New Scheduling in Subsplash/Fluro

Subsplash/Fluro
Home Page

This is where you will find the different pages available.

Scheduling Home Page

To find the scheduled services, you will want to select "Services" and then "Repeating Services".

This will be where you find service options for WED., 9AM, and 10:45AM services. Select the service (not the box) in which you want to schedule.

Repeating
Service Details

Once you have selected the service, select the ellipses (...) in the upper right corner.

A window will open to the right. Select "Open in Multi Planner".

Multi Planner

In the "Multi Planner", you will see the "Rosters" for the listed months with each team for each service (at the bottom left, select "Collapse All" to see all teams).

Select your team to open the schedule and select "Add +" if the positions are not visible.

Multi Planner

Once the positions are visible, below is how to fill the positions.

You can select the yellow space to pull up a new side window where you can assign people to positions. You may have to search for people as the "suggestions" does not show everyone on your team.

(See the last page in this document to see your full team.)

Multi Planner Cont.

When you have selected your team, you need to notify them by hitting the "Send # Proposed" button just above your team.

If you select anyone in a particular position, it will open the right window, and you can either delete people from the position or send them notifications individually.

There is a "Nudge" button at the bottom of the team to notify unconfirmed people they are assigned to a position.

Once finished scheduling and notifications have been sent, go back to Multi Planner by hitting the arrow in the upper left corner. Then hit "Save" and "Close" and you can close out of Subsplash.
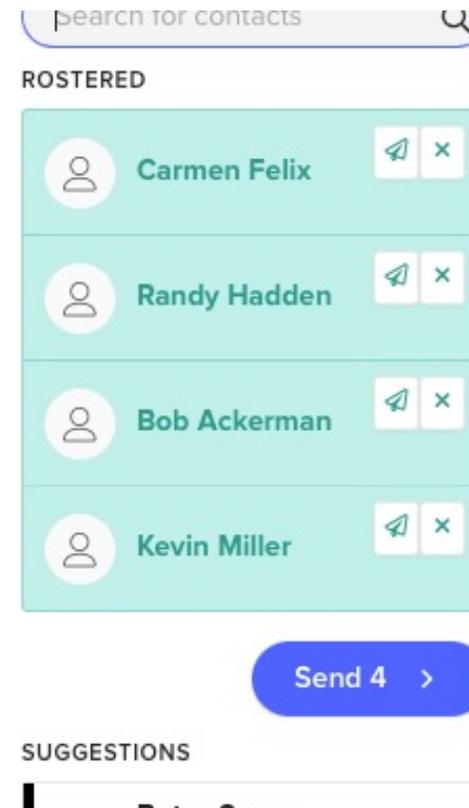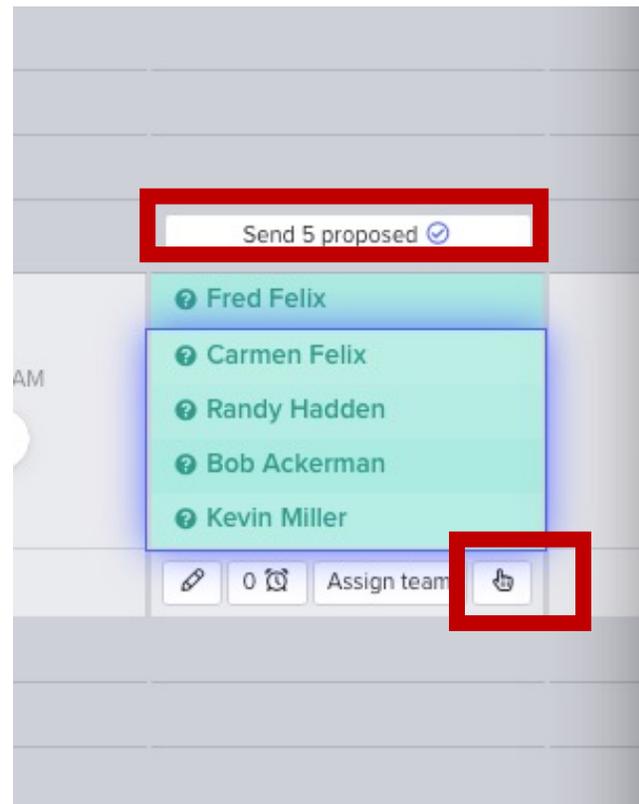
Multi Planner Cont.

Once finished scheduling and notifications have been sent, go back to Multi Planner by hitting the arrow in the upper left corner. Then hit "Save" and "Close" and you can close out of Subsplash or schedule your other services.

Multi Planner
12 Services

... Close Save
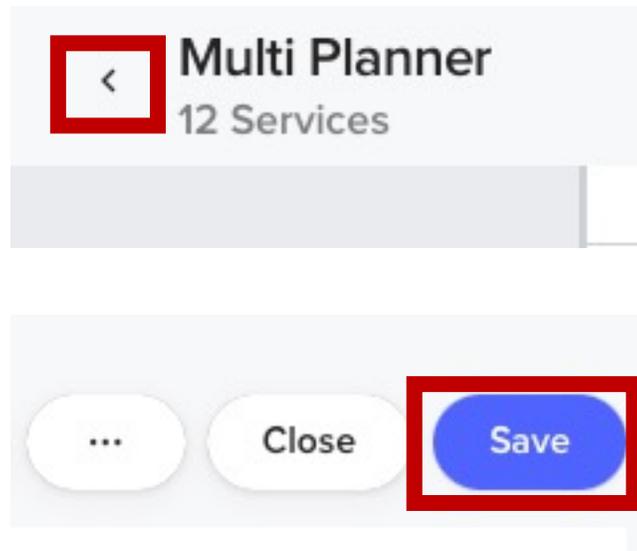
Teams

Since every person on your team does not show in the suggestion box to schedule, it may be helpful to pull up another window and view your team.

In Subsplash, select "Volunteers", then "Teams", then select your team. When your team opens, select "Positions" and you will see who is assigned to which position.

You can also add and remove people from your teams here.

Add/Remove from Teams

You can also add and remove people from your team and specific positions here.

First, find the position or person you want to remove. Select the "more" option to the right side of the position box (below it shows "Less" since it has been selected).

The list of people in the position will show. Select the ellipsis (...) and select "Deselect" to remove the person from the position.

Add/Remove from Teams

You can add people to the positions on your team by searching for them in the "Quick Search for Contacts" bar below the names.

By selecting on the name that comes up, you automatically add them to that position on your team.

Add/Remove from Teams

There is an option to add a new position to your team. Please discuss new positions with your staff support and then let Joel know you are adding a new position so he can update the services to include the new position.