ReadySub for Substitutes

Substitute User Guide

RS ReadySub

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What is ReadySub?

ReadySub is a state of the art employee absence management and substitute placement system. As a substitute, you can review jobs, accept jobs, add your availability, and be requested for jobs for which you are qualified. You can also can track your work history, review job notes and lesson plans, and receive announcements from administrators.

Log In

Once your account is activated, you will receive a Welcome email with a temporary password. Upon first log in, you can update your password.

To log in to ReadySub, enter www.readysub.com into your browser and navigate to the top right corner of the screen to select Log In. You will be redirected to the ReadySub login page where you can enter your email address and password.

If you would like ReadySub to keep you logged in, make sure the Remember Me box towards the bottom left corner of the screen is checked (it will be checked by default).
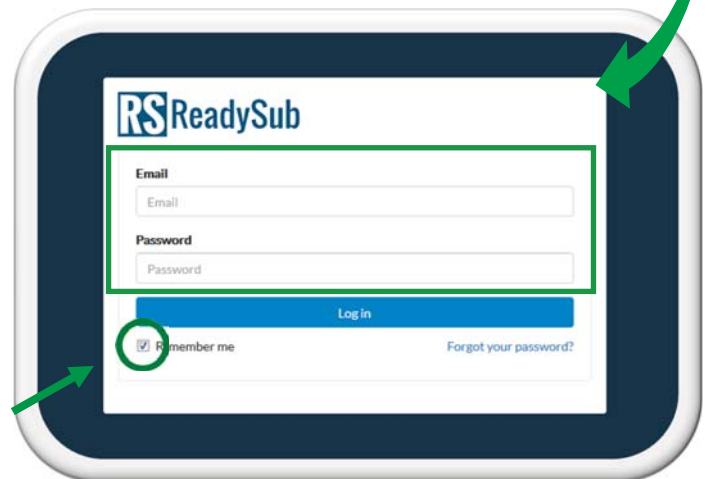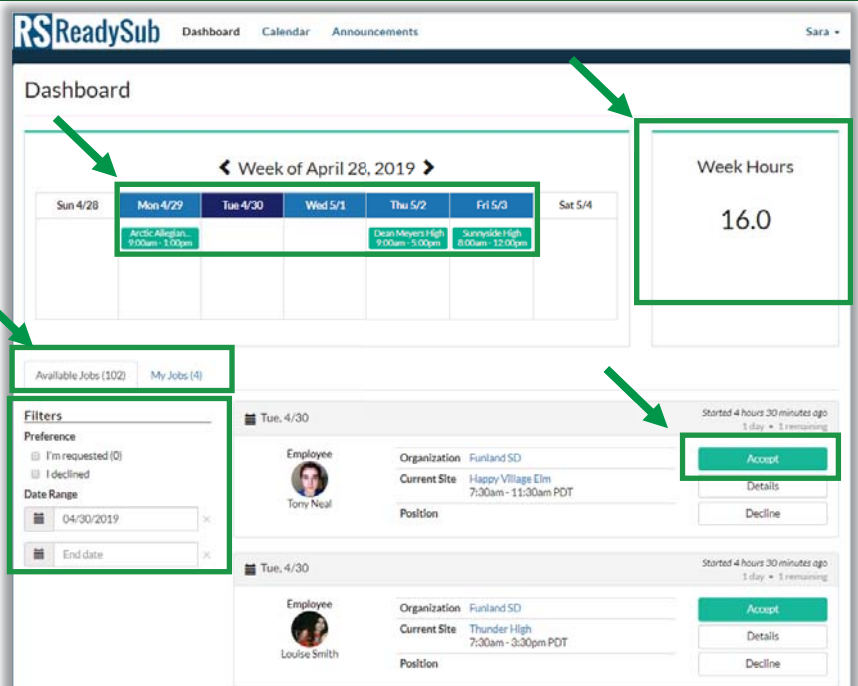
Dashboard

The substitute Dashboard offers direct access to your existing jobs via the Week at a Glance as well as your scheduled hours for the week. Further down the page you can see a list of all open jobs including those for which you have been requested by an employee or administrator.

Included on each open job are the time, date, location, absent employee (when applicable), and the ability to view job details and accept the job.

