How to pick up a shift in HotSchedules

This guide shows you how to pick up a shift in HotSchedules. You find available shifts on your schedule, review the details, check for conflicts with your own shifts, and submit a pickup request. A manager must approve your request before the shift is yours.

Prerequisites

- A HotSchedules account that you can log in to.

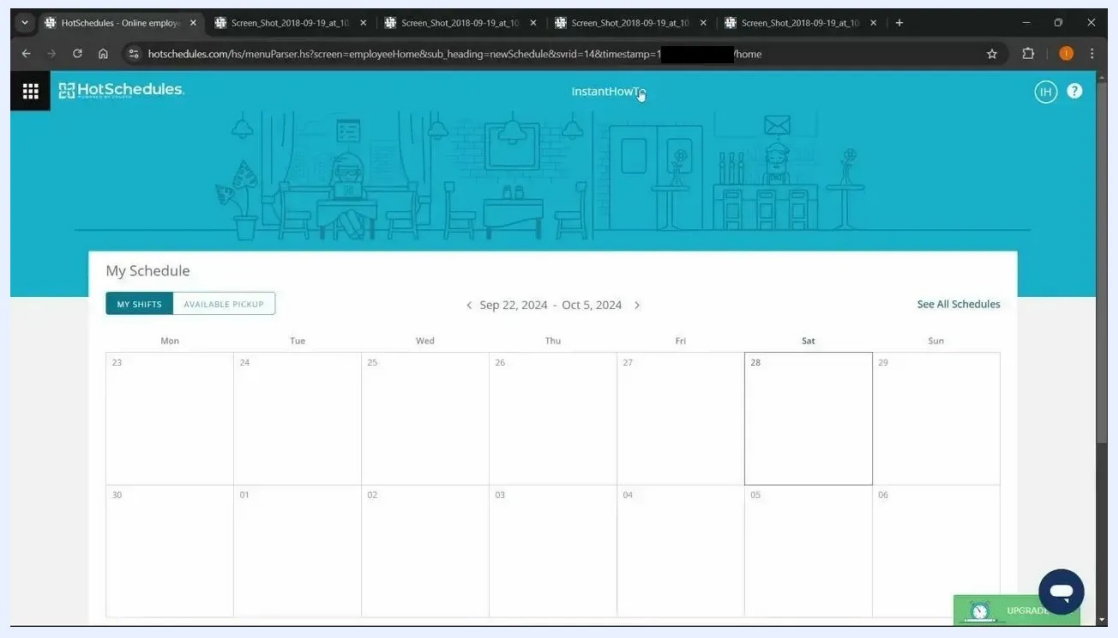
Steps

Step 1: Log in to your HotSchedules account

Log in to your HotSchedules account. You arrive at the main dashboard.

Step 2: Open the navigation panel

