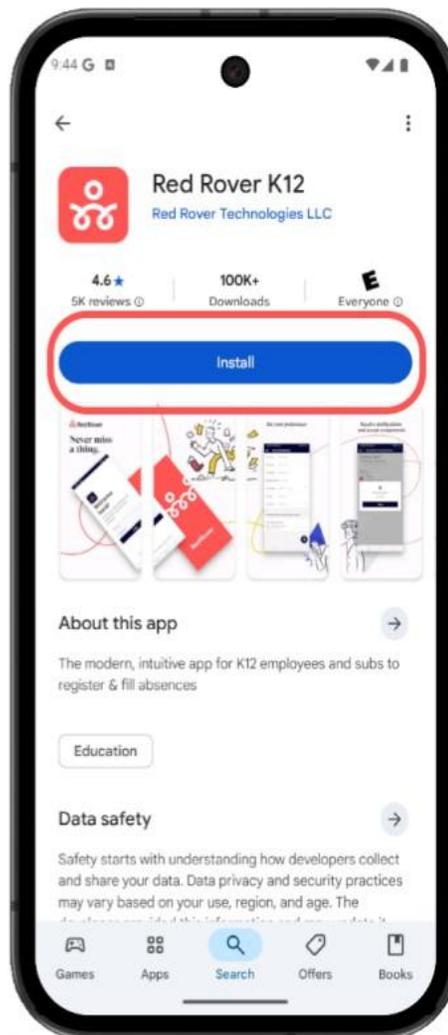


Substitute Mobile App – Android Users

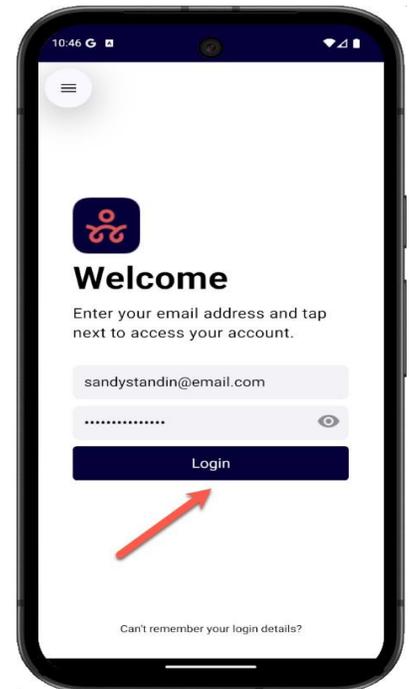
Downloading the Red Rover Mobile App and Signing In

1. To download the mobile app, go to the [Play Store](#)  on your Android device and search for "**Red Rover K12**" OR scan the QR code below.
2. Tap the **INSTALL** button. This will download Red Rover into the list of mobile apps. To open the app on your phone, find Red Rover in your mobile app list and click the Red Rover  icon.



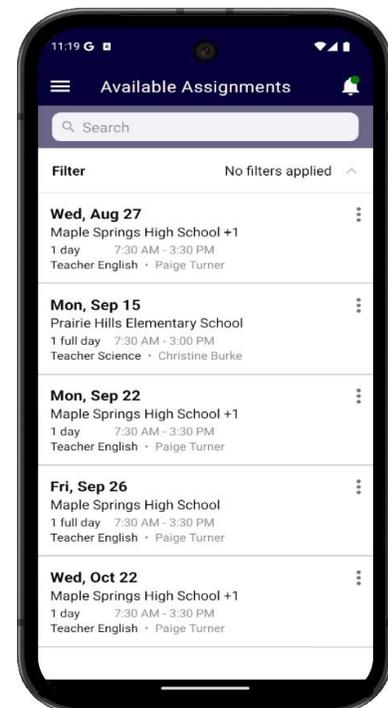
2. Sign in using your email address and Red Rover password. **If you have not set up your account yet**, contact your school administrator and ask them to resend you the Red Rover invitation email.

If you don't remember your password, tap **"Can't remember your login details?"** to be sent a reset password email.



Available Assignments

1. When you log into Red Rover you will be first directed to the Assignments page. From here you will see available assignments. Simply **tap on an assignment** to see the full details.

