
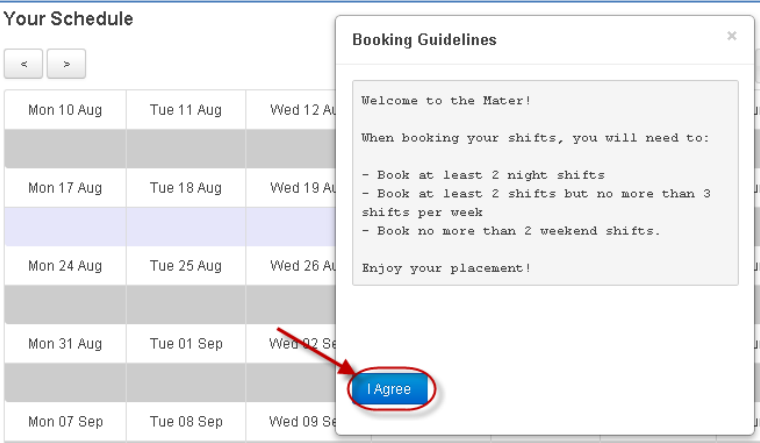
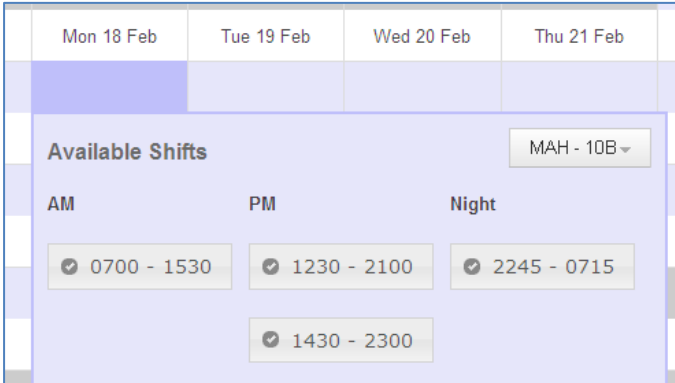
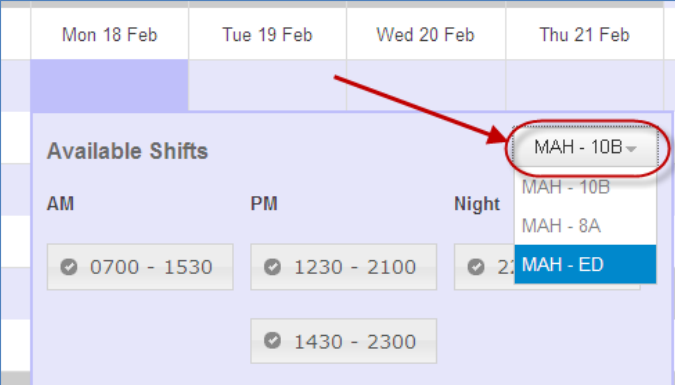


## StRef-01 - Student Reference Sheet - How to book a shift.

Steps	Action	What it looks like
1.	<p>The <b>Student Dashboard</b> displays your placement details as well as <b>Your Schedule</b> of shifts.</p>	
2.	<p>To start booking shifts, click on any date box that has available shifts (light grey, dates with no shifts available will be dark grey).</p> <p>You <u>may</u> see a <b>Booking Guidelines</b> pop-up box appear. If so, you must read and agree to the guidelines by clicking the <b>I Agree</b> button before you can book any shifts.</p> <p>If you do not agree, please contact your placement coordinator to discuss.</p>	
3.	<p>Clicking on an available shift will display the <b>Available Shifts</b> pop-up box.</p>	
4.	<p>To choose the Area that you'd like to book a shift, click on the <b>Area</b> button in the top right.</p> <p>This will display the list of Areas with available shifts for that day. Click on one to see what the available shifts are.</p> <p>If you are completing placement in one Area only you can skip this step.</p>	

5.

Once you've chosen an Area, click on the **Shift** button with the times that you want to book.

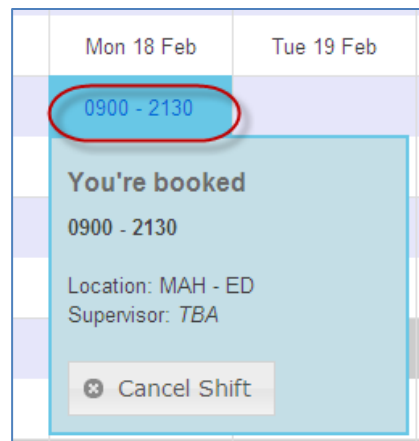


6.

The booked shift will display the times on your schedule.

Clicking on the shift will display the Area and your Supervisor for the shift if one has already been assigned for you.

You can also cancel the shift by clicking the **Cancel Shift** button, however if it is past the start time of the shift you will need to get your supervisor or Area manager to cancel the shift for you.



7.

**Troubleshooting:**

If an Area or Shift that you want to book is unavailable, this will be either because:

- a. All of the available shifts of that type are already booked by other students.

**OR**

- b. You have not been given access to the shift.

Please contact your Area Manager or SPOT System Administrator to rectify.