Red Rover

Getting Started as a Substitute

What is Red Rover?

Red Rover is a Substitute Placement system, designed with substitute teachers in mind! In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also be able to manage your availability, review upcoming assignments, and so much more.
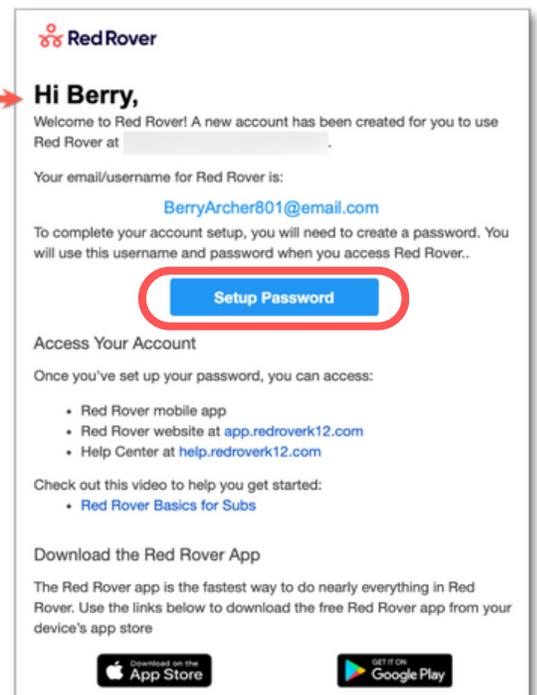
Topics Covered in this Tip Sheet

1. Setting Up Your Red Rover Account
2. Notification Preferences
3. The Homepage
4. Viewing and Accepting Assignments
5. Managing Scheduled Assignments
6. Helpful Info on Class Assignments
7. Setting Location Preferences
8. Managing Availability
9. Help Center

Logging in to Red Rover

Before logging into Red Rover for the first time, you will receive an email invitation that looks like this:

- To set up your Red Rover account, click the **SETUP PASSWORD** button. This will allow you to create a new account and password. From this point forward, your username will be your email.

- If you didn't receive this email, be sure to check in your Spam folder. If you still do not see the Red Rover Welcome email, contact the district's administrator. They will be able to resend the email invitation to you.

- If you ever forget your password, you can reset it on the login page at: https://app.redroverk12.com

Red Rover

Hi Berry,

Welcome to Red Rover! A new account has been created for you to use Red Rover at _____.

Your email/username for Red Rover is:

BerryArcher801@email.com

To complete your account setup, you will need to create a password. You will use this username and password when you access Red Rover..

Setup Password

Access Your Account

Once you've set up your password, you can access:

- Red Rover mobile app
- Red Rover website at app.redroverk12.com
- Help Center at help.redroverk12.com

Check out this video to help you get started:
- Red Rover Basics for Subs

Download the Red Rover App

The Red Rover app is the fastest way to do nearly everything in Red Rover. Use the links below to download the free Red Rover app from your device's app store

