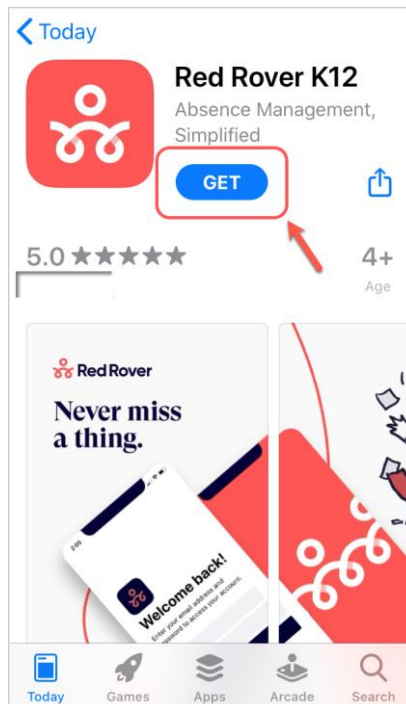




Substitute Mobile App– iOS (Apple) Users

Downloading the Red Rover Mobile App and Signing in

1. Go to the **App Store**  on your Apple device and search for **Red Rover K12** OR scan the QR Code below. Tap the **GET** button to install the app.



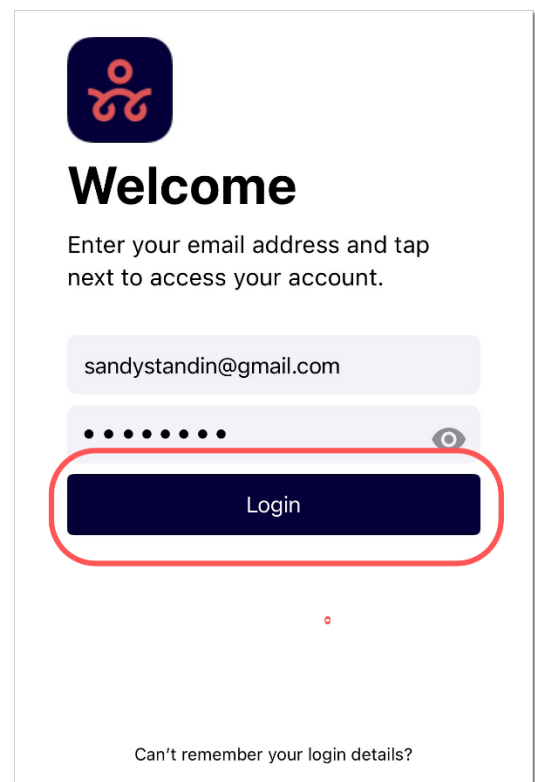
2. Once downloaded, find Red Rover app  in your list of apps and tap the icon to open.

3. Sign in using your email address and Red Rover password.

If you don't remember your password, tap [Can't remember your login details?](#) at the bottom to receive a "reset password" email.

Note!

If you have not set up your account yet, contact your school administrator and ask them to resend you the Red Rover invitation.

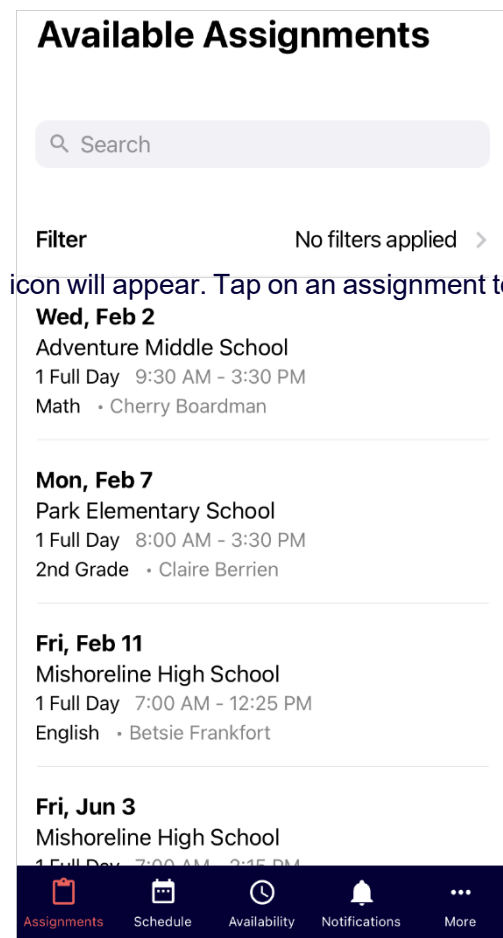


The image shows the 'Welcome' login screen of the Red Rover app. At the top is the Red Rover logo, a stylized orange figure inside a dark blue rounded square. Below the logo is the heading 'Welcome' in a large, bold, black font. Underneath, it says 'Enter your email address and tap next to access your account.' There are two input fields: the first contains the email 'sandystandin@gmail.com', and the second contains a masked password '.....' with an eye icon to its right. A red rounded rectangle highlights the dark blue 'Login' button below the password field. At the bottom of the screen, there is a link that says 'Can't remember your login details?'.

