

Managing a Preferred Substitute List

Your district may allow its employees to create a list of preferred substitutes. This list consists of subs who you consider reliable, experienced, and preferred, and the substitute placement feature will attempt to contact these substitutes first when you create an absence.



VIDEO

Check out our related video - [Managing Your Preferred Sub List \(2:35\)](#) - as you review this topic.

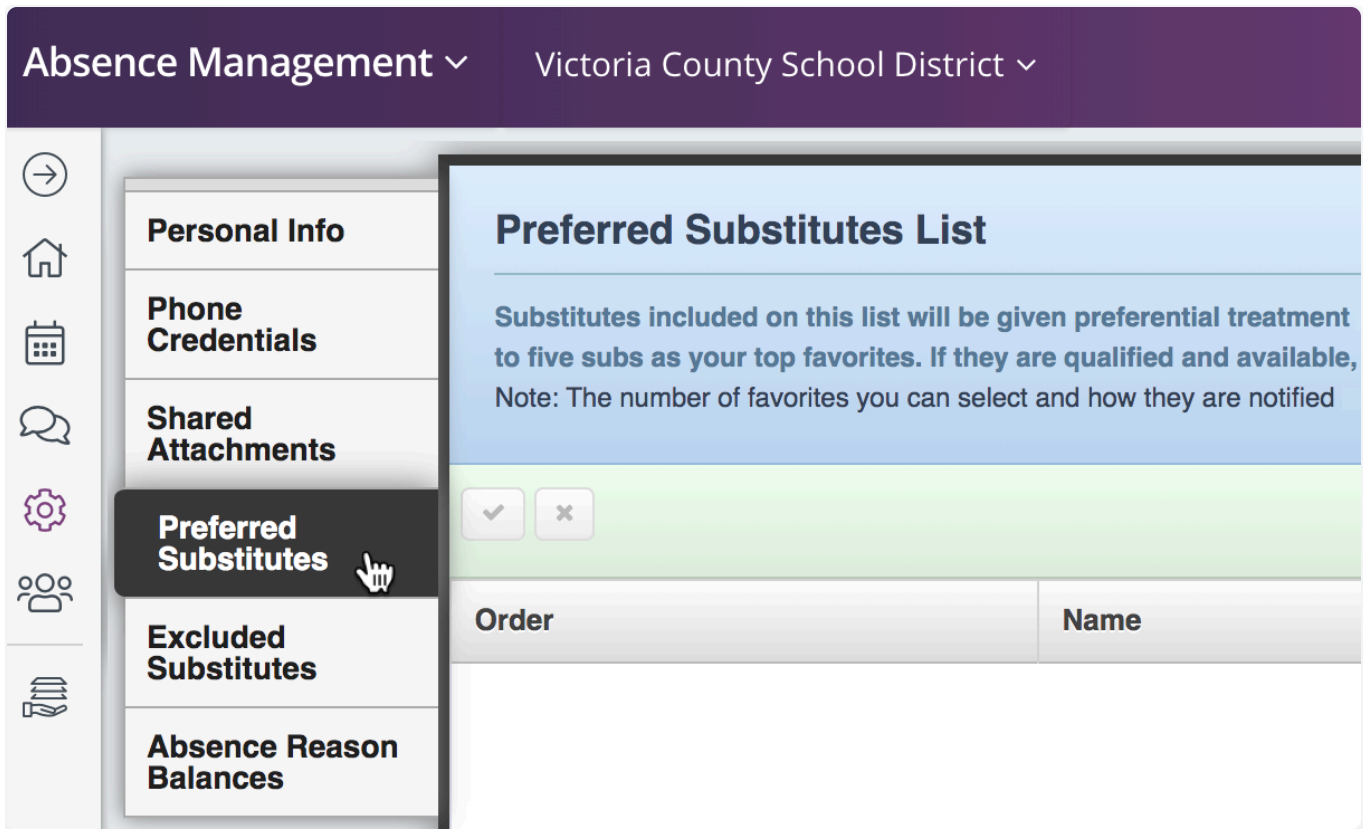
To access the "Preferred Substitutes" page, click the **Account** option in the side navigation.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. The navigation menu is open, and the 'Account' option is highlighted with a mouse cursor. The background shows a calendar for February 2020.

