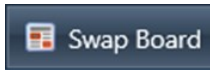


## How to use the Swap Board...



Click on the tab.

The current month and next month calendars appear on the left side of screen.

The # of classes on the swap board that you're able to sub will appear as a number in orange.

**My Schedule:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Actions
NORTHWEST	09/07/17	BODYPUMP CLINIC/LEARN PROPER TECHNIQUE	NW ROOM 1		1:30 PM	2:45 PM		1.25	[Swap...]
NORTHWEST	09/07/17	CYCLEXPRESS	NW ROOM 3		6:00 PM	6:30 PM		0.50	[Swap...]
NORTHWEST	09/07/17	BODYPUMP	NW ROOM 1		7:00 PM	8:00 PM		1.00	[Reclaim...]
								2.75	

**Available Shifts:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Assigned	Actions
NORTHWEST	09/07/17	BODYPUMP			7:00 PM	8:00 PM		1.00	NORMAN, PATRICIA	Reclaim above

The # of classes on the swap board that are on "My Schedule" [your personal schedule] will appear as a number in blue.

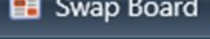
**My Schedule:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Actions
NORTHWEST	09/07/17	BODYPUMP CLINIC/LEARN PROPER TECHNIQUE	NW ROOM 1		1:30 PM	2:45 PM		1.25	[Swap...]
NORTHWEST	09/07/17	CYCLEXPRESS	NW ROOM 3		6:00 PM	6:30 PM		0.50	[Swap...]
NORTHWEST	09/07/17	BODYPUMP	NW ROOM 1		7:00 PM	8:00 PM		1.00	[Swap...]
								2.75	

**Available Shifts:**

Club	Date	Class	Group	Note	Start	End	Break	Hours	Assigned	Actions
No available shifts to display.										

## Posting your Class

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...]"

The screenshot shows the Swap Board interface for a user named JOHN. It includes a calendar for September and October, and a 'My Schedule' table. The table has columns for Club, Date, Class, Group, Note, Start, End, Break, Hours, and Actions. Three rows are visible for the Northwest club on 09/07/17, each with a '[Swap...]' button in the Actions column. A red arrow points from the text above to one of these buttons.

Club	Date	Class	Group	Note	Start	End	Break	Hours	Actions
NORTHWEST	09/07/17	BODYPUMP CLINICLEARN PROPER TECHNIQUE	NW ROOM 1		1:30 PM	2:45 PM		1.25	[Swap...]
NORTHWEST	09/07/17	CYCLEXPRESS	NW ROOM 3		6:00 PM	6:30 PM		0.50	[Swap...]
NORTHWEST	09/07/17	BODYPUMP	NW ROOM 1		7:00 PM	8:00 PM		1.00	[Swap...]
								2.75	

A pop-up will appear, allowing you to either 1) swap with anyone or 2) direct a swap to a particular instructor. When putting your class(es) up with no particular instructor in mind, verify that it says “Swap With: Anyone” and click “Place on Swap Board.”

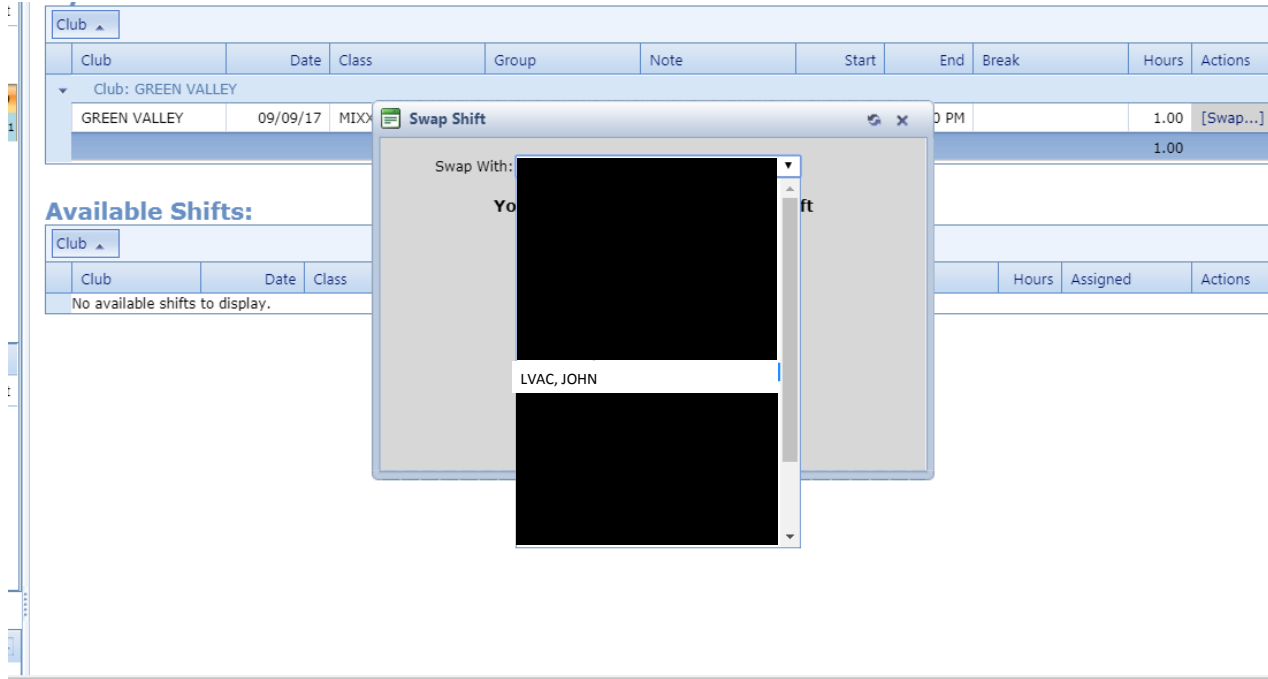
The screenshot shows a 'Swap Shift' dialog box overlaid on a schedule table. The dialog box has a dropdown menu set to 'Swap With: Anyone' and a 'Place on Swap Board' button. The background table shows a row for 'GREEN VALLEY' on '09/09/17' with 'MIX' class and '1.00' hours.

Club	Date	Class	Group	Note	Start	End	Break	Hours
GREEN VALLEY	09/09/17	MIX						1.00

## Posting your Class (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.