Assignments

When you log into Red Rover you'll see the **Assignments** page which includes a list of all available

assignments. If a teacher has left a note for the substitute, the  icon will appear. Tap on an assignment to see the full c



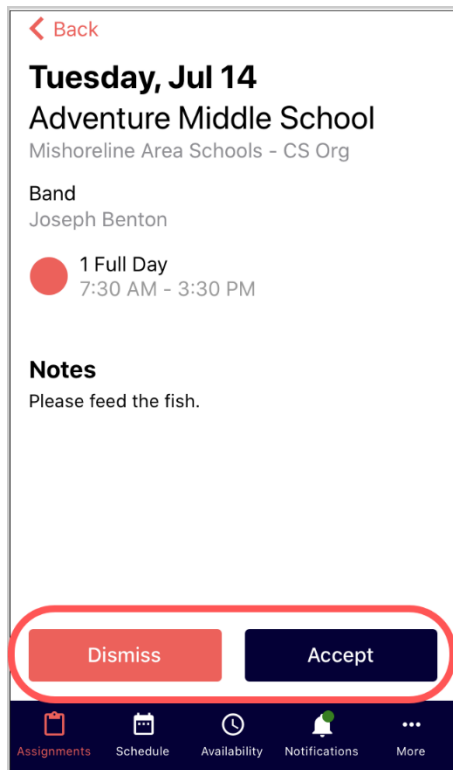
The image shows the 'Available Assignments' screen in the Red Rover app. At the top is the heading 'Available Assignments' in a bold black font. Below it is a search bar with a magnifying glass icon and the text 'Search'. Under the search bar is a 'Filter' section with the text 'No filters applied' and a right-pointing chevron. The main content area lists four assignments, each with a date header, school name, duration, and subject/teacher. The first assignment is for 'Wed, Feb 2' at 'Adventure Middle School' for '1 Full Day' from '9:30 AM - 3:30 PM' in 'Math' by 'Cherry Boardman'. The second is for 'Mon, Feb 7' at 'Park Elementary School' for '1 Full Day' from '8:00 AM - 3:30 PM' in '2nd Grade' by 'Claire Berrien'. The third is for 'Fri, Feb 11' at 'Mishoreline High School' for '1 Full Day' from '7:00 AM - 12:25 PM' in 'English' by 'Betsie Frankfort'. The fourth is for 'Fri, Jun 3' at 'Mishoreline High School' for '1 Full Day' from '7:00 AM - 3:15 PM'. At the bottom is a dark blue navigation bar with five icons and labels: 'Assignments' (highlighted with a red icon), 'Schedule', 'Availability', 'Notifications', and 'More'.

To Accept/Dismiss Assignments

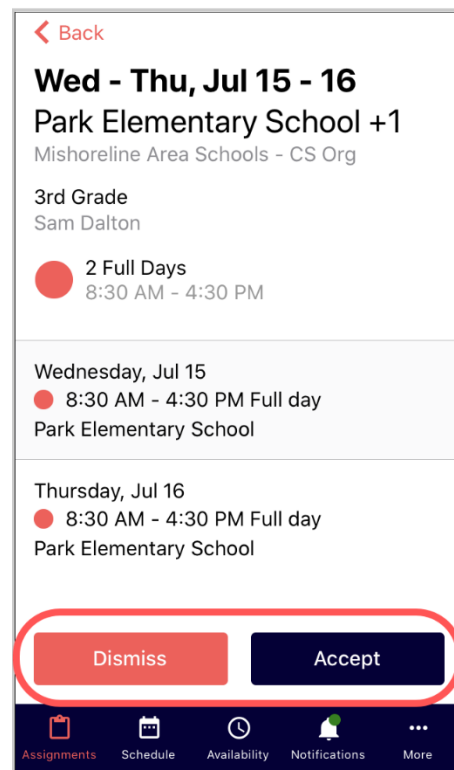
Assignments will be listed as a single day or multi-day depending on the length of the absence. Multiple-day assignments will list out details for each day.

1. To **Accept** the job, tap the **ACCEPT** button at the bottom of the screen. To remove the assignment from the list and dismiss the job, tap the **DISMISS** button.

