

1 Download the SchedulePop App

The app is FREE and available on iTunes and GooglePlay. Just search for “schedulepop”.

2 Log in/Update Password

Go to schedulepop.com and login with your credentials:

Username: log in with your email address or first/last name (no spaces).

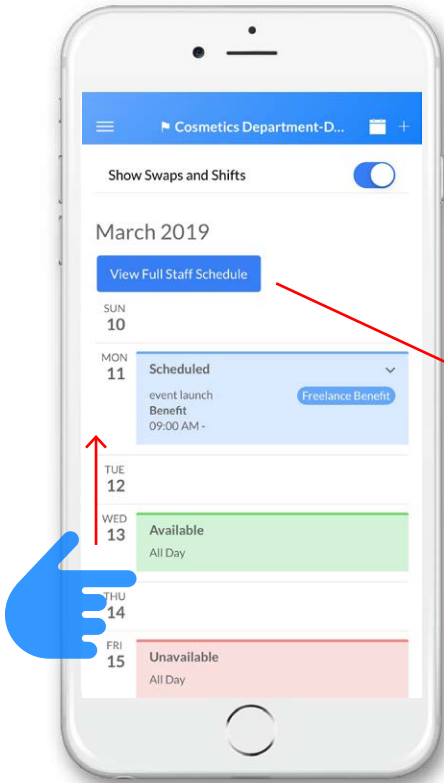
Password: You will receive a temporary password via email which you should change once you log in.

If you log in the first time using the mobile app, select the menu icon in the upper left hand corner and then select “change password”. If you log in on your computer, click your name in the upper right hand corner of the screen.

3 View Your Schedule

Your schedule for the current week displays when you log into the app. Swipe up to see more of your schedule or tap the calendar icon in the upper right to select any day to view.

Click “View Full Schedule” to see a pdf of the entire schedule so you can see who you are working with!



	Sunday March 24th	Monday March 25th	Tuesday March 26th	Wednesday March 27th	Thursday March 28th	Friday March 29th	Saturday March 30th	Sunday March 31st
Sider, Deena	Off	10:00AM-6:00PM Morning shift Benefit Manager	Off	Off	Off	Off	Off	Off
Jolie, Angelina	4:00PM-11:15PM Dinner Shift Benefit FT Beauty Advisor	10:00AM-6:00PM Morning shift Benefit Freelance Benefit	Off	Off	Off	Off	Off	Off
lee, Megan	Time Off	Time Off	5:00PM- Closing shift Benefit FT Beauty Advisor	Time Off	Time Off	Off	Off	Off

Schedule printed by: Deena Sider



Request a Swap

If your manager permits swaps you can request a swap in your app by clicking the shift and “Request Swap”.

A prompt will appear in the bottom left hand corner, when requesting a swap.

The color of the shift will change from blue to yellow.

You can also request a swap on your computer account by selecting the “Request Swap” tab to the right of the shift.



Request Shifts

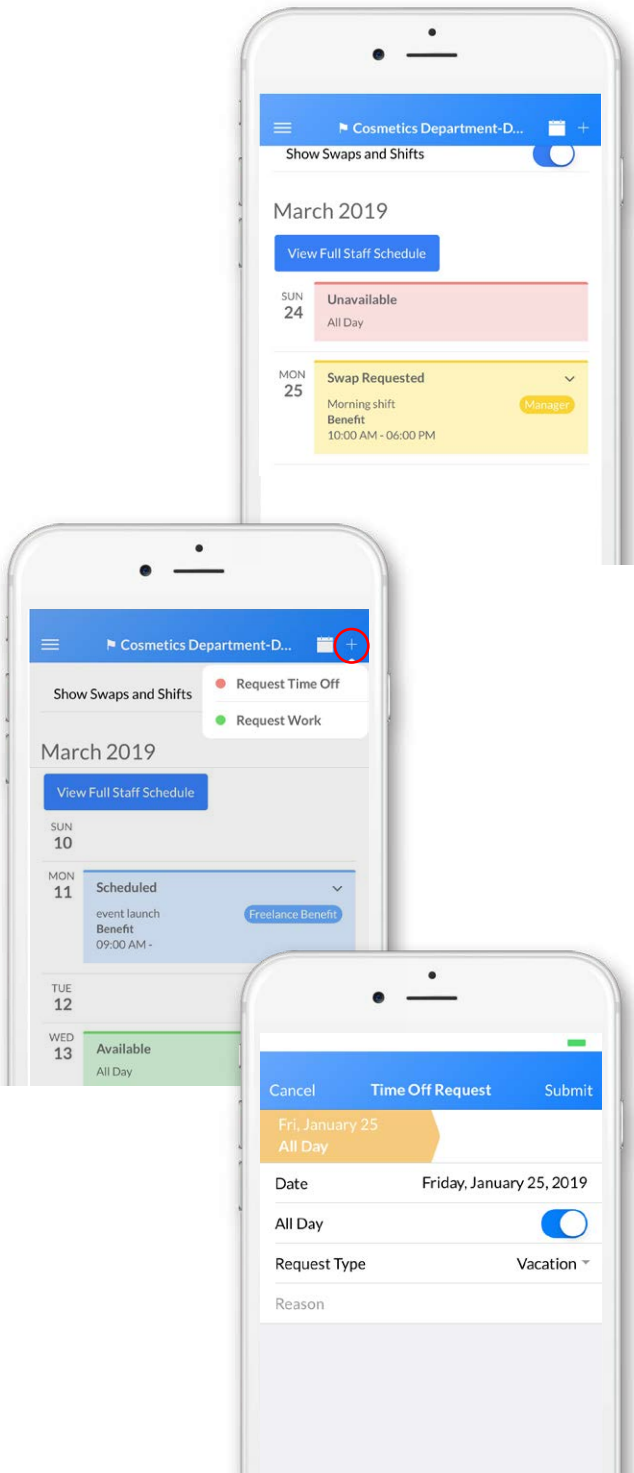
To request to work click the “+” sign in the upper right hand corner of your app or “Time Off/Time On” in the upper right hand corner on your computer.