App Store   Google Play

Red Rover Basics for Substitutes

Setting up Your Information

Once you are logged in, you can set up your account information and preferences. Click on your name in the bottom left corner and select **ACCOUNT SETTINGS.**
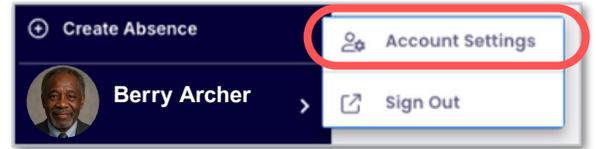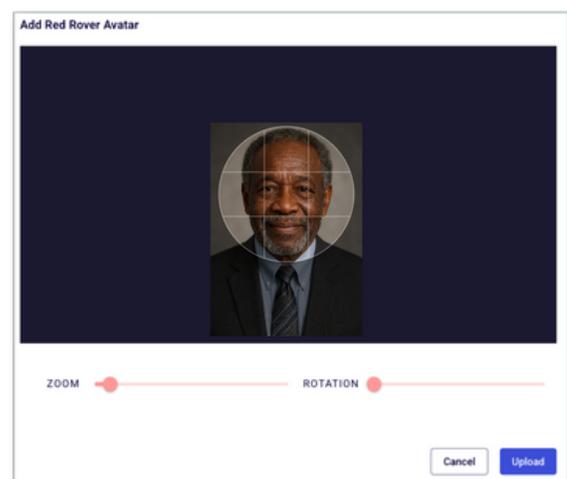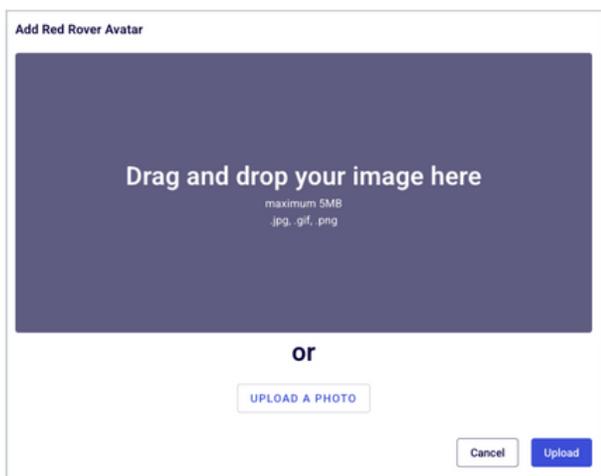

In your Account Settings, you can edit your information such as your name, phone number and email. You may be able to upload a profile picture depending on your district's settings.

Upload a Profile Picture

1. Click on your name in the bottom left corner and select **ACCOUNT SETTINGS.**
2. Click **UPLOAD A PHOTO.** Drag and drop your picture into the purple box OR select **UPLOAD A PHOTO.**
3. Adjust the picture by dragging it and using the **Zoom** and **Rotation** sliders below.
4. Select **UPLOAD** to save your changes.

Notification Preferences

Red Rover can send you many kinds of notifications. To edit your notification preferences:

1. Click on your profile icon in the bottom left.
2. Select **ACCOUNT SETTINGS**
3. Scroll to **Notification Preferences** and check or uncheck the corresponding boxes.
4. Click **SAVE** when done.

To see your notifications:

- Click on the **Bell Icon** in the upper right corner.
- Click on each notification to mark it as read.
- Click **Mark all as Read** to remove all the notifications from the list.
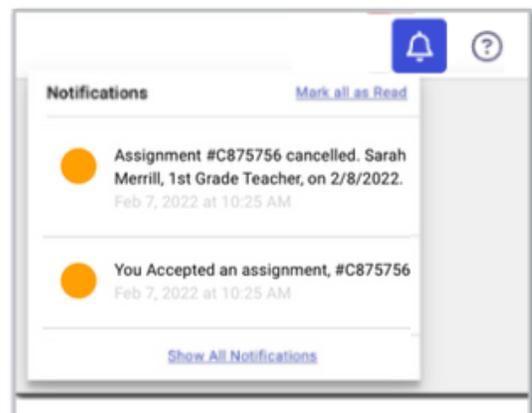
Red Rover Basics for Substitutes

The Homepage

Every time you launch Red Rover, you'll land on the Homepage — your central hub for essential information, managing your assignments, setting your availability and location preferences, and more!

1. Here you can see your **Upcoming Assignments**. Click **VIEW ALL** for a list of all upcoming assignments.

2. The **Calendar** shows your assignment and availability schedule for the current month.

3. Scroll down to see all your **Available Assignments** across all your districts.

4. The Main Menu on the left brings you to other features of Red Rover.

5. The **Help icon** ⑦ takes you to our Help Center where you can find information on how to use Red Rover.

How to Accept a Job

In the **Available Assignments** section at the bottom of the Homepage, Red Rover shows jobs you're qualified for and available to work. Each listing includes the date(s), employee, position(s), location(s), and job duration.

- To accept a job, simply click **ACCEPT**.