Single Day Assignment



Multiple-Day Assignment



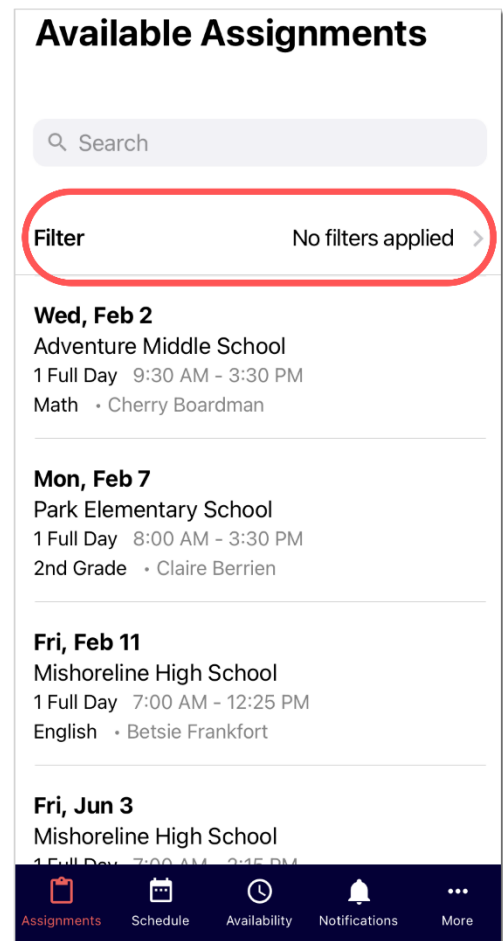
Note!

Subs are able to see School Info before accepting a job by clicking on the school's name.

Filters

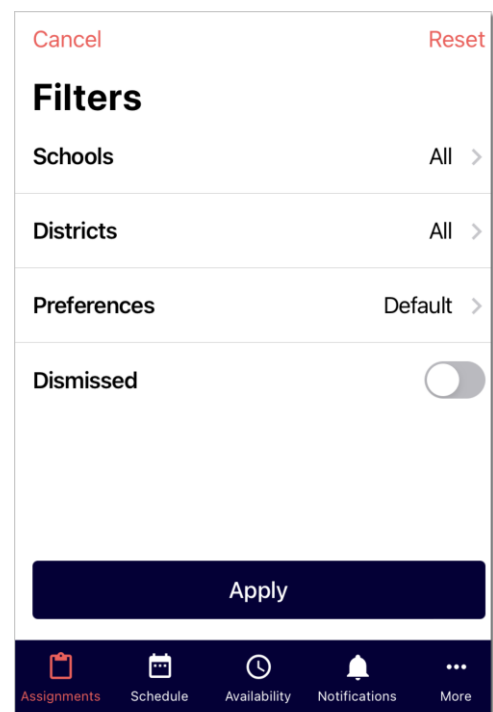
On the filter tab, you can narrow the assignments that appear by specific schools, districts, and even assignments you dismissed.

1. Click **FILTER** to select the filters you would like to apply.



2. Select the specific filters you want by clicking on the title.
Note that filters set on the app are temporary and reset after your session ends.

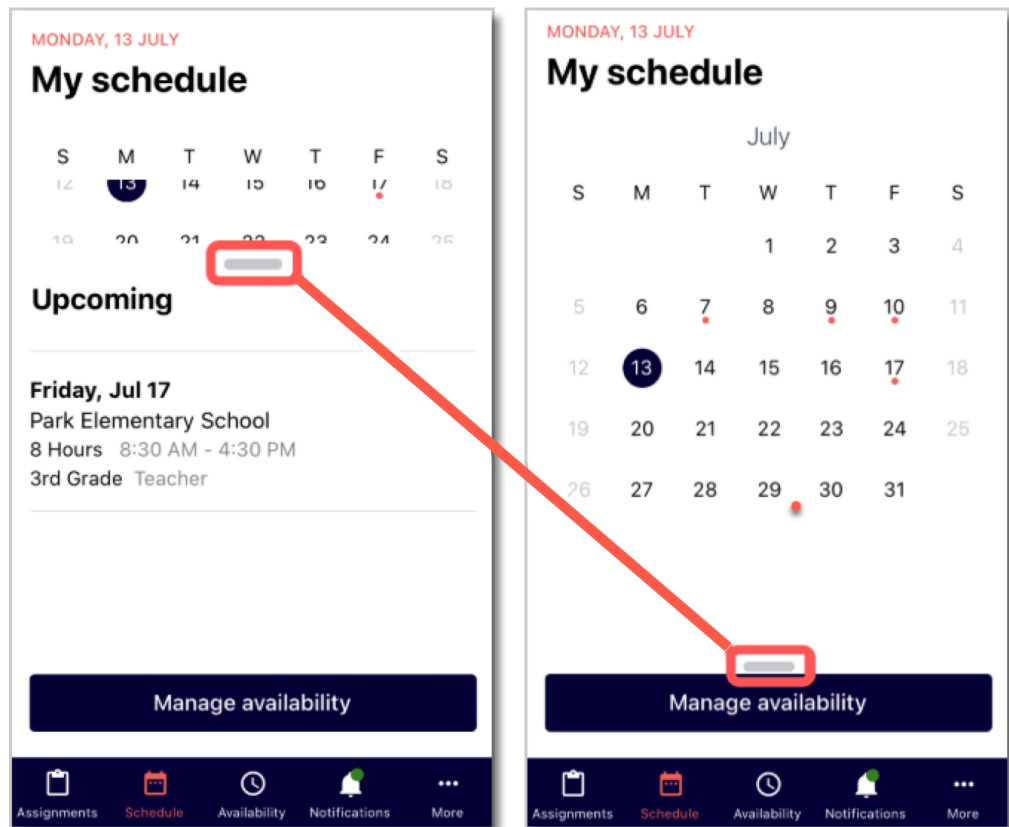
3. Click **APPLY** once all of your desired filters are selected.