You can also see your existing jobs via the My Jobs tab towards the middle of the page and narrow your search by date and preference via the filters to the left part of the screen.
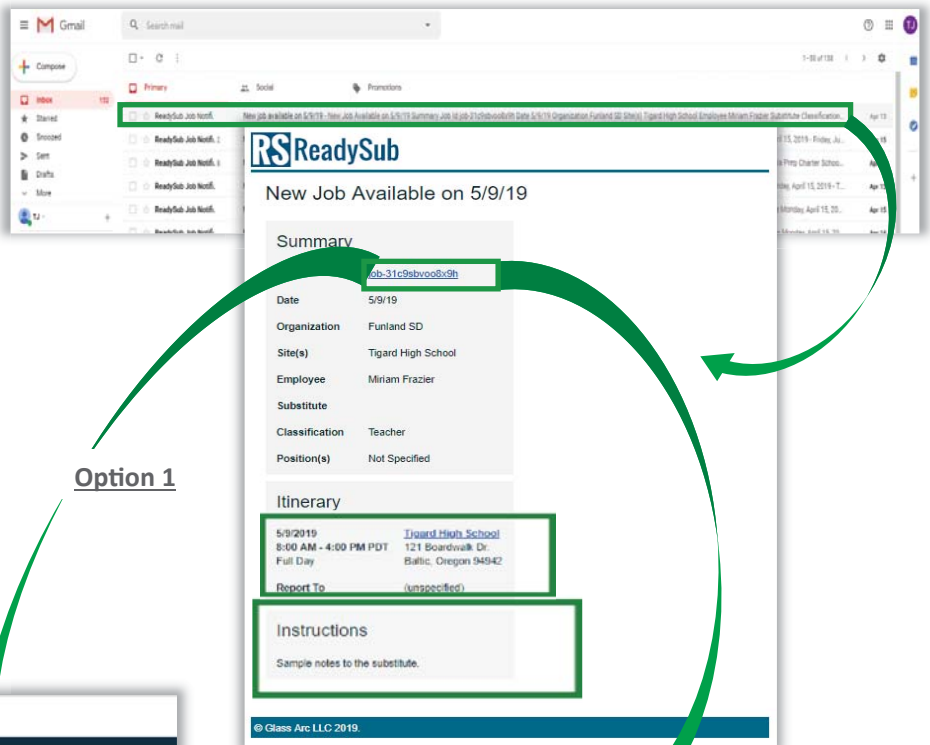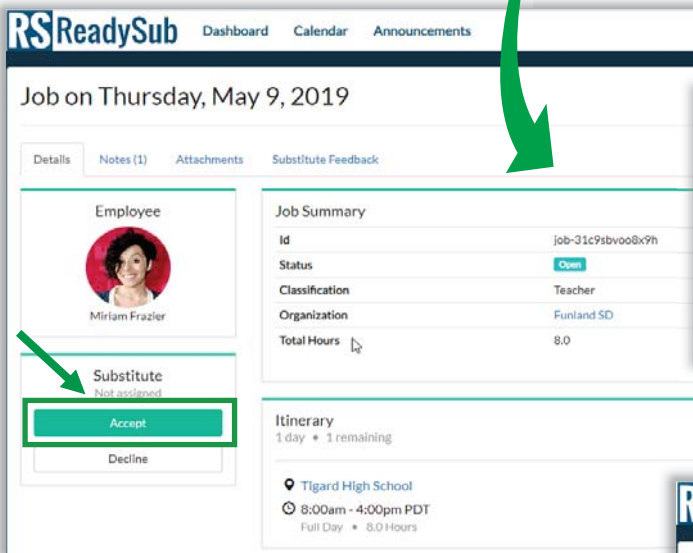
Accept a Job

ReadySub offers several methods for accepting jobs including email, text, call and/or right from your ReadySub Dashboard.

To accept a job via email, open the email and click the Job ID link. If you are already logged in to ReadySub, you will be taken directly to the Job Details page where you can review and accept the job.

