

Dropping/Trading/Picking up shifts on WhentoWork can be a little confusing the first time you do it. This guide (with pictures) gives you a step by step way to add one of your shifts to the tradeboard and pick up shifts from other U-Rec employees!

NOTE: The following images are taken for a trade of an IM basketball shift, but the process is the same for any position within the U-Rec.

How to Drop/Trade shifts on WhentoWork

STEP 1: Finding your shifts

The screenshot shows the WhentoWork website interface. At the top, there are browser tabs and a navigation menu with items like Home, Schedule, Info, Prefs, Trades, Messaging, Staff, On Now, Bulletins, Help, and Sign Out. The main header area displays the U-Rec logo, the user's name 'Whitworth University Kendra Bryson', and the date 'Feb 26, 2010 3:20pm'. Below the header is a central menu of buttons: 'Show My Schedule', 'Show Everyone's Schedule', 'Change My Information', 'Choose Times I Prefer to Work', 'Tradeboard - Pick Up Open Shifts', 'Messaging', 'Send Message to My Manager', 'View Staff List', 'See Who Is Scheduled Right Now', 'View Bulletin Board', and 'Sign Out'. A red arrow points to the 'Show My Schedule' button. To the right of the menu is a yellow box titled 'Next Shift' containing the text: 'Tue Feb 27, 2010 3pm-4pm IM Referee Basketball - Floor Ref'. Below this is a 'Notice' section with the text: 'Normal schedules through finals week- please post shifts as early as possible to make sure they get covered.' At the bottom right, a red text box says: 'To drop/trade your shift, click on Show My Schedule'.

STEP 2: Choosing your shift

Secure <https://www8.whentowork.com/cgi-bin/w2wJ3.dll/empchedule?SID=1878592004232>

Week | MY SCHEDULE | Month | Upcoming | Day | Week | Month | Chart | In-Out | My Shifts | TRADEBOARD | Offered | Week | Month | PRINT

Week of Feb 26, 2018 | Scheduled 10.50 hours | Recent Shift Change Notices

Calendar View

Mon Feb-26	Tue Feb-27	Wed Feb-28	Thu Mar-1	Fri Mar-2	Sat Mar-3	Sun Mar-4
	IM Referee 3pm - 4pm Basketball - Floor Ref	IM Referee 3pm - 4pm Volleyball	Front Desk Attendant 5:45am - 9am IM Referee 3pm - 4pm Basketball - Floor Ref		Front Desk Attendant 8:45am - 1pm	

Graphical View

Time	12	1a	2	3	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p	9	10	11
Monday																								
Tuesday																	3pm - 4pm Basketball - Floor Ref							
Wednesday																	3pm - 4pm Volleyball							
Thursday									5:45am - 9am								3pm - 4pm Basketball - Floor Ref							
Friday																								
Saturday																								
Sunday																								

STEP 3: Putting it on the tradeboard

Close

My Shift Details

Tue Feb 27, 2018 3pm - 4pm

Position IM Referee
Paid Hours 1.0
Category Basketball
Description Basketball - Floor Ref

Info & Options

Add shift to tradeboard
Availability of other employees

STEP 4: Choosing to trade or drop

Feb 27, 2018 3pm - 4pm
Position IM Referee
Description Basketball - Floor Ref
I would like to
 Trade
 Drop
 Either
Comment
Add

Select whether you want to trade, drop or either

- Trade = completely trade shifts
- Drop = ability to just "pick up" a shift without trading
- Either = trade or drop

Step 5: Confirming the trade/drop

Home Schedule Info Prefs Trades Messaging Staff On Now Bulletins Help Sign Out

U-Rec Whitworth University Kendra Bryson My Schedule Feb 26, 2018 3:48pm

MY SCHEDULE: Week, Month, Upcoming
EVERYONE'S SCHEDULE: Day, Week, Month, Chart, In-Out
TRADEBOARD: Offered, Week, PRINT

Week of Feb 26, 2018
Scheduled 10.50 hours
Recent Shift Change Notices

Calendar View

Mon Feb-26	Tue Feb-27	Wed Feb-26	Thu Mar-1	Fri Mar-2	Sat Mar-3	Sun Mar-4
	IM Referee 3pm - 4pm Basketball - Floor Ref	IM Referee 3pm - 4pm Volleyball	Front Desk Attendant 5:45am - 9am IM Referee 3pm - 4pm Basketball - Floor Ref		Front Desk Attendant 8:45am - 1pm	

Graphical View

Time: 12, 1a, 2, 3, 4, 5, 6, 7, 8a, 9, 10, 11, 12, 1p, 2, 3, 4, 5, 6, 7, 8p, 9, 10, 11
Monday

After you hit "Add" the window will close and take you here. From here, you can confirm your drop/trade by clicking on **Week** under Tradeboard

STEP 6: Adjusting your trade/drop

(NOTE: IM uses GroupMe, but your department may use a different group messaging system).

