Reposting Class picked up by mistake...

From the home screen, click on the [Swap Board] tab.

Click on the date of the class you would like to swap.

Click on "[Swap...]"

A pop-up will appear, allowing you to either 1) swap with **_anyone_** or 2) **_direct_** a swap to someone in particular.

If you are simply putting your class up, verify that it says Swap With "Anyone" and click "Place on Swap Board."

Reposting class picked up by mistake (cont'd.)

If you are directing your swap to a particular instructor, i.e. John Lvac, click on the drop-down arrow and select the name of the instructor.

- *The instructor will then need to claim the shift on his/her end for the swap to be completed.*

- *The class will still be your responsibility (and remain on your schedule) until the swap is done.*
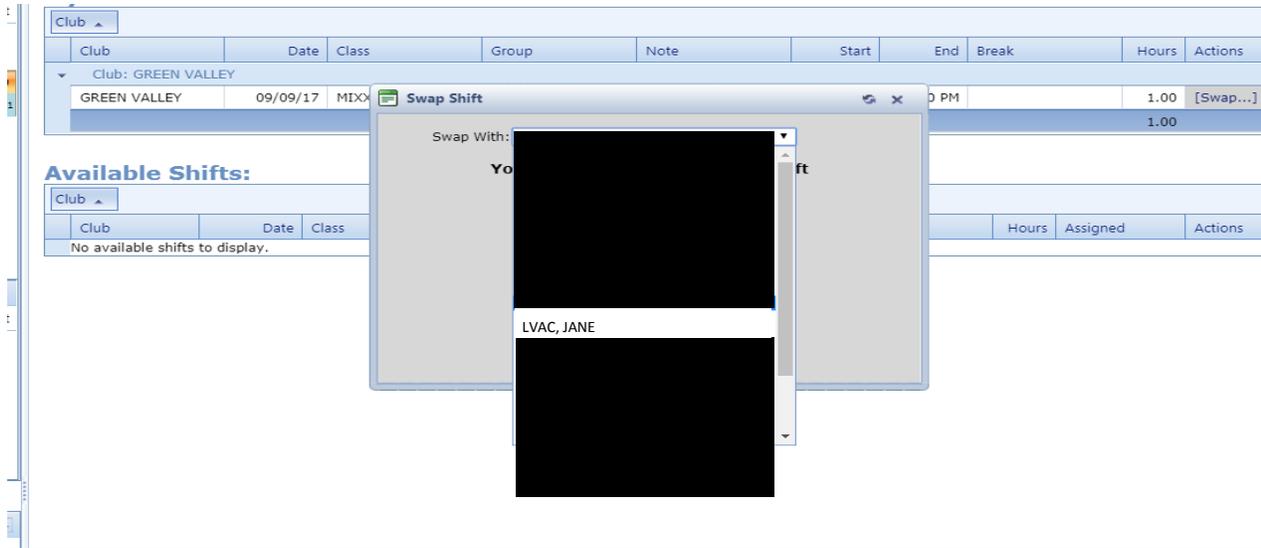
Check that the Swap/Claim Worked...

When placing or claiming a class on the swap board, it is imperative that you complete the transaction.

Placing a class on the swap board

1. Post your class on the Swap Board

2. Verify by checking under "Available Shifts"

3. If it doesn't appear under "Available Shifts", re-check the Swap Board Process to make sure you posted the class

Claiming a class

1. "Claim" the class through Swap Board process

2. Verify by checking under "My Schedule" [your personal schedule]

3. If it doesn't appear under "My Schedule", re-check the Swap Board Process to make sure you "Claim" the class.