If you are not logged in to ReadySub, you will be taken to the login screen where you can login to view and accept the job. If you attempt to access a job that has already been accepted by another substitute, you will be taken to a "Job No Longer Available" page with a link to your Dashboard to view the list of available jobs.
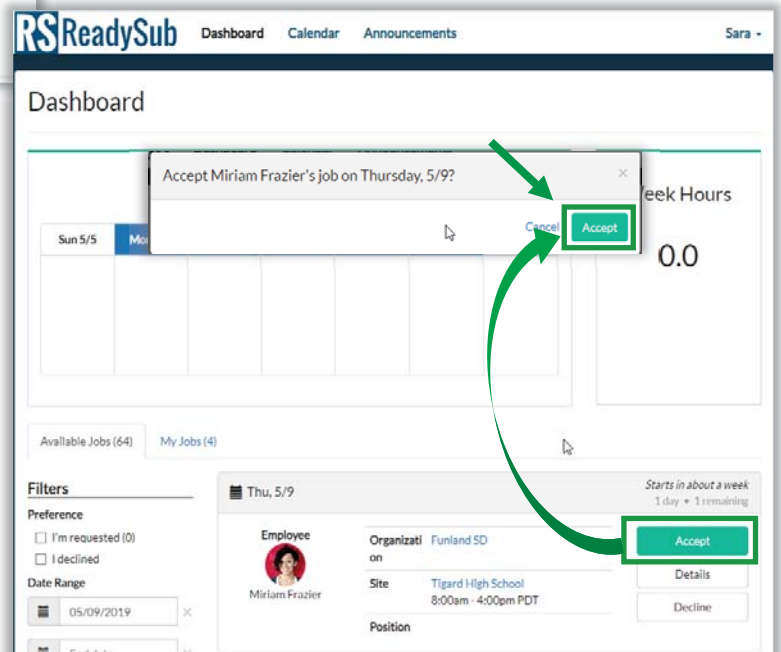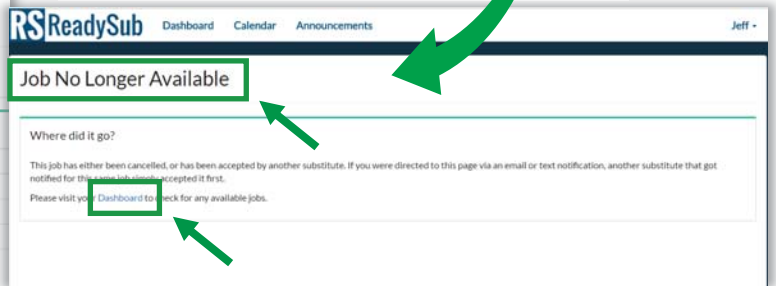
Option 1

Option 2

To accept a job via phone call, simply answer the call and press 1 to accept or 2 to decline.

To accept a job from your Dashboard, scroll down to view the list of available jobs and click accept or decline. You can also click the Details link and accept the job from the Details page.

Once the job is accepted, it will be added to your ReadySub Calendar and Week at a Glance. The employee requesting the absence will be notified as well as any relevant administrators in accordance with their notification preferences.

Release a Job

In the event that you are no longer able to work one of your scheduled jobs, you can release the job so long as your administrator has turned on the ability to do so.

Option 1

There are two options for releasing yourself from a job. Option 1 is to click the My Jobs tab from the Substitute Dashboard followed by the Release button. Option 2 is to click Release from the job details page which can be accessed via the Week at a Glance, Calendar, or My Jobs tab.

