- **Add Shifts**
    - This is where you will add the shift information.
    - The banner titled “Shift #1” will include the address entered, a copy icon, and a trash icon.
    - If you click on the address, a box will pop up titled “Edit Address” **DO NOT USE**
    - If you click on the copy icon, a second box titled “Shift#2” a new identical box will be added to this screen under the “Shift#1” box
        - If you copy a shift, it will automatically input the same times, quantity, pay, and details of the shift you copied.
            - You will be able to edit the details of the copied shift if you do this.

    - Click on the line “From” and “To”
        - Enter the start time and end time in the corresponding field.
    - Click {Tab} on your keyboard or click in the next line under “Position”
        - Select “All Group”
    - Click {Tab} on your keyboard or click in the next line under “Qty” which means quantity
        - Enter the quantity of staff requested for this position/shift from the client order.
        - If there is more than 1 position on the order, the different positions will be on different shifts. More on that shortly.
    - Click {Tab} on your keyboard or click in the next line under “Hourly Rate”
        - Enter the hourly rate for the shift.
            - If the shift is a flat rate pay and not hourly, enter that amount on the “Shift flat rate” line instead.
    - Click {Tab} on your keyboard or click in the next box under “Shift description”
        - All shift descriptions use a standard format. Use this format whenever possible:
            - We are looking for a (Position). You will (description of job duties) The attire is black dress slacks, collared long sleeve black button-down shirt, ALL black socks and shoes, and plain colored mask without writing. The posted rate includes all gratuity. The hours are as estimate from the client. You will be paid for actual hours worked (4 hour minimum). The event may get done early or go longer. If the event goes longer, you will need the approval of the client. Make sure to read the parking and meeting place information in the app.
    - Click {Tab} on your keyboard or click in the next line under “Shift Uniform”. **DO NOT USE**
    - “Flat rate limit” **DO NOT USE**
    - “Client rate” **DO NOT USE**
- If you have multiple shifts on the same event, click the “+ Add Shift” at the bottom. This will add another blank shift in the box that you can edit using the steps that we just went over.
    - Click the blue {Save} button on bottom right.
        - Ubeya will automatically bring you to a screen that says, “xxx Users will receive this message”.
    - Click on “Add and do not check availability”.
        - This will automatically take you back to the current monthly calendar.
        - When you “Add and do not check availability” it adds the event you just built to the calendar, but it does not announce it to the database.
            - This allows you to go back into the event and double check details.
    - Click on the box of the event you just entered in the calendar.
        - This will bring you to the “Manage Event” screen.

- Look under the banner with the event name and description and locate the white filled banner that says: “Add a tag”.
  - Enter the city tag
    - The city tag is especially important as it assists with payroll reporting when the event is closed. The city tags are:
      - Dal- Dallas
      - Chi- Chicago
      - Den- Denver
- Locate the white sub box on the page labeled “Available”
- Click “Check Availability”
  - Ubeya will automatically bring you to a screen that says: “xxx Users will receive this message”.
- On the far right locate the white sub box “Choose Your Target Audience”
  - Click in that box and type in the tag(s) of those who should receive the announcement
    - The tag(s) help you isolate the proper staff audience for the shifts available.
      - You can use multiple tags to achieve this.
        - In example, you could use the “Staff Market-Denver” tag and the “Position: Bartender” tag to isolate all staff that have those tags in their profile.
    - You can select individual and specific staff to send announcements to.
      - If you want to do this, do not put any tags in the “Choose Your Target Audience” space
      - Instead, type the staff members name in the “Search” field
        - Once that person’s name pops up, click the check box by their name.
        - You can repeat this process with other staff members until you have everyone selected that you wish.
        - Locate the blue bottom in the top right “Check Availability” and click it