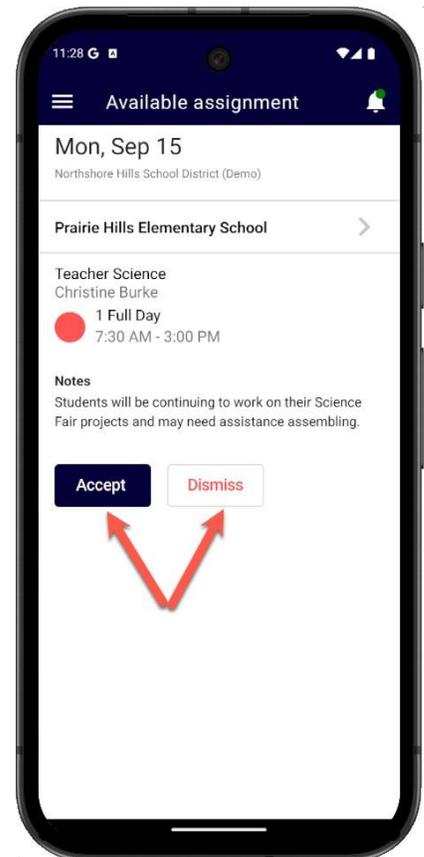


2. Within an assignment you will see the assignment details and any notes from the teacher. You will also have the option to **Accept or Dismiss**.

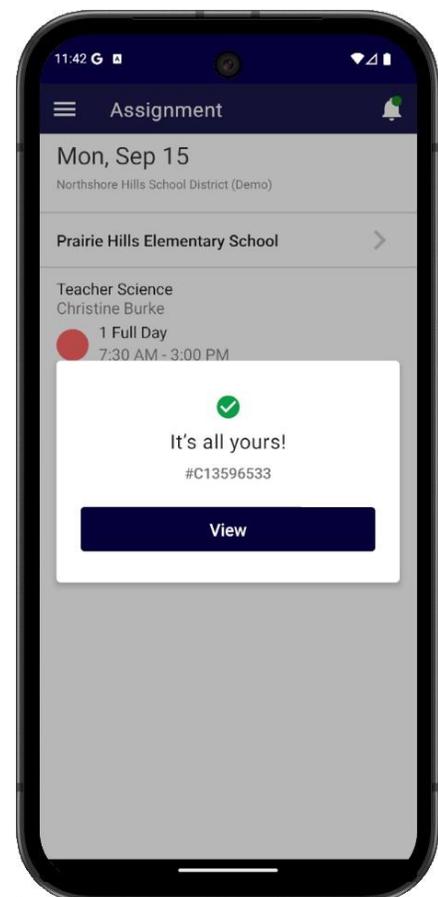
- Tapping **ACCEPT** will allow you to claim the assignment. Red Rover will run through its final checks and let you know if it was able to assign you to the job.
- Tapping **DISMISS** will remove the assignment from the Assignments page.

Note!

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



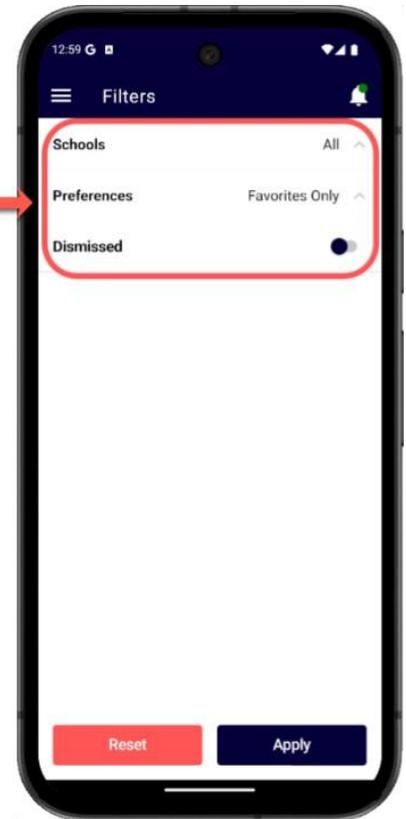
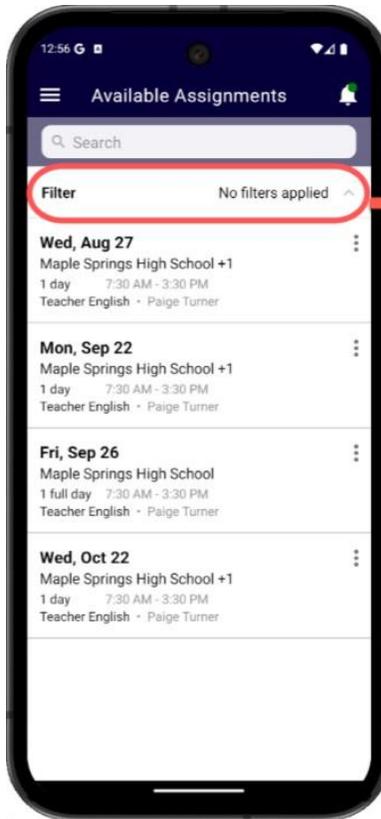
3. If you **accepted an assignment**, you will receive a confirmation number and the option to view the details of the assignment.