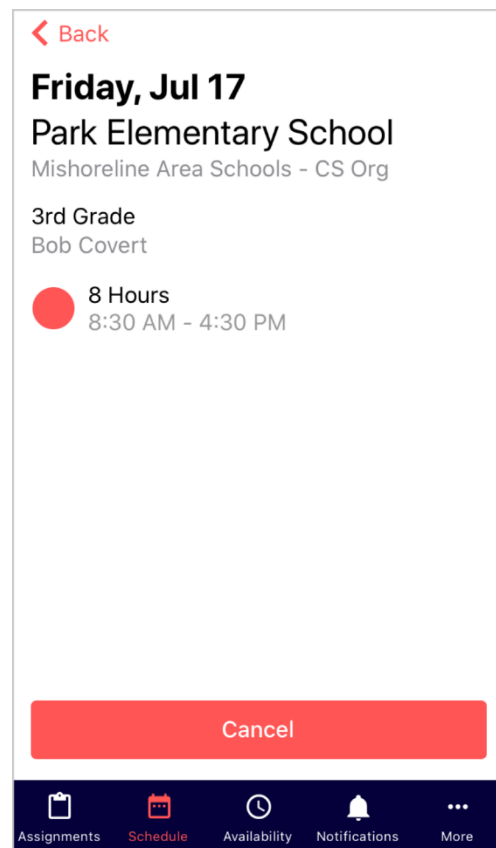
Schedule

The Schedule tab will show any **upcoming assignments**. By default, the app will show your schedule for the current week.

- **To view more**, swipe the  icon down to see in the calendar view. Red dots appear under the dates you are assigned to a job. Tap on a date to view the assignments for that week.



- **To view more details for a particular assignment**, tap on the assignment you wish to view. From here you will be able to **cancel** an assignment.



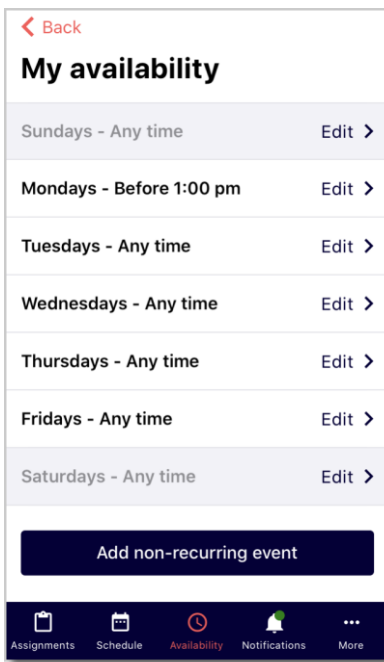
Availability

Controlling your availability allows you to only see jobs that fall on days you're available to work. There are two options when editing your availability: 1) Recurring availability and 2) Non-recurring event.

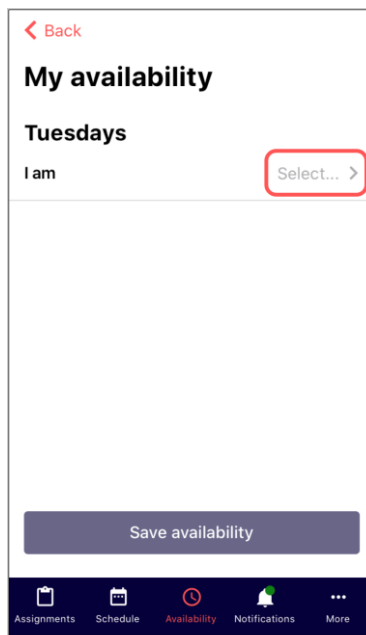
Recurring availability allows you to enter a consistent, repeatable schedule during which you are regularly available or not available. *For example, "I am not available on Thursdays."*

