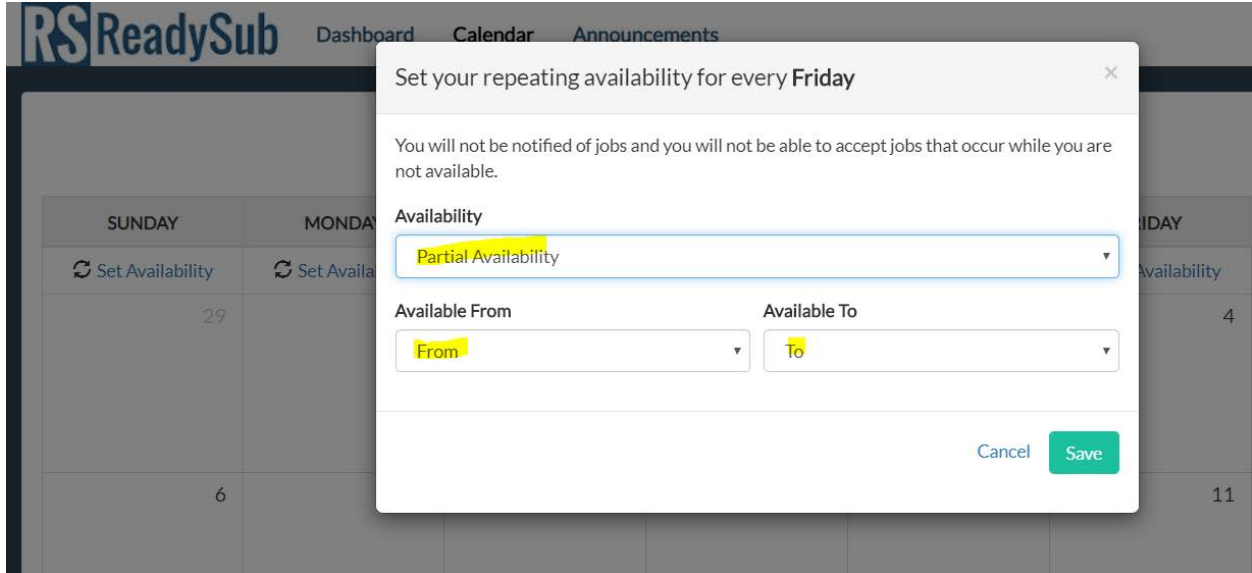


How to set your availability In ReadySub

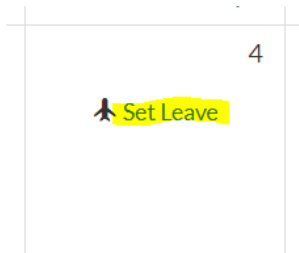
Calendar – days you are NOT available in your ReadySub Calendar

- For recurring days you are not available to work, you can set your availability for that day of the week. (For example, every Friday)
- Go to “Calendar” at the top of your screen, pick the day you want to manage and click “Set Availability”. You can choose No Availability to block off the entire day, or Partial Availability and then set the times you ARE available to work.



Set a Leave

To mark yourself as unavailable for a certain day (or days), hover your cursor over the date on the calendar and click on the “Set Leave” icon that pops up. This will mark you unavailable for that entire day.

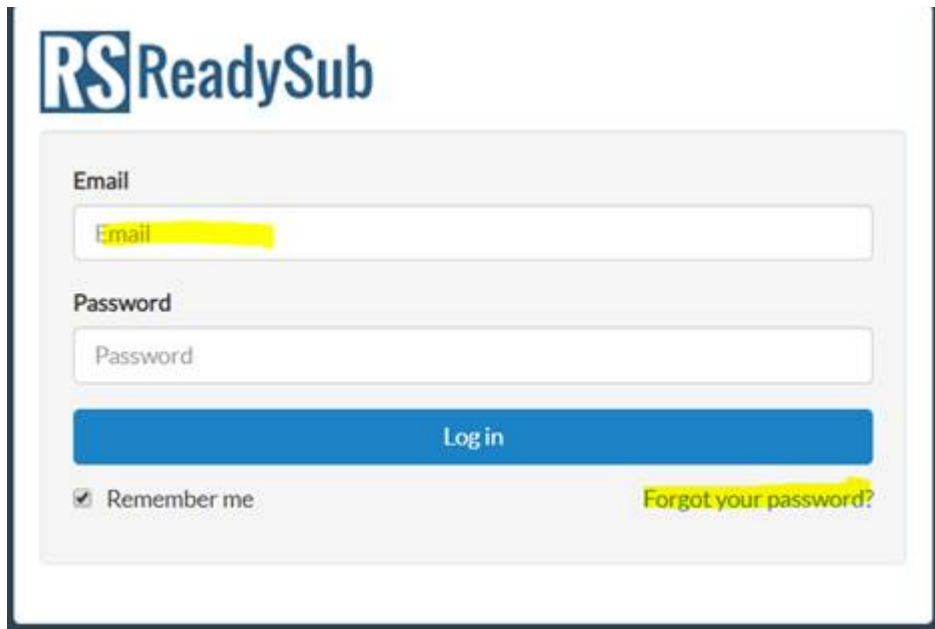


Need more ReadySub help? The links to training docs, quick start guide, and overview video are at the end of this document.

Locked out or need to reset your password?

Go to: app.readysub.com (type this into a web browser, preferably Google Chrome)

Enter your email address and click on FORGOT password. That will send a temp password to you to get in and allow you to update your password.



RS ReadySub

Email

Email

Password

Password

Log in

Remember me

Forgot your password?

Basic How-To Instructions

Here is a one-page [Quick Start Guide](#) which will take you through the 5-step setup process and prepare you to accept your first job! You can also view a more in-depth [Substitute User Guide](#) and a short [Getting Started Video for Substitutes](#).