Filters

On the **Available Assignments** screen, use the filter to narrow jobs by specific schools, favorited locations, or even previously dismissed assignments. **NOTE:** filters set on the app are temporary and reset after your session ends.

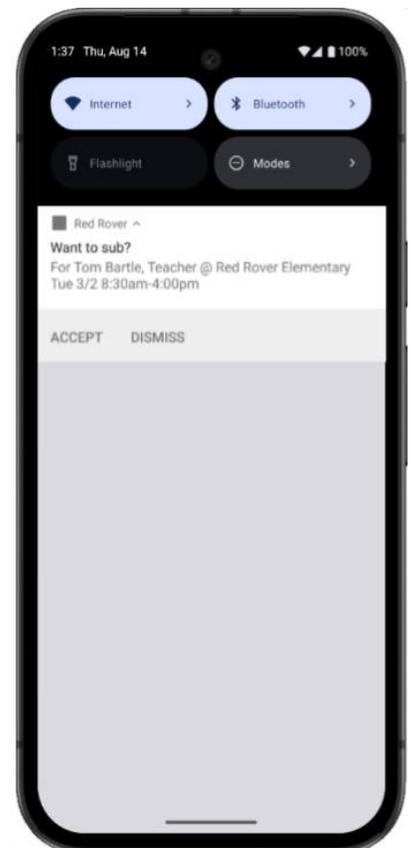
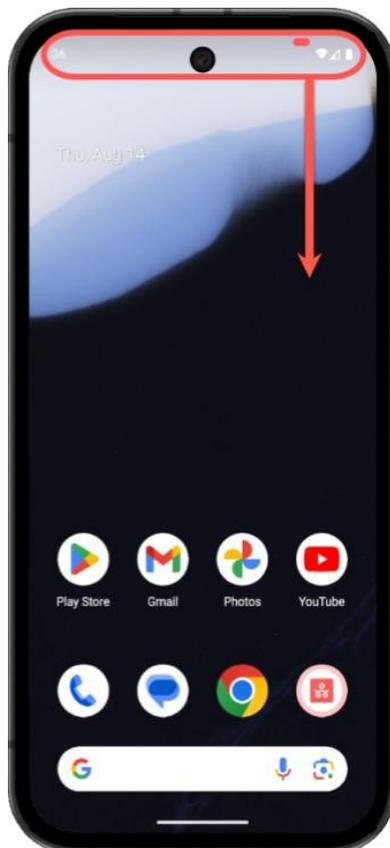
1. Click **FILTER** at the top of the screen.
2. Apply the filters you need such as selecting specific schools or displaying your favorites only.
3. Click **APPLY** to show your filtered results.



Available Assignment Notifications

When a job becomes available to you, Red Rover will notify you on your Android device. Your phone will use the default notification settings to alert you to newly available assignments.

On Android devices, notifications appear in the top bar of your screen. When the Red Rover icon appears in the top bar, swipe the screen from top to bottom to view the notification.