The screenshot displays the U-Rec Tradeboard interface. At the top, there are navigation links: Home, Schedule, Info, Files, News, Messaging, Chat, On Now, Database, Help, and Sign Out. The main header includes the U-Rec logo, the user's name (Whitworth University, Kendra Bryson), and the Tradeboard title. The date and time (Feb 26, 2018, 3:52pm) are shown in the top right. Below the header, there are tabs for 'MY SCHEDULE' (with sub-tabs: Week, Month, Upcoming) and 'EVERYONE'S SCHEDULE' (with sub-tabs: Day, Week, Month, Chart, In-Out). The 'TRADEBOARD' section is active, showing a calendar view for the week of Feb 26, 2018. A dropdown menu for 'All Positions' is visible. The main content area is titled 'Trades/Drops Posted' and shows a calendar grid. A shift is listed for Tuesday, Feb 27, at 11:00 AM for 'IM Referee-Basketball - Floor Ref Kendra Bryson'. A red arrow points to this shift. Below the calendar, there is a section for 'Unassigned and Available Shifts'.

Here is the shift that you added. You can click on it to change whether it is a trade or drop. The final step would be to send out a message on GroupMe for someone to trade/pick up your shift.

How to Pickup shifts on WhentoWork

STEP 1: FIND AVAILABLE SHIFTS

Mail - kbryson20@my.whitworth.edu | WhenToWork.com - Home | Kendra

Secure | https://www8.whentowork.com/cgi-bin/w2wJJ.dll/home?SID=6704782924232

Apps | Bookmarks | Whitworth | Khan Academy | Amazon | Scholarships | Video Streaming | Gmail | Yahoo Email | Penzu | North Central Regi... | The Most Epic Nort...

Home | Schedule | Info | Prefs | Trades | Messaging | Staff | On Now | Bulletins | Help | Sign Out

U-Rec

Whitworth University
Kendra Bryson

Jun 21, 2018
3:29pm

Home

What's New!

Connect
Download the W2W app


 or use our mobile version for all mobile devices.

Questions?
 - about your schedule:
[Contact your manager](#)

- about W2W:
[View Help](#) or email support@when2work.com

- My Schedule
- Everyone's Schedule
- Change My Information
- Choose Times I Prefer to Work
- Tradeboard - Pick Up Open Shifts
- Messaging
- Send Message to My Manager
- View Staff List
- See Who Is Scheduled Right Now
- View Bulletin Board
- Sign Out

Next Shift
No shifts found in the next 30 days.

Notice
Normal schedules through finals week- please post shifts as early as possible to make sure they get covered.

Select the Tradeboard to view the shifts available by week, month, or trades specifically offered to you.

STEP 2: CHOOSE A SHIFT TO PICK UP

Home | Schedule | Info | Prefs | Trades | Messaging | Staff | On Now | Bulletins | Help | Sign Out

U-Rec

Whitworth University
Kendra Bryson

Feb 26, 2018
3:52pm

Tradeboard

MY SCHEDULE | EVERYONE'S SCHEDULE | TRADEBOARD

Week | Month | Upcoming | Day | Week | Month | Chart | In-Out | My Shifts | Offered | Week | Month

Week of Feb 26, 2018

All Positions

Key: Trade Only | Drop Only | Trade or Drop Okay

Trades/Drops Posted

Time	12	1a	2	3	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p	9	10	11	
Monday - Feb-26																									
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Thursday - Mar-1																									
Friday - Mar-2																									
Saturday - Mar-3																									
Sunday - Mar-4																									

IM Referee-Basketball - Floor Ref Kendra Bryson

Click on the shift you want to pick up.

Unsigned and Available Shifts

STEP 3: REQUEST THAT SHIFT

Open Shift

Mar 5, 2018 12:45pm - 2pm

Paid Hours: 1.25

Position: Front Desk Attendant

Description:

Click

Click here to request this shift

Options

Click here to request this shift

Message manager a question about this shift