Once released, ReadySub will notify the absent employee and any relevant administrators in accordance with their notification preferences and automatically post the job to the pool of available/qualified substitutes.
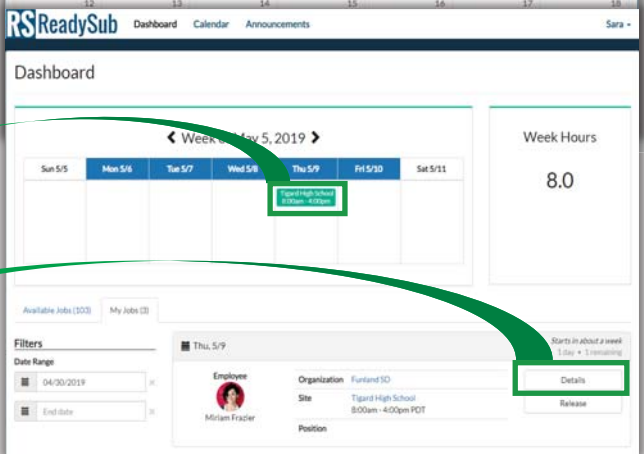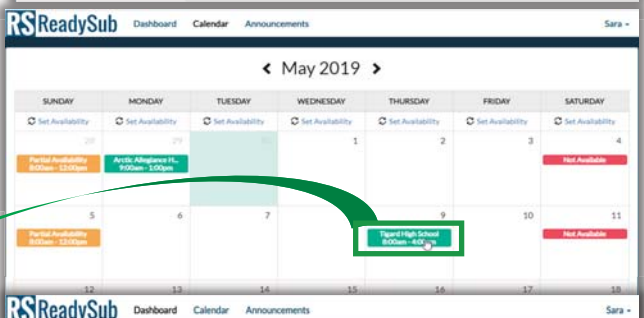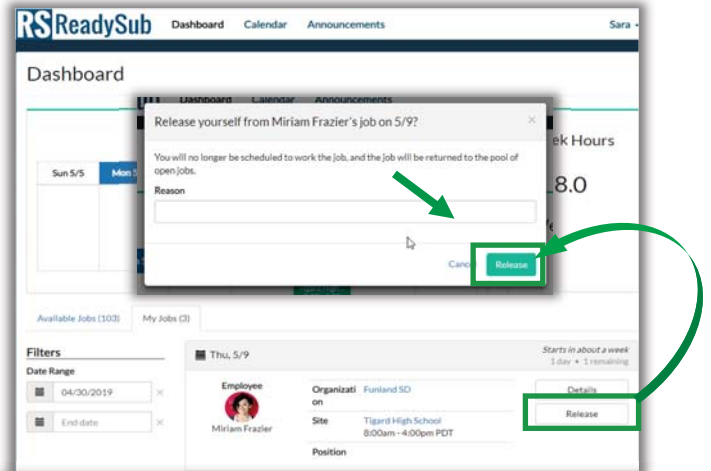
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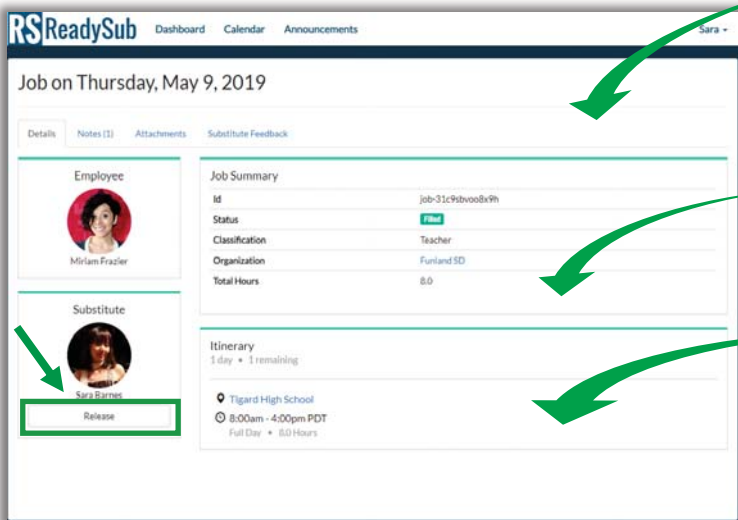
Announcements

As a substitute you have access to announcements that have been posted by your administration. To view these Announcements, click the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, the date of publication and the header. To view the body of an announcement, click the Read button next to the corresponding announcement.
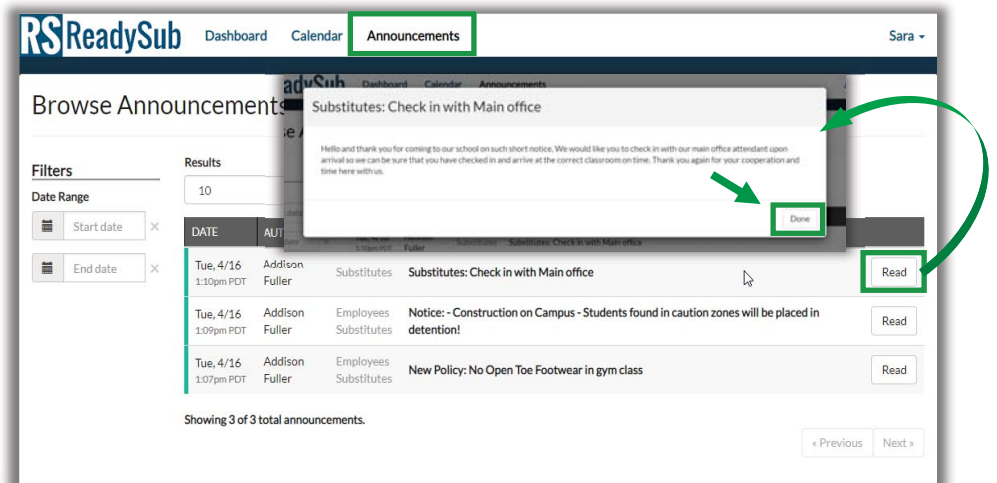
Calendar

The substitute Calendar offers a monthly view of your jobs (green), any leave you have entered (purple) and the days of the week that you have limited or no availability (yellow/red), all of which can be edited from this page.

