

- **Manual Staff Entry**

- There are instances where you may need to manually select staff
 - For instance, if you have a specific staff member in mind for an event because they fit the skillset or if a client requests them.
 - In the “selected” and “booked” sub boxes in an event you can manually select a staff member by following these steps
 - Locate a little square box that looks like a person with a + sign by it.
 - Make sure you locate the button in the correct shift as there may be several options
 - Once located and in the correct shift, push the button
 - The “Select Users to Add” box will pop up and you will be able to search for the specific staff member(s) by name.
 - Type their name in the search bar and click the blue “Add selected” button
 - This will add them to the selected sub box. You can then proceed to booking them as stated in the staffing process.