- If the job is a multi-day assignment, click the **DETAILS** button to see all day of the assignment. Then click **ACCEPT.**

If your district allows, you may be able to accept parts of a multi-day job. To accept only parts of a multi-day job:

1. Click the **DETAILS** button.
2. Uncheck the boxes next to any days you do not want to accept.
3. Click **ACCEPT**.

Red Rover Basics for Substitutes

Knowing You Got the Job

After accepting an assignment, Red Rover will run a series of checks to ensure the job is still available. If you get the job, Red Rover will provide you with a confirmation number.

NOTE: If you do not receive a confirmation number, you were not assigned the job.
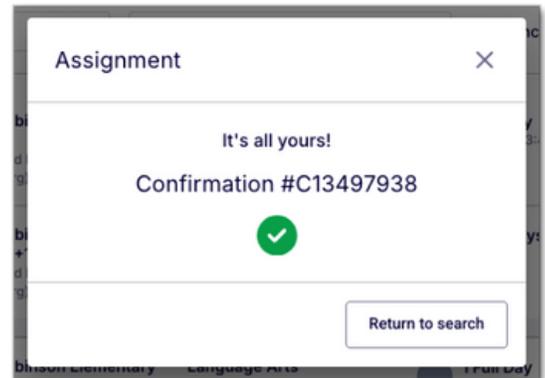
More Available Assignment Options

Red Rover makes it easy to manage available assignments by filtering based upon location and your preferences. Use the following options in the **Available Assignments** section of the homepage:
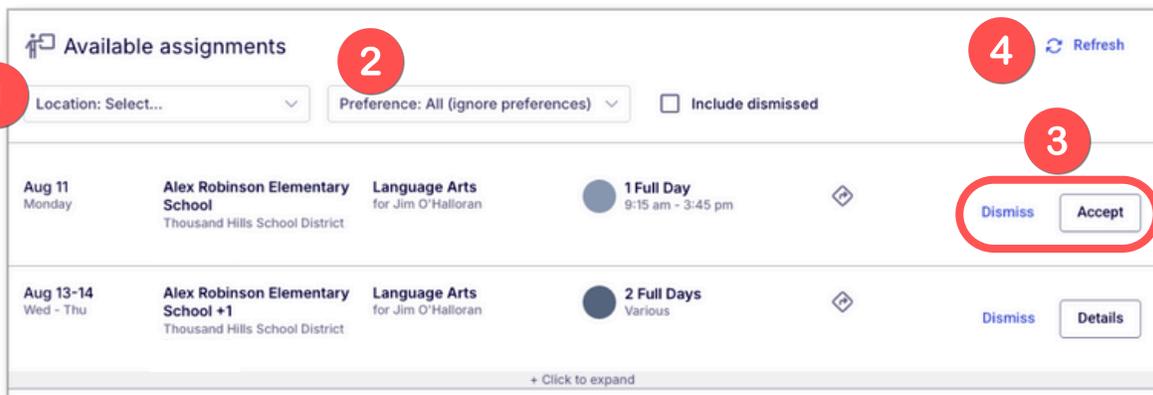
1. The **Location** dropdown menu allows you to filter the list of available jobs by school.

2. The **Preference** box is automatically set to **"All (ignore preferences)"** You can choose to see available jobs in your favorite schools or to ignore your school preferences altogether. Setting this box to "All (ignore preferences) will also show jobs that conflict with your availability.

3. **DISMISS** or **ACCEPT** a job by clicking on the corresponding button for the assignment. If you accidentally dismiss an assignment, use the **Include dismissed** checkbox to bring those assignments back into view.

4. Click the **REFRESH** button to see the most up-to-date list of jobs.

Scheduled Assignments Page

To view or edit all assignments, go to the **Scheduled Assignments** page by clicking the **ASSIGNMENT SCHEDULE** tile on the homepage or navigating to **SUBSTITUTING > SCHEDULED ASSIGNMENTS** in the Main Menu.

A Click on the assignment **confirmation number** to view all details of the assignment.

B Click the **CANCEL** button to cancel an upcoming assignment.

C Use the buttons in the top right to toggle between the **LIST** and **CALENDAR** views.

To view the details of a particular assignment from the **Calendar** view, simply click the date to retrieve the detail for that day.