A **Non-recurring event** allows you to enter a date and time that is a one-time occurrence. *For example, "I'm not available on March 22nd for a Dr. Appt."*

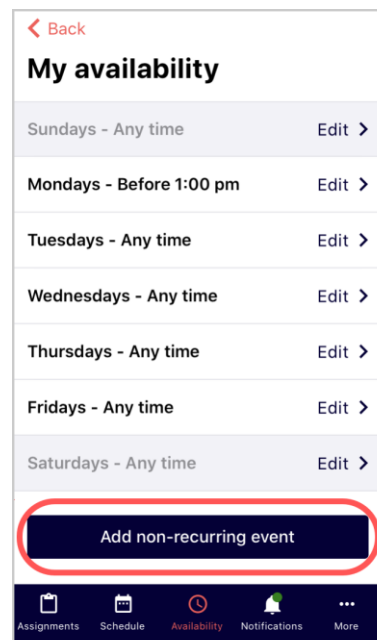
Edit your recurring availability	Add a non-recurring event
1. Go to the Availability tab 2. Tap EDIT on the day of the week you'd like to edit.	1. Go to the Availability tab 2. Tap the Add non-recurring event button.



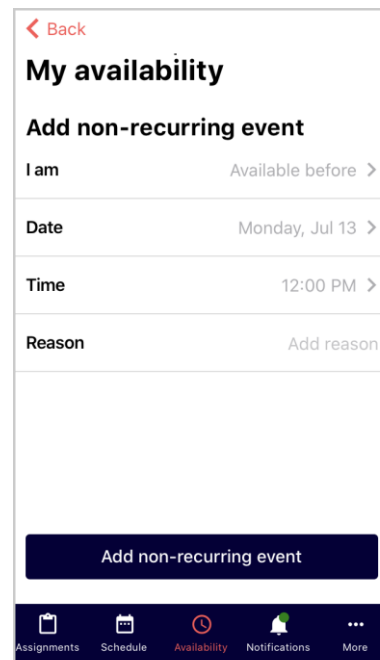
3. Tap **Select** next to "I am".



- Choose whether you are **Available**, **Available before**, **Available after**, or **Not available**. If you choose **Available before** or **Available after**, you will then need to select a time you are either available before or after.
- Remember to tap **SAVE AVAILABILITY** to save the settings.



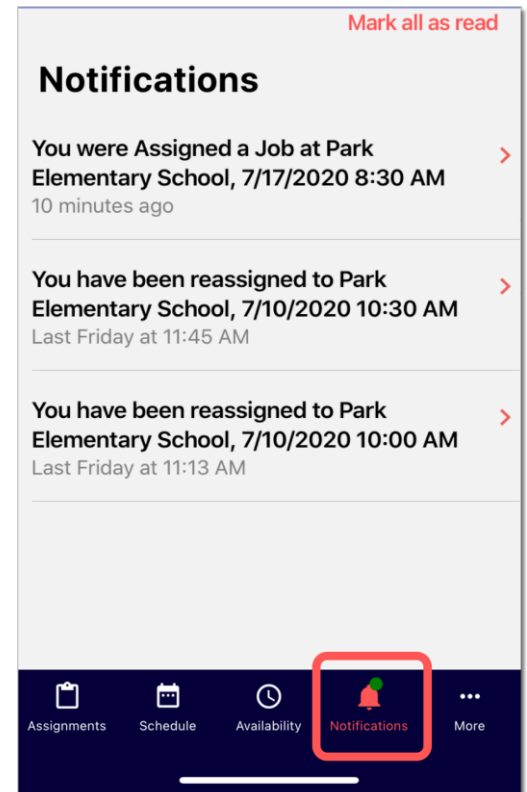
3. Enter the details for the event. Date and time are required while adding a reason is optional.