WED	THU	FRI	SAT
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

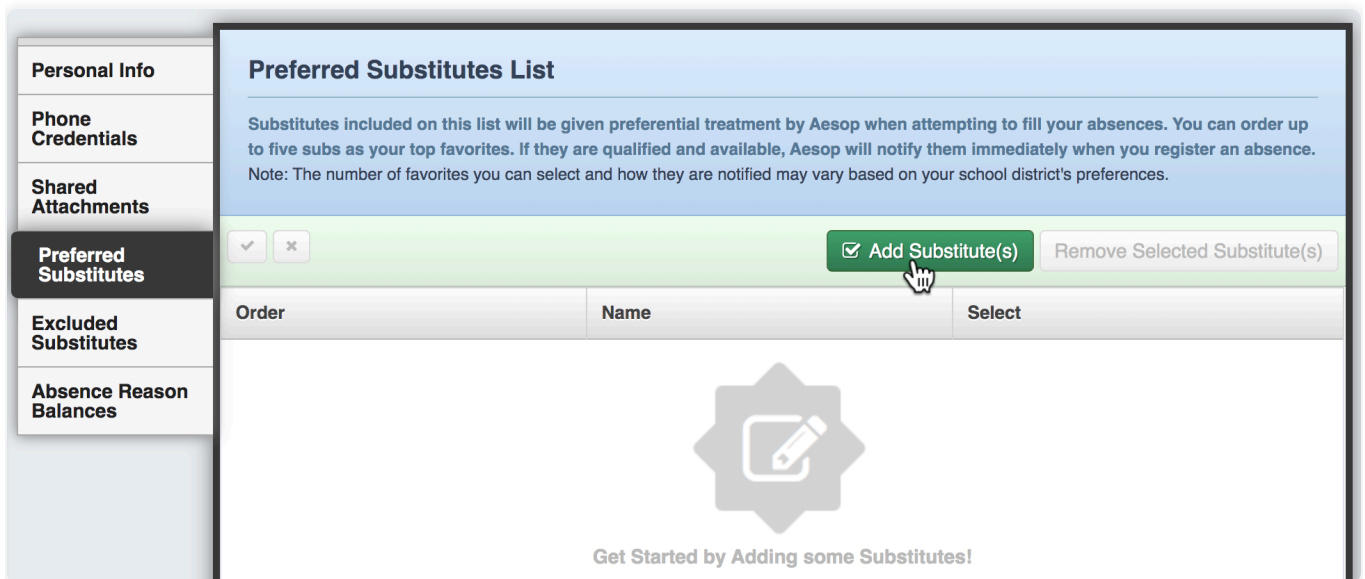
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Now, click on the **Preferred Substitutes** tab.



Adding Substitutes

From here, you can click the **Add Substitute(s)** button to update your list.



This opens the substitute selection page. Here, you can find the substitute(s) you want by using one of the search options provided. (You can search by last name via the search bar, filter by the first letter of the substitute's last name, or browse the complete list.)

Check the box beside the substitute(s) you want to add to your list and click **Add to Preferred Substitutes** to complete the process.

Search by Letter	Select	Substitute Name	SELECTED SUBSTITUTES
B	<input checked="" type="checkbox"/>	Baker, Tom ★★★★★	Baker, Tom ★★★★★
	<input checked="" type="checkbox"/>	Barker, Bob ★★★★★	Barker, Bob ★★★★★
	<input type="checkbox"/>	Barrowman, George (No Rating)	
C	<input type="checkbox"/>	Caughill, David ★★★★☆	
	<input type="checkbox"/>	Chan, Alice ★★★★★	

Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box beside the individual you want to remove. The **Remove Selected Substitute(s)** button will appear, and you can select it to remove the sub in question.

Personal Info

Phone Credentials

Shared Attachments

Preferred Substitutes

Excluded Substitutes

Absence Reason Balances

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Add Substitute(s) **Remove Selected Substitute(s)**

Order	Name	Select
	Baker, Tom ★★★★★	<input type="checkbox"/>
	Barker, Bob ★★★★★	<input type="checkbox"/>
	Coulson, Phil (No Rating)	<input checked="" type="checkbox"/>

Add Substitute(s) **Remove Selected Substitute(s)**

[Additional Resources: Managing Your Favorite 5 Substitutes](#)