Helpful Information on Assignments

When looking at an assignment, you may notice the following symbols which can be clicked on to view helpful information.

📖 Shows classroom and school information

📎 Shows there is an attachment (lesson plans, necessary paperwork, etc.)

◈ Links to directions to the location

📞 Provides the phone number for the location

🗒 Shows there are notes for the substitute

Canceling an Assignment

You can easily cancel an assignment from the **Scheduled Assignments** page. If you are assigned to multiple days on a job, some school districts will allow you to cancel a specific day.

- Click the large **CANCEL** button to cancel the whole assignment.
- Click the small **Cancel** button next to a specific day to only cancel that day.
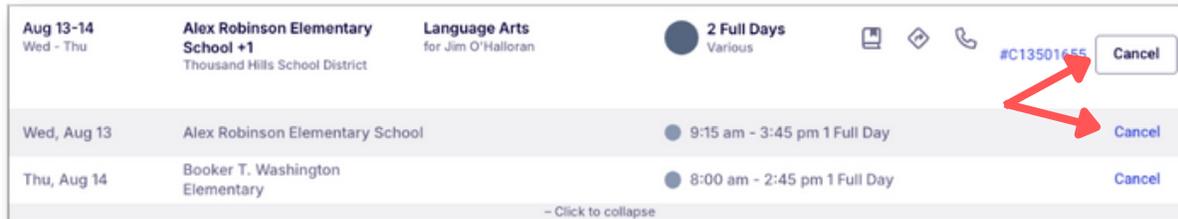
NOTE: If you don't see the cancel button and need to cancel your assignment, contact the school directly.

Location Preferences

By default, you'll see all jobs you're qualified for at all schools. To customize your view:

1. Click the **LOCATION PREFERENCES** tile on the homepage OR go to **SUBSTITUTING > LOCATION PREFERENCES** in the Main Menu.
2. Click **EDIT** to mark schools as Favorites or Hidden. Hidden schools will not show available jobs.
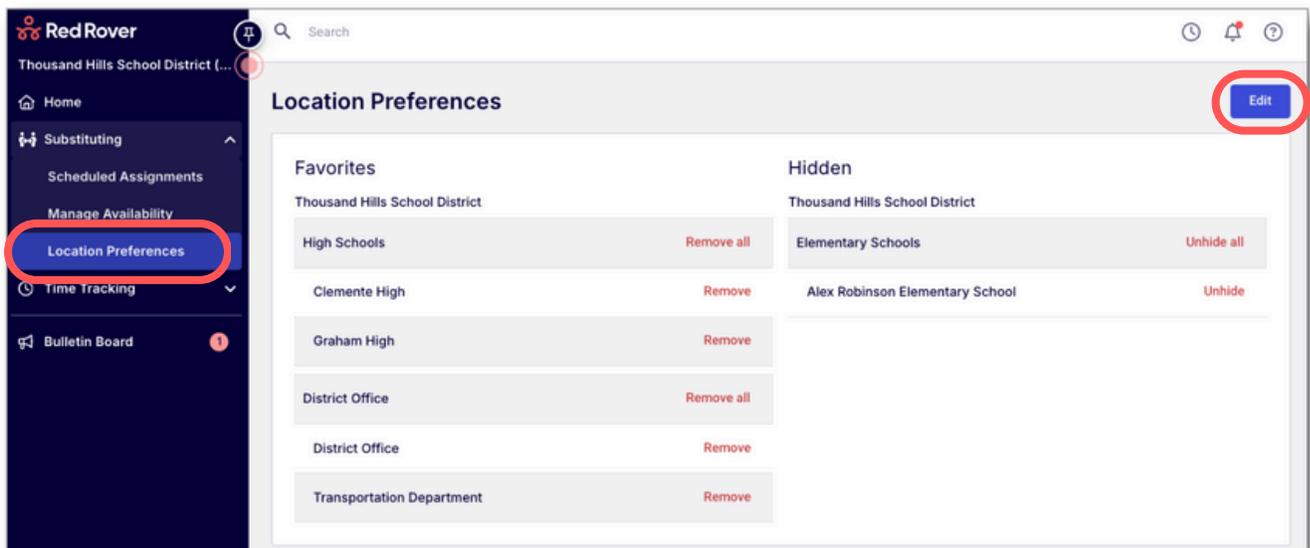
Location Preferences Continued

When you Favorite a location: Your favorite schools will show with a star next to them in your list of available assignments. You can filter available jobs for your favorite locations.