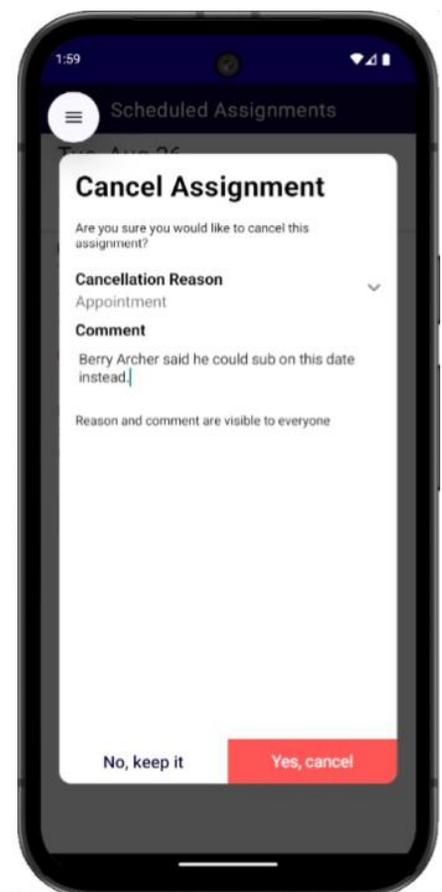
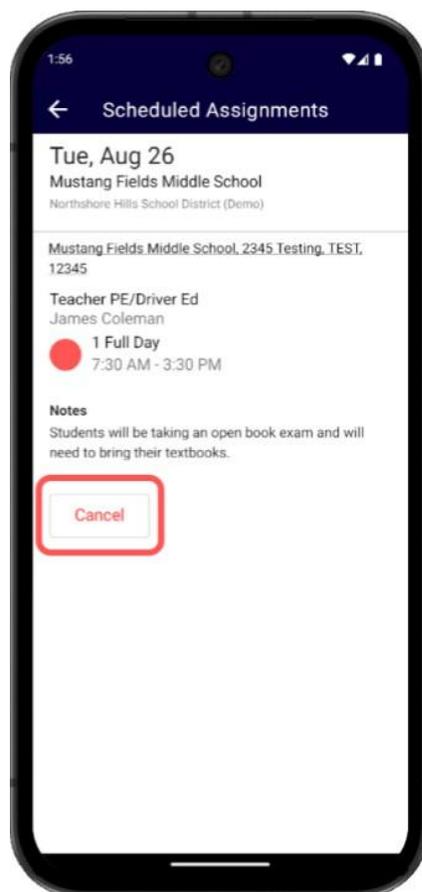
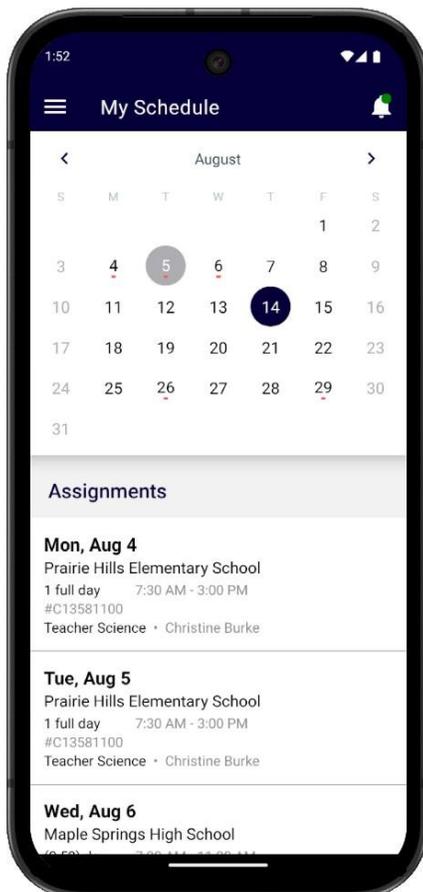
Note!

You are able to Accept or Dismiss the job right from the notification. However, accepting a job from the notification will not produce a confirmation number. To view the confirmation number, you will need to log into the app.

My Schedule and Canceling Assignments

The **My Schedule** screen will display your upcoming assignments and can be accessed by clicking the **Menu icon**  > **MY SCHEDULE**.

- By default, the app will show your schedule for the month.
- Red dots appear under the dates you have an assignment.
- To view other months, tap the left or right arrows on the monthly calendar. To view more assignments from the displayed month, scroll through the Upcoming list.
- To **view more details** or **cancel**, simply tap on the assignment you wish to view. From here you will be able to cancel an assignment.