To access your Calendar, click the Calendar button at the top of the screen. You can navigate between months using the corresponding arrows.

To view a more detailed account of a particular job including any available notes and attachments, click the corresponding job to access the Details page.
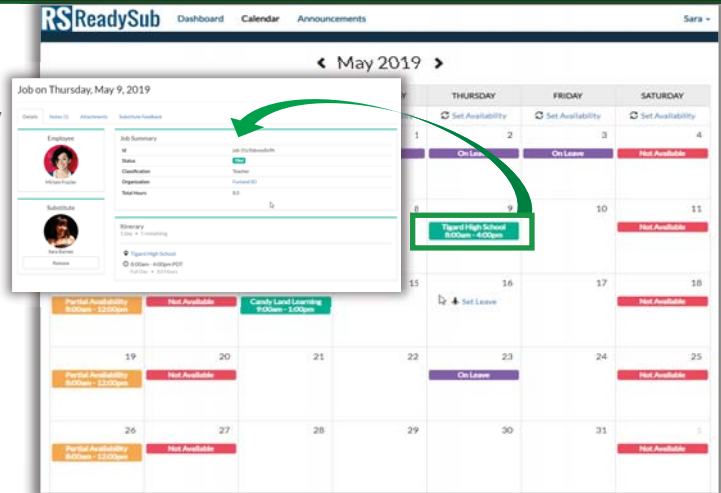

Set Leave on Individual Dates

The Set Leave function allows you to select specific dates when you are unavailable. The leave dates will be stored in ReadySub and you will not receive notifications of jobs on those dates. Your administration will also see that you are unable to work.

To add leave, hover over the date and select Set Leave. Once selected, you will see a purple rectangle denoting that you are On Leave for that date.

To remove leave, hover over the selected date and click Remove Leave. The leave will be removed and you will be able to work on that date.
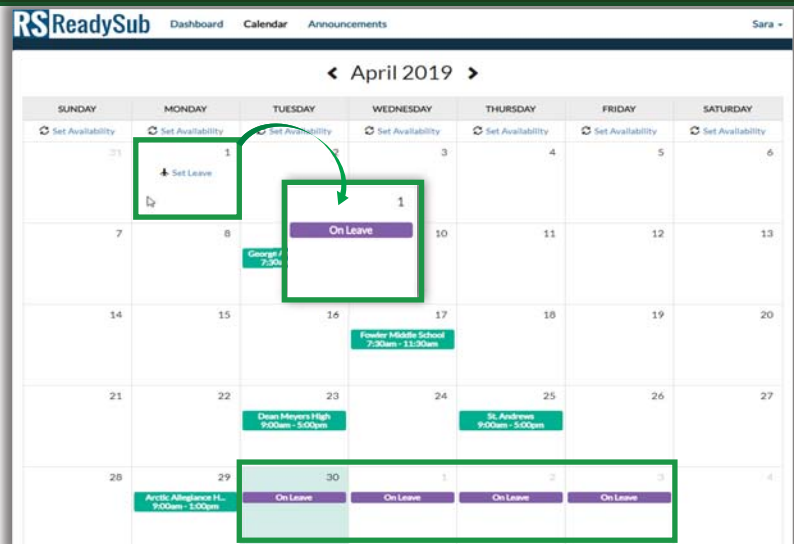

Edit your Daily Availability

The Daily Availability function allows you to set recurring availability for any day of the week.

To update your daily availability, navigate to the Calendar and click Set Availability just below the day of the week.

Update your availability to Full, Partial, or No Availability. If partial, specify the start/end time that you are able to work on that day of the week.