- To mark a school as a Favorite, click the **FAVORITE** button next to that location.

When You Hide a location: You will not receive notifications of job opportunities for locations you have hidden.

- To mark a school as Hidden, click the **HIDDEN** button next to that location.

After making your changes, click **FINISH EDITING** to save your preferences. A summary of your Favorite and Hidden locations will be listed on the **Location Preferences** page.

If you do not see a school listed on this page, you are still able to get jobs at those locations. This page ONLY shows schools that have been favorited or hidden.

Red Rover Basics for Substitutes

Managing Your Availability

On the **Manage Availability** page you can manage your regular availability for subbing (**Recurring Availability**), as well as any special events (e.g. vacations, scheduled doctor's appointments, etc.) impacting your availability (**Non-recurring event**).

To Manage Your Availability:

From the homepage, either click the **MY AVAILABILITY** tile OR go to **SUBSTITUTING > MANAGE AVAILABILITY** in the Main Menu on the left.
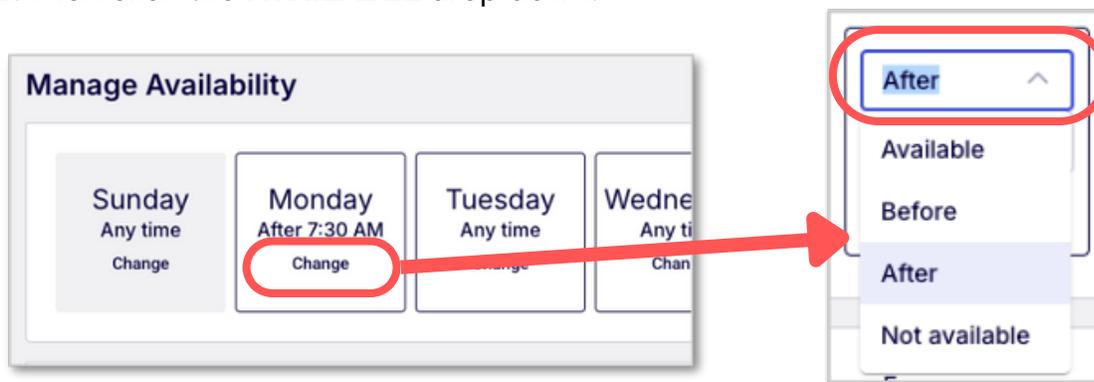
Weekly Availability

The **Recurring Availability** schedule lets you indicate which days of the week you are available to sub on a *consistent basis*. By default, your schedule is set to "always available."

> **Note:** Any change to your recurring availability will recur every week.

To change your Recurring Schedule:

1. Click **CHANGE** on the day of the week you'd like to edit.
2. Then click the **AVAILABLE** drop down.

Red Rover gives you the flexibility to choose:

- **Available:** I am completely available on this day (default).
- **Before:** I am available before a designated time (but not after).
- **After:** I am available after a designated time (but not before).
- **Not Available:** I am completely unavailable on this day.

Adding a Non-Work Day (Non-Recurring Event)

To add a one-time event when you are unavailable:

1. From the homepage, either click the **MY AVAILABILITY** tile OR go to **SUBSTITUTING > MANAGE AVAILABILITY** in the Main Menu on the left.
2. In the non-recurring event section, click the **"I AM"** dropdown and select your preferred option.
3. Depending on the option selected, enter the corresponding dates and/or times. You may also enter a Reason (optional).
4. Click **ADD** to add your non-recurring event to your list.

Help Center

To view our Help Center for additional resources, click on the question mark at the top right corner of the page and select **HELP.**