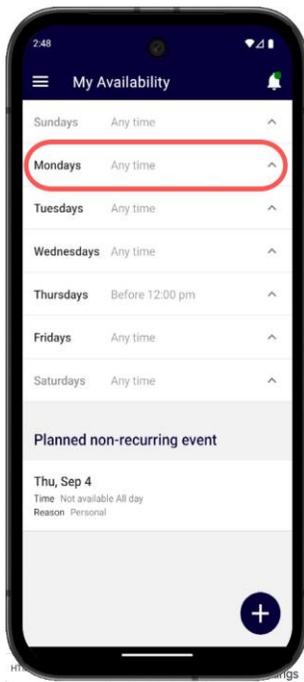
My Availability

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.

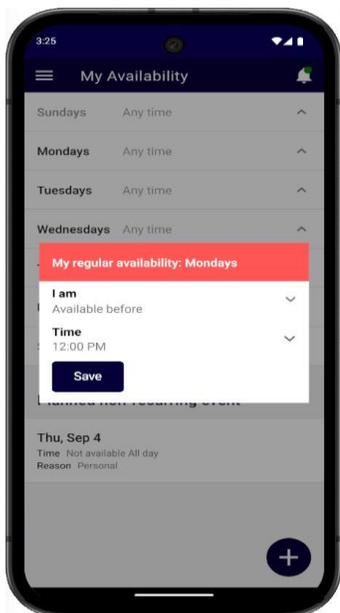
Recurring availability allows you to enter a consistent, repeatable schedule during which you are regularly available or not available. *For example, "I am not available on Thursdays."*

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."*

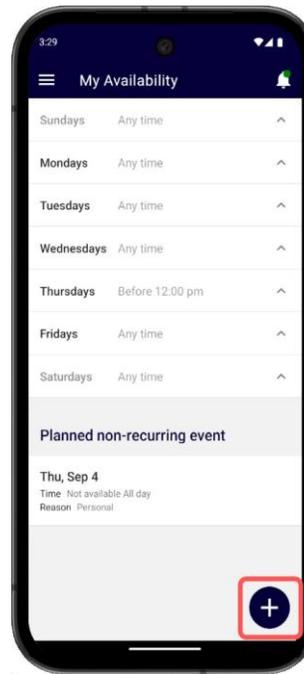
Edit your recurring availability	Add a non-recurring event
<ol style="list-style-type: none">1. Go to the Menu icon  Manage Availability.2. Tap on the day of the week you'd like to edit.	<ol style="list-style-type: none">1. Go to the Menu icon  Manage Availability.2. Tap the Add non-recurring event  button.



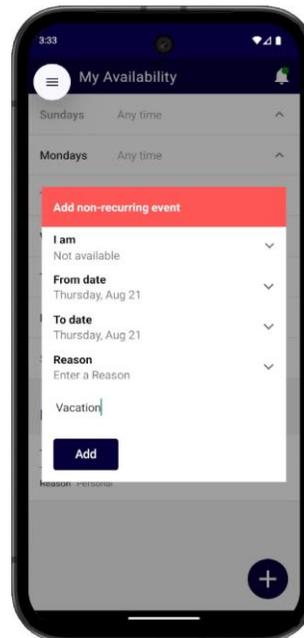
3. Choose whether you are **Available**, **Available before**, **Available after**, or **Not available**. If you choose **Available before** or **Available after**, you will then need to select a time you are either available before or after.



4. Remember to tap **SAVE** to save your settings.



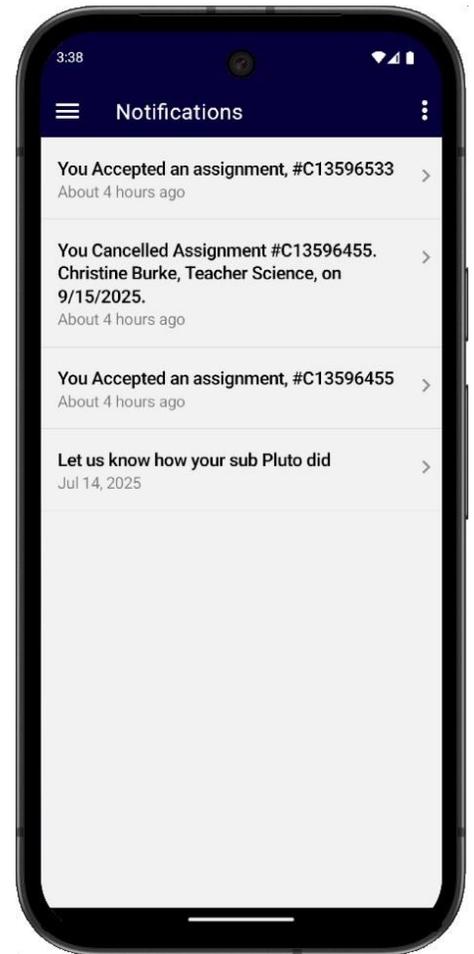
3. Enter the details for the event. Date and time are required while adding a reason is optional.



