

Substitute Advanced Training

This article explains the more advanced features of your Substitute website. Topics include how to view/manage scheduled jobs, add/remove non-work days, view job history, set preferred schools, and adjust call times.

 **First Steps:** Watch the [Substitute Basic Training Video](#) first before you view this video.



VIDEO

Check out our related video - [Substitute Advanced Training \(4:51\)](#) - as you review this topic.

Click a hyperlink below to jump to that topic:

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View and Manage Scheduled Jobs

- Go to the **Scheduled Jobs** tab to see jobs you have already accepted.

- View details including employee name, position, date, time, location, and attachments.

Add or Remove Non-Work Days

- Select the **Non-Work Days** tab to view your list.
- Click **Add Non-Work Day**, choose a date and time, and enter a reason.
- Leave "All Day" checked for full-day absences.
- For recurring non-work days, check "Repeat" and select daily or weekly.
- Choose an end date and save.
- To remove a non-work day, click **Remove** and decide whether to delete just one date or the entire group.

View Job History and Non-Work Day History

- Select **History** from the side navigation.
- Filter by preset date ranges or enter a custom range.
- Review past assignments under the Jobs tab, and past non-work days under the Non-Work Days tab.

Set Preferred Schools

- Go to **Preferences > Schools**.
- Check schools where you prefer to work.
- Choose whether you want to see jobs for all schools or only for your selected schools. *If you restrict jobs to selected schools, you will not receive offers from unchecked schools.

Adjust Call Times for Job Offers

- Go to **Preferences > Call Times**.
- View district default call times for each day.
- Morning calls = jobs for the same day; evening calls = jobs for future days.
- Click **Edit** to: Disable calls for a specific day, use district default times, set your own custom times.
- Click **Apply to All** to update every day, or **Apply Only to X** to apply to just one day.
- To stop all calls, select **No** next to "Accept phone calls for available jobs." *Warning: Turning off calls means you will not receive notifications if you are removed from a scheduled job.

Access Training and Support

- Click  **Help Resources** in the top purple bar of the application.
- View your Organization Admin's contact info.
- Access the Learning Center for: [Getting Started](#), [Popular Questions](#), [Mobile App support](#).