3. Tap the **ADD NON-RECURRING EVENT** button to save your changes.

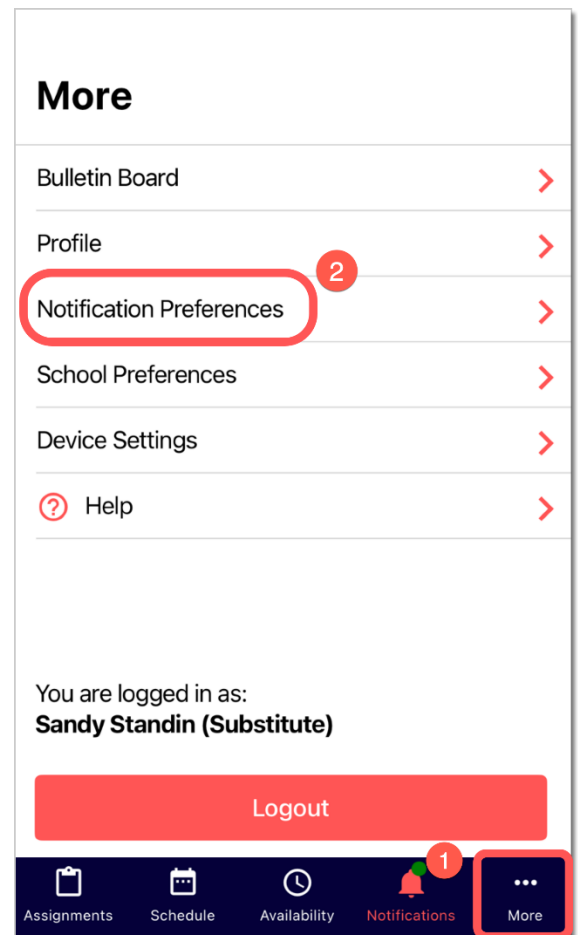
Notifications

The notification tab keeps you up-to-date with the information you find important. A green dot will appear over the bell indicating that you have unread notifications. Tapping on the notification will give more details.

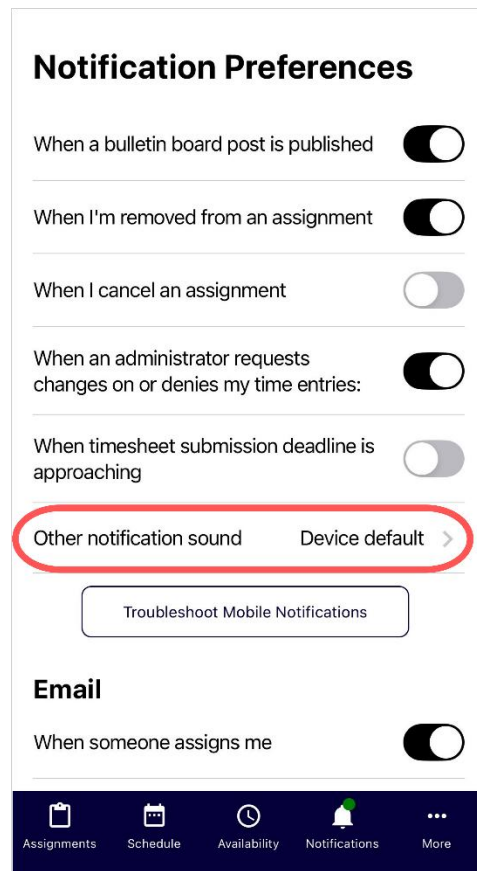
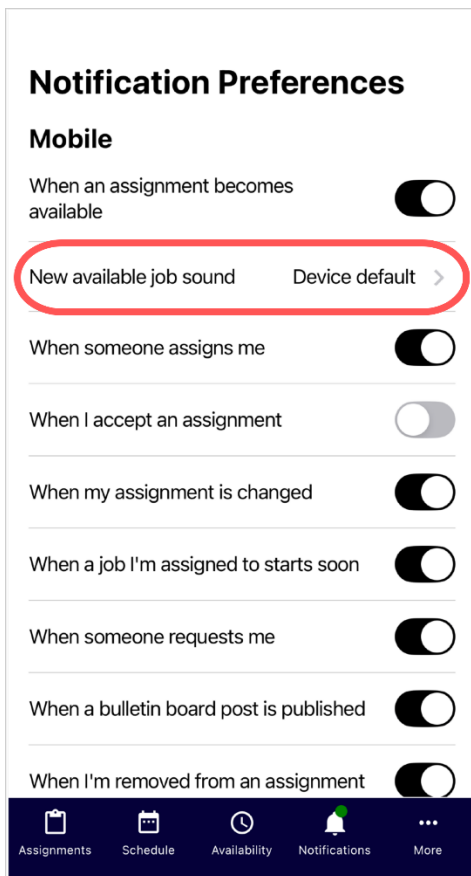


To change your notification preferences:

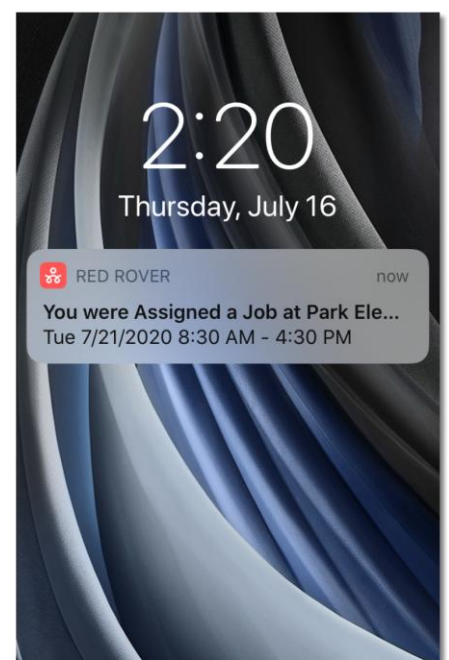
1. Tap the **MORE** tab and select **NOTIFICATION PREFERENCES**.



