboard**

5/5/2017 5:30am - 9am

Position: Indoor Pool Lifeguard

Category: Indoor Pool

Description: Indoor Pool

Assigned: Eve Seidman

Comment:

**Options**

☒ Pick Up This Shift

☒ Message manager about this shift

To pick up the shift select “Pick up This Shift”. It will then ask you “Are you sure you want to pick up the shift?” Select OK. A manager will then approve the coverage request. Once approved it will appear in your upcoming schedule.

## To POST FOR COVERAGE (Need a sub for a certain shift)

Select "My Shifts" under the Tradeboard tab.

[Home](#)
[Schedule](#)
[Info](#)
[Time Off](#)

[Trades](#)
[Messaging](#)
[Staff](#)
[On Now](#)
[Bulletins](#)
[Help](#)
[Sign Out](#)



**Katz JCC**  
 Cherry Hill, NJ

**Katz Jewish Community Center - Cherry Hill**  
 Kyle Winkler  
 Trade My Shifts

  
 Apr 16, 2017  
 1:52pm

MY SCHEDULE

Week Month Upcoming

EVERYONE'S SCHEDULE

Day Week Month Chart In-Out

TRADEBOARD

Offered Week Month

My Shifts

Upcoming Shifts

				Posted As	Want In
Tue	Apr 18, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Tue	Apr 18, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Wed	Apr 19, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Wed	Apr 19, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Thu	Apr 20, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Thu	Apr 20, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Fri	Apr 21, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Fri	Apr 21, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Mon	Apr 24, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Mon	Apr 24, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Tue	Apr 25, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Tue	Apr 25, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Wed	Apr 26, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Wed	Apr 26, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Thu	Apr 27, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Thu	Apr 27, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Fri	Apr 28, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Fri	Apr 28, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Mon	May 1, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Mon	May 1, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Tue	May 2, 2017	9am - 12pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop
Tue	May 2, 2017	12pm - 3pm	Indoor Pool Lifeguard		<input type="checkbox"/> Trade <input type="checkbox"/> Drop

Locate the shift that you need coverage for and select **DROP**. We DO NOT use the trade feature unless you have agreed to trade one shift for another with a staff member. Dropped shifts can be picked up by any eligible employee. Once you have selected drop for the shifts you need coverage for, click POST at the bottom of this screen (not seen in picture). Once posted, your shift will appear on the tradeboard for any eligible staff member to pick up.

**Aquatics Policy:** It is your responsibility to find coverage for a shift that you cannot work. Posting a shift on the tradeboard does not get you off the hook for that shift. The shift is no longer your responsibility once a manager has approved the coverage request.