Once saved ReadySub will only notify you during the days/times when you are available and your administrators will see when you are available/unavailable to work.
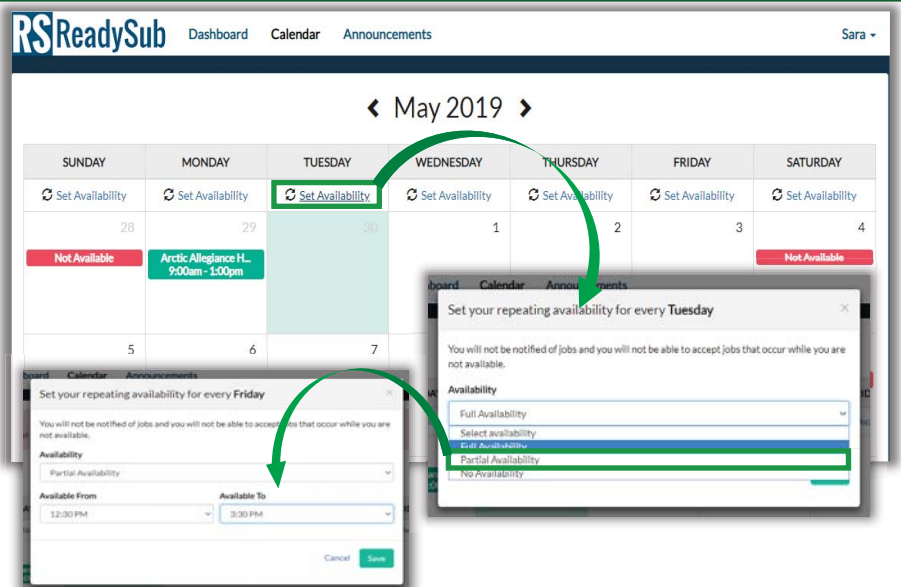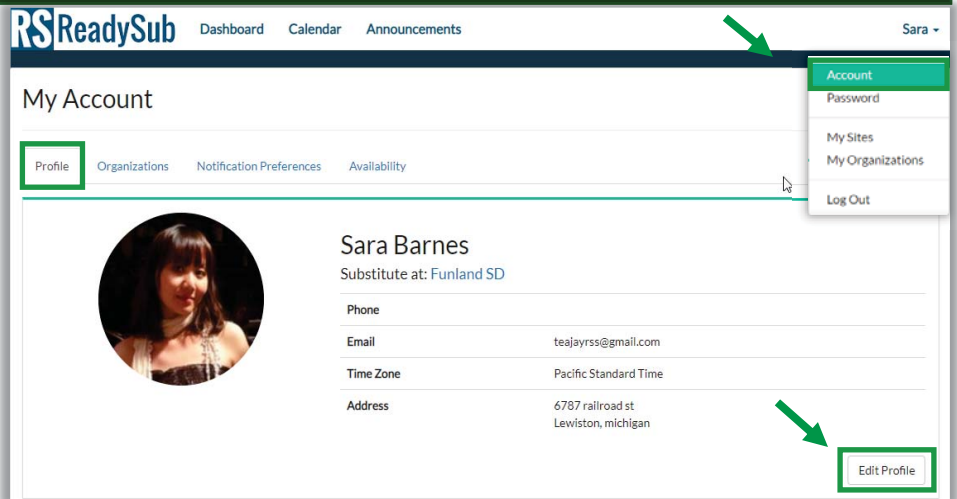
Your Profile

To access your ReadySub profile, hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you will see four tabs labeled Profile, Organization, Notification Preferences, and Availability.

Access the Profile tab to view/ update your profile information.

Notification Preferences

To access your notification preferences, hover over your name and select Account followed by the Notifications Preferences tab. You can be notified via email, text message, and phone when you are requested or when a job is posted to the pool of substitutes.

You can also be notified via email and text message when you've been assigned to a job, and when one of your jobs is released, cancelled or edited. To update your notification preferences, select Edit Notification Preferences and update the corresponding boxes.

