

- **Build the announcement in Ubeya right away**

- **(DO NOT SEND YET)**

- You will want to have the client order in front of you to accurately complete the next several steps.
- Determine Priority:
 - You must determine if the event is sooner or later. (Within the next 2 weeks or not)
- Open **Ubeya**
 - During the next several items, you will want to have Ubeya opened and follow along.
- Click “Calendar” on the black menu on the left
- In the month of the event, click on the date of the event
- A box will pop up titled “Add Event”
 - The cursor will automatically go to the “Location Name” box
 - Enter the city and zip of the event only in this box
 - Sometimes an address will automatically populate the “Google maps location” box
 - If this happens, just move your cursor outside of the box in an open space and click your mouse. That will clear it and you can move on. Do not push the tab button or select one of the auto-populated addresses.
 - Click in the “Google maps location” box
 - Enter the address of the event (no apartment or suite #s).
 - As you are typing the address, google will automatically bring up options to try to auto match your entry. Once you see the correct match, click on it.
 - “Description” box **DO NOT USE**
 - Click in the “Client's name” box
 - Enter the name of the company/client
 - If Corporate Staffing Partner event: Company name (not the contact person)
 - If private event: Client’s name
 - “Event type” box **DO NOT USE**
 - Click the “Show more options” dropdown.
 - This will give you more fields to enter event information into.
 - Click in the “Event name” box
 - Enter the position(s) and shift time (s) from the order in here
 - Example: (1 Bartender 4p-10p, 1 Server 4p-12a)
 - If the order changes, you will need to go back into this box to change the information.
 - To change the information, go into the event and click on the event details header at the top of the page:
 - When you click on the event details, a box will pop up called “Edit event”
 - Go to the “Event Name” box and enter the new shift details.
 - Click in the “Uniform” box
 - Uniforms that we typically use can be found **HERE**
 - You may type any uniform that you want in this box by clicking “modify” or select a pre-loaded option.
 - Click in the “Client's name” box
 - Enter the name of the company/client
 - If Corporate Staffing Partner event: Company name (not the contact person)
 - If private event: Client’s name
 - “Client’s on-site contact” box **DO NOT USE**
 - **DO NOT PLACE CHECK IN:** Would you like to send a notification to the client about the new event?” box
 - The “Event Booker” box should auto populate with your email but if not, just click the dropdown and make sure you are selected.

- The next box is “General comments for the event”
 - This box is used to make a standard general announcement to staff
 - **NON-SERENDIPITY EVENTS**
 - You have been selected to work this event! **ONCE YOU HAVE READ THIS ENTIRE SECTION, TAP “CONFIRM”**. The hours posted are an estimate from the client and you will only be paid for your actual hours worked. You **MUST SEND A GROUP CHAT** when you are on your way! And when you arrive, **GROUP CHAT** that you have arrived, and clock in no later than 15 minutes before your start time. If you are not checked in 15 minutes before your start time you are considered late! Please remember to **CLOCK IN ON THE APP** no later than your start time! If you cannot clock in, please immediately notify **MANAGEMENT VIA GROUP CHAT**. You must be standing inside or at the door of the venue/building in order to be allowed to clock in/out! Please also be willing to stay late if asked; you will be paid for the additional time.
 - **SERENDIPITY EVENTS**
 - This is a Serendipity event. You must introduce yourself as "with Serendipity Catering" and not Premium Event Staffing. All gratuities are included in the hourly rate. In the event that a guest gives you a gratuity, you are to give it to the Serendipity Captain or place it in the pre-designated place for the Captain to collect. If this is an event at the Botanic Gardens, you must adhere to specific venue instructions in regards to disposal of any refuse including water. Nothing can be dumped out on property. Please communicate with the Captain if you are unaware of these regulations. Finally, if you are assigned as the lead or roster manager, your only duties are to get people signed in and out and communicate with your staffing manager in regards to staff count. Outside of those duties, the Serendipity Captain is in charge of all staff and everything they do at the event. You are not to gather staff and give any instruction. All questions need to be given to the Captain.
- Click in the “Staff meeting spot” box.
 - If there is specific parking and/or meeting spot information, place it here.
 - Also put any parking reimbursement info here.
- Click in “Site contact” box
 - Only place the onsite contact’s name in here. No other information.
 - Solo event contact is the client.
 - On a multiple staff event, the contact person is the Roster Manager or Captain of Premium Event Staffing.
- Click in “Site contact phone” **DO NOT USE UNLESS GIVEN PERMISSION**
 - We do not give out any client phone or email information unless necessary.
- **DO NOT CLICK ON THE “Auto book staff when applied via mobile application” TOGGLE**
- Skip over the next 2 boxes (Number of guests and Notes)
- Click in the “Color” box and select the corresponding color to the market you are announcing.
 - Blue=Colorado
 - Yellow=Illinois
 - Green=Texas
- Click the blue “Next” button on bottom right to go to the Add Shift section