

- **Confirmations**

- After a staff member is booked, they must confirm their shift. They should all be aware of this process from the Entering Staff to Ubeya.
 - When a staff member confirms, there will be a green checkmark by their name in the booked sub box.
 - If a staff member does not confirm their shift within a reasonable amount of time (your judgement), treat this as a potential red flag and contact them.
 - Frequently, new staff forget this part of the process.
 - You can manually confirm someone by clicking the green checkmark to the right of their name in the booked sub box
 - Only do this if you have contacted the staff member and discussed the proper process. It is preferable to have them do it from the app.
 - The day before the event, a reconfirmation should be additionally sent out to the staff member to ensure reliability and attendance on the booked event.