You can also set Quiet hours for ReadySub's calling feature to limit the hours of the day that you are called.
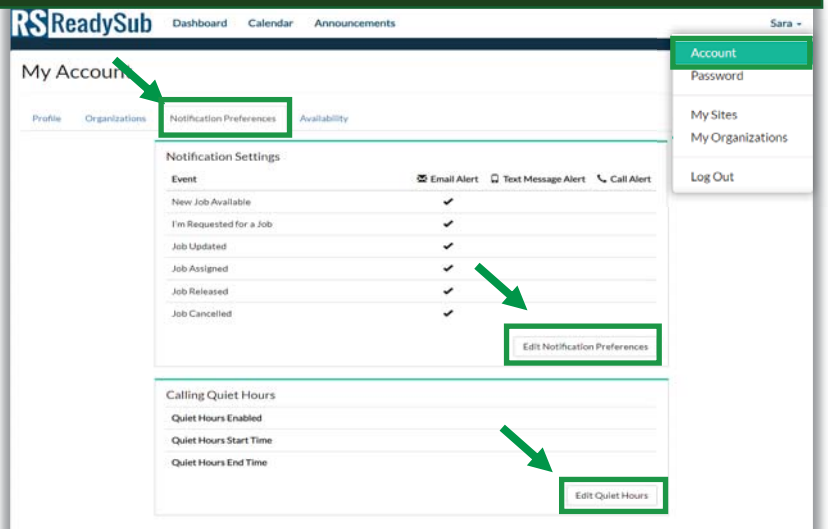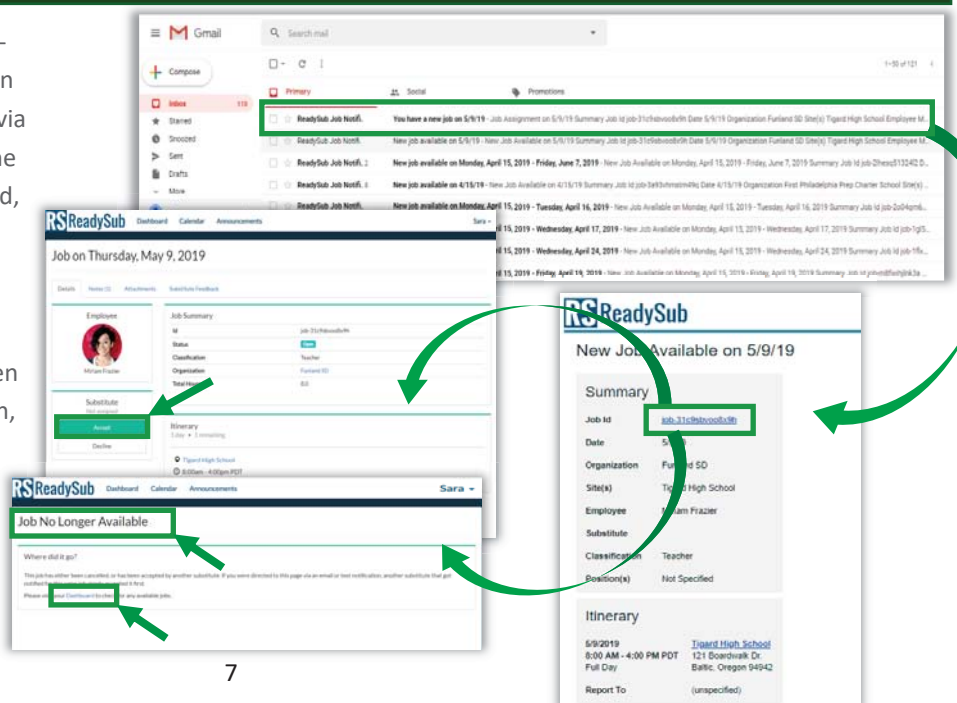

Email Notifications

As a substitute you can receive email notifications for new available jobs and if you've been requested for a job. You can also be notified via email when you are assigned to a job, or if one of your existing jobs has been released, edited, or cancelled.

To access a request via email, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page.

From the details page you can accept the job (if available). If the job is no longer available you will see a Job No Longer Available" page with a link to your Dashboard.

Text & Call Notifications

As a substitute you can receive text notifications and/or calls for new available jobs and if you've been requested for a job. You can also receive text notifications when you are assigned to a job, or if one of your existing jobs has been released, edited or cancelled.

To accept the job from a text message, click the corresponding link followed by the "Accept" button. If you are not logged in, you will also need to log in on that device. To accept the job from a call simply press 1 to accept or 2 to decline.

You've been assigned to Substitute for Amelia Berry at Lance School on Thursday, 10/3/2019: Details:

www.goo.gl/R01MVK

You've been Requested to Substitute for Amelia Berry at Lance School on Thursday, 10/3/2019: Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2019 has been cancelled. Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2019 has been Released. Details:

www.goo.gl/R01MVK
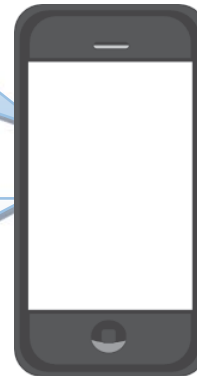
Sites

The Sites page provides quick access to all of the sites in your network.