2. Select which notifications you want to receive and how you want to receive them.
3. You can also select your notification sounds. To change, tap the **New available job sound** or scroll down and tap **Other notification sound**. Once there, you may choose between a list of sounds.



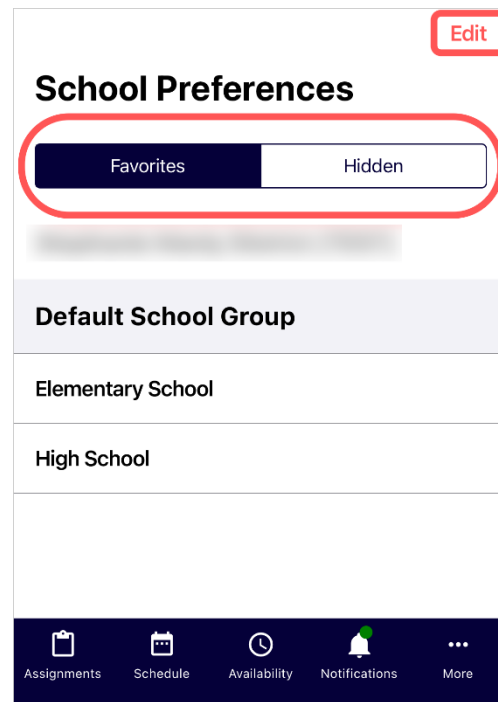
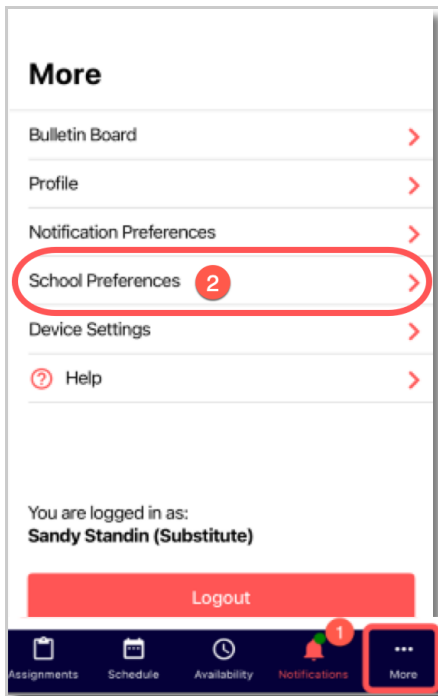
Red Rover will also send push notifications to you through the app so you stay up-to-date on the latest availabilities. Just tap on the notifications to be taken to the app to see more details.



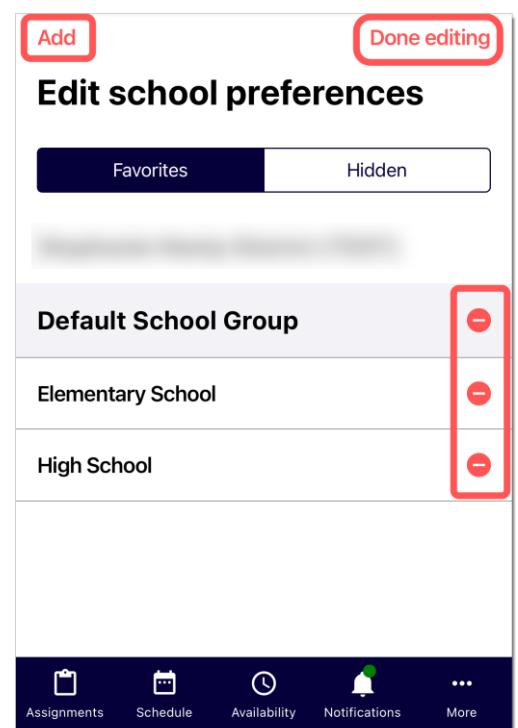
Adding School Preferences

To add school preferences, such as your favorite schools or schools you want hidden:

1. Tap the **MORE** tab and then **SCHOOL PREFERENCES**.
2. Toggle between the **Favorites** tab and the **Hidden** tab to see your current preferences. If any changes need to be made, tap the **EDIT** button.



3. To add a school, tap **ADD**, then select which schools you want to add by tapping the **+** icon. To remove a school, tap the **Remove** **-** icon. When finished, tap **DONE EDITING**.
4. If you work in multiple districts, tap **DISTRICT** to view the schools in each district.
5. When finished, tap **DONE**.