3. Tap the **ADD** button to save your changes.

Notifications

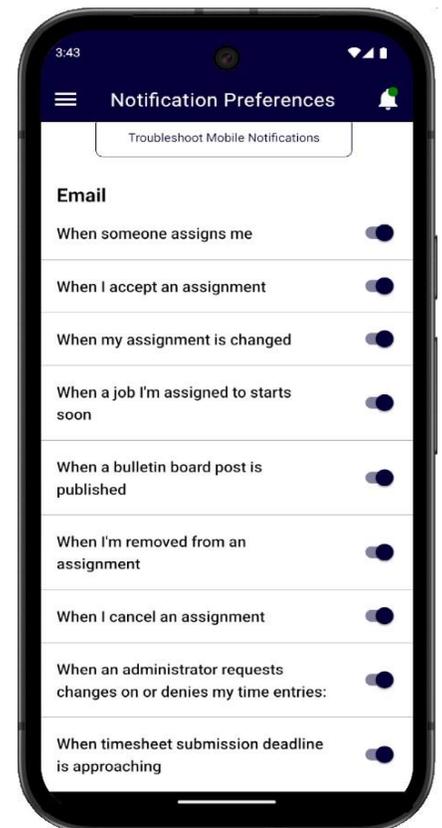
The Notification screen keeps you up-to-date with the information you find important such as jobs you've accepted or cancelled and substitute feedback. To access Notifications, click the **Menu icon**  and select **NOTIFICATIONS**



To change your notification preferences:

1. Tap the **Menu icon**  and choose **MY PROFILE > NOTIFICATION PREFERENCES**.
2. Select which notifications you want to receive and how you want to receive them.

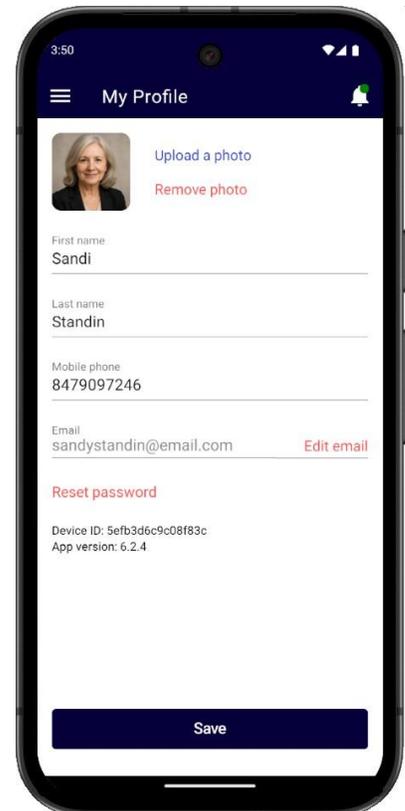
Red Rover will also send push notifications to you through the app so you stay up-to-date on the latest assignments. Simply tap on the notifications to be taken to the app to see more details.



Profile and Device Settings

In the **Profile** you can view and change your name, phone number, email address, photo, and reset your password. To access your profile:

1. Tap the **Menu** icon  and choose **MY PROFILE > EDIT PROFILE**.
2. Make any necessary changes and click **SAVE** when done.



In the **Device Settings** you can enable calendar integration for your phone. Every time you accept an assignment through the app, your assignment will automatically sync to your calendar. To enable calendar integration:

1. Tap the **Menu** icon  and choose **DEVICE SETTINGS**.
2. Toggle the Enable Calendar Integration to ON.
3. Select the calendar you want to integrate with and add a desired reminder time.