To access information about one of your sites, simply click the corresponding site name. The Site Details page allows you to link to the site profile and website.

To search for a specific site, type the name of the site in the search bar.

Organizations

The organizations tab provides access the organization or organizations at which you work. The Organization Details page allows you to link to the organization profile and website.

Change Password

To change your password, hover over your name and select Password. Enter your current password followed by a new password. Select Change to finalize the newly created password.
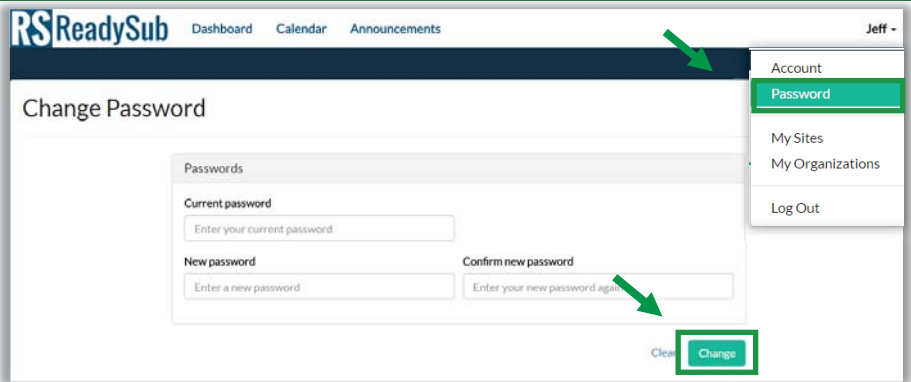

Forgot Password

In the event that you forget your password and need to generate a new one, go to the Log In page and select Forgot your password?

You will be redirected to the Forgot Password page where you can enter your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 72 hours and connects you directly to the page where you can enter and confirm your new password.
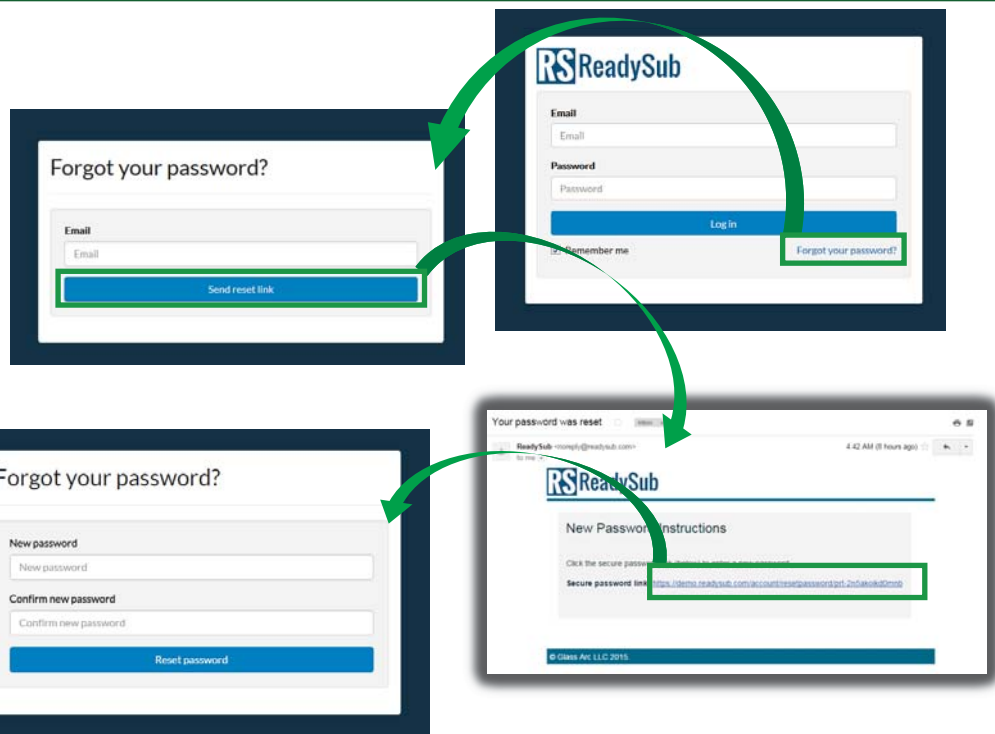
Log Out

To log out of ReadySub, hover over your name and select Log Out. You will be taken out of ReadySub and back to the login page.