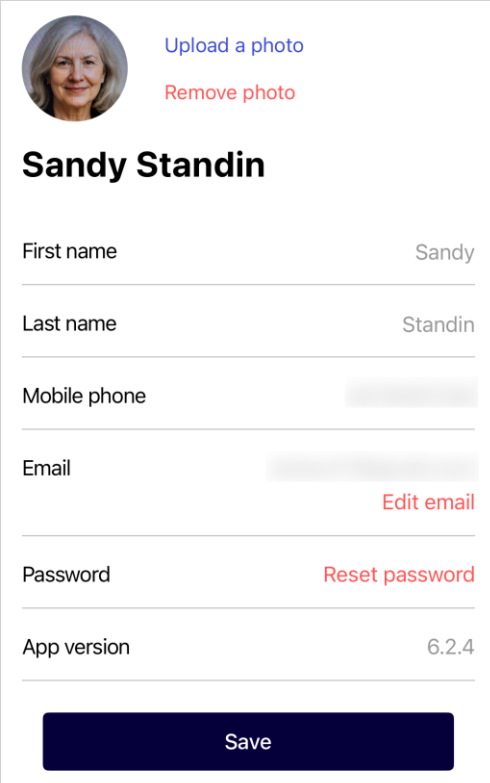
Profile and Device Settings

Tap the **MORE** tab at the bottom of your screen to control your profile settings such as your email, password, and profile picture as well as your device settings such as calendar integrations and reminders.

Profile

In the profile you can modify the following:

- Photo: Add a profile picture by clicking **UPLOAD A PHOTO**, or remove a profile picture by clicking **REMOVE PHOTO**.
- Mobile Phone: Tap on the phone number to update. Click **SAVE** at the bottom of the screen when finished.
- Email: Click **EDIT EMAIL** to update your email address and then click **SAVE**.
- Password: Click **RESET PASSWORD** to change your password. An email will be sent to the email address listed to complete the reset process.

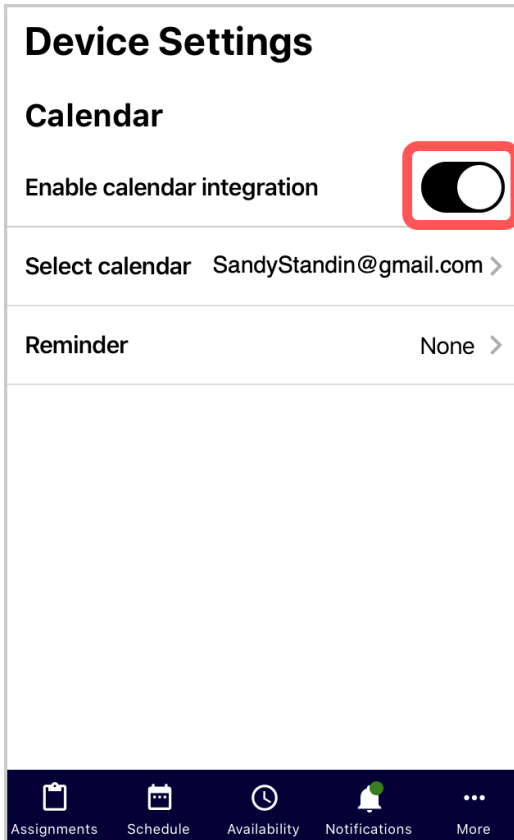


The screenshot shows the 'Profile' settings page. At the top is a circular profile picture of a woman with grey hair. To its right are links: 'Upload a photo' in blue and 'Remove photo' in red. Below the photo is the name 'Sandy Standin'. The settings are organized into sections: 'First name' (Sandy), 'Last name' (Standin), 'Mobile phone' (a greyed-out field), 'Email' (a greyed-out field with a red 'Edit email' link), 'Password' (a greyed-out field with a red 'Reset password' link), and 'App version' (6.2.4). At the bottom is a dark blue 'Save' button.

Device Settings

Choosing **Device Settings** allows you to enable calendar integration for your phone so that every time you accept an assignment through the app, your assignment will sync to your calendar.

1. Slide the toggle switch to the right to enable calendar integration.
2. Select the calendar you want to integrate with and add the desired reminder time.



The screenshot shows the 'Device Settings' page with the 'Calendar' section selected. The title 'Device Settings' is at the top. Below it is the 'Calendar' section. The first option is 'Enable calendar integration', which has a toggle switch that is currently turned on (white circle on the right). This toggle switch is highlighted with a red square. Below this is 'Select calendar', which shows 'SandyStandin@gmail.com' with a right arrow. The next option is 'Reminder', which shows 'None' with a right arrow. At the bottom is a dark blue navigation bar with icons and labels: 'Assignments' (calendar icon), 'Schedule' (calendar icon), 'Availability' (clock icon), 'Notifications' (bell icon), and 'More' (three dots icon).