

How to use the Swap Board...

Click on the tab.

🔢 Swap Board

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.

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

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Posting your Class

	Clic	k on the date o	f the	class you wo	ould like t	o swap.							
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A pop-up will appear, allowing you to either 1) swap with <u>anyone</u> or 2) <u>direct</u> 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."

		Club	Date	Class		Group	Note		Start		End	Break		Hours
		Club: GREEN VALLE	EY											
		GREEN VALLEY	09/09/17	MIXX	🚍 Swap Shift	:			\$	×	D PM			1.00
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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.