

- **Entering Staff into Ubeya**
 - In **Ubeya** – Click Users, then the plus sign in the top right to “Add New User”
 - Enter first name
 - Enter last name
 - Next to last name enter anything missing - (POB1/BG/COC – COC only if they have not completed the code of conduct yet)
 - As those things are returned, you will delete that from the name.
 - Enter phone number (No Dashes – 1234567890)
 - Enter Your Vetting Call Notes In the “Details About Employee” Section
 - Click “Show More Options”
 - Enter Email
 - Enter Staff Market
 - This is a dropdown. You can select more than one option.
 - Enter Position(s)
 - This is a dropdown. Select all positions that fit the staff member’s skillset.
 - Enter Gender
 - Enter the “How Did You Hear About Us”
 - This is a dropdown. Select the option that best fits, or you can type an option on the line.
 - Click “Add User” at the bottom of the screen.
 - Notification will automatically send to staff members phone via automated text message.
 - After they complete the download process, have them look at the open events and get them booked on one so they understand that process.
 - Booking a Staff Member During Vetting
 - “OK, you responded to an ad we are running for xyz event. Are you available to work it? Great! Let’s get you booked on an event. Go ahead and go into the app and go to the available shifts. Whenever we announce an available event, it will pop up on your phone just like any other notification.
 - When that happens, open the app and go to the available shifts page. Go ahead and open the one labeled xyz event. As you can see, there is some basic event information. Enough for you to decide if you want to apply or deny the shift. Based upon your decision, click one of the two options. You must do this for every event. If you do not pick one of the options, the system will think you haven’t seen it and keep sending it to you over and over. Furthermore, we do not hold you to any kind of shift minimums. You can decline as many shifts as you want. All we ask is that you do not click apply unless you are legitimately available to work the event. This means you have the day open, you have the uniform, your babysitter is lined up, your transportation is reliable, etc. We have a zero tolerance for any call offs. Once you are booked for a shift, you have entered a commitment to execute service. If you must change that for any reason, you may no longer be eligible to work events. OK?”
 - “Go ahead and click apply. Okay so I see you have applied. I am now going to go ahead and book you so you can see what it’s like when you are chosen. You will see that when I do this you will receive a message to confirm your shift. Go ahead and confirm the shift. Okay, so now that you’ve seen the process do you have any questions?”
 - “Okay, now I’m going to have you click on upcoming shifts, I want to make sure you see the street address and a clock in at the bottom of your screen.”
 - “Great, so day of event, once you arrive at the location, that clock in button will be active. You’ll use that to clock in and out of your event.”
 - “Okay, also at the bottom of the app is chat. One of the options is chat with admin. You can utilize that to reach your staffing managers. They are your points of contact for anything event related. Event questions, running late, call off, etc. they will be your go to people.”

- “Perfect, so when we get off the phone, you’re going to receive a few things. First you’ll receive a welcome email. This will run through how pay works and some other company information as well as details on your first event. Included in this will also be a link to our Code of Conduct. You’ll want to complete that today.”
- “Then you will receive a second email that will include your onboarding packet. This is all of your employee paperwork. You’ll want to also complete that today as well.”
- “Last thing you’ll receive will be a text message. I recommend saving that number as you can utilize that text to reach any of us with questions. The text will include the link to our Code of Conduct, as well as a link to our background check and a link to upload your vaccine card”
- “Other than that you are all set! You are more than welcome to reach back out to me with any questions regarding paperwork. Anything else will go to your staffing managers.”

-

- If not available for any available shift

-

- - If NOT a Referral – “Okay, well I have to be able to book you on an event to put you in our system. So please feel free to reach back out once you’re able to work”

-

- - If a Staff Referral:

- “When that happens, open the app and go to the available shifts page. Go ahead and open the one labeled xyz event. As you can see, there is some basic event information. Enough for you to decide if you want to apply or deny the shift. Based upon your decision, click one of the two options. You must do this for every event. If you do not pick one of the options, the system will think you haven’t seen it and keep sending it to you over and over. Furthermore, we do not hold you to any kind of shift minimums. You can decline as many shifts as you want. All we ask is that you do not click apply unless you are legitimately available to work the event. This means you have the day open, you have the uniform, your babysitter is lined up, your transportation is reliable, etc. We have a zero tolerance for any call offs. Once you are booked for a shift, you have entered a commitment to execute service. If you must change that for any reason, you may no longer be eligible to work events. OK?”
- “Go ahead and click apply. Okay so I see you have applied. I am now going to go ahead and book you so you can see what it’s like when you are chosen. You will see that when I do this you will receive a message to confirm your shift. Go ahead and confirm the shift. Okay, so now that you’ve seen the process do you have any questions? Okay, I am going to go ahead and remove you from this shift entirely. You’ll get a notice regarding that, but this is how it work once you are available for a shift. Please just know that when you apply, it doesn’t guarantee that you will get booked. If you do not get picked, you will receive a message that says, ‘this event is full, keep applying to events.’ Once you are selected for your first event and you confirm your shift, your staffing manager will reach out.”

YOU SHOULD SUGGEST THAT THEY APPLY TO GROUP EVENTS FIRST