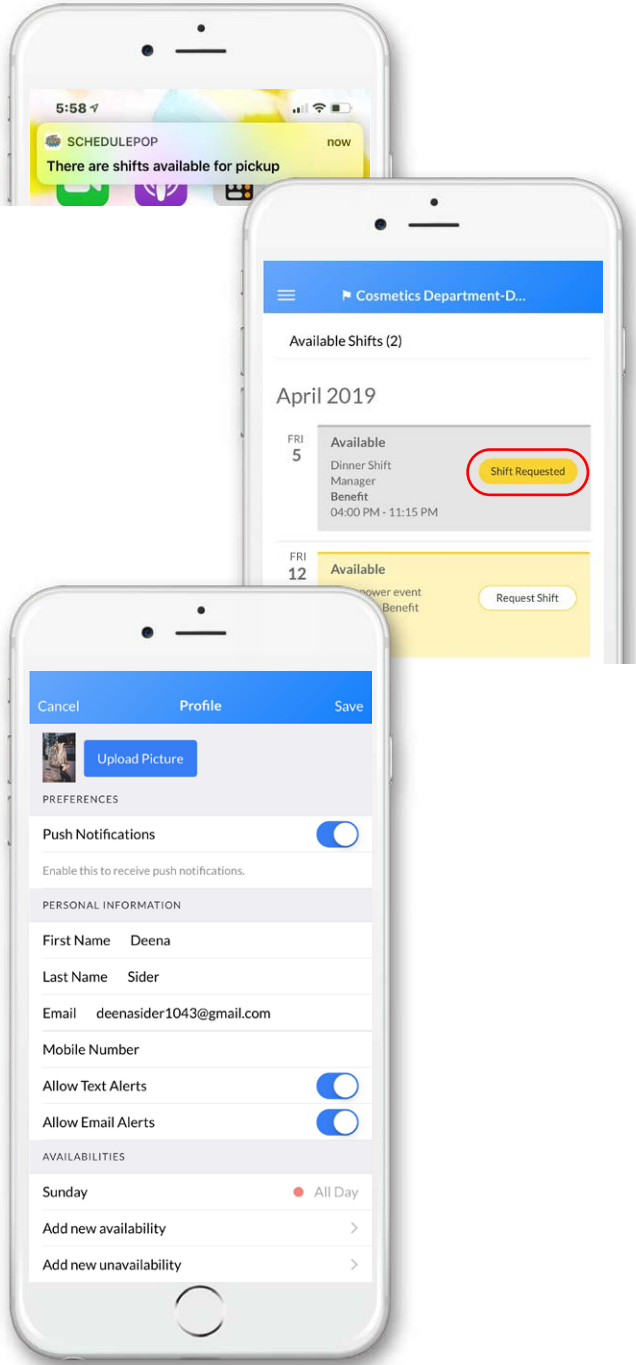


Request Time Off

To request time off click the “+” sign in the upper right hand corner of your app or “Time Off/Time On” in the upper right hand corner on your computer.

You can select a request type - sick, vacation, etc. - and provide a reason for your request.





Available Shifts

When there is an available shift for pick up you will receive a notification:


Go to “Available Shifts”

To request the shift, tap “Request Shift” and the button will transition to “Shift Requested.”

Your manager will receive a notification that you have requested the shift, and if approved, you will be scheduled to work the shift.



Other Menu Options

Select the menu bar  in your app or on your computer to display your menu options.

Schedule: View your weekly schedule.

Available Shifts: See shifts that are available for pick up.

Profile: Change your contact information, upload a photo, change settings or change your password. You can also change your password directly from the menu options.

Have any Questions?

Contact our client success department at clientsuccess@schedulepop.com.

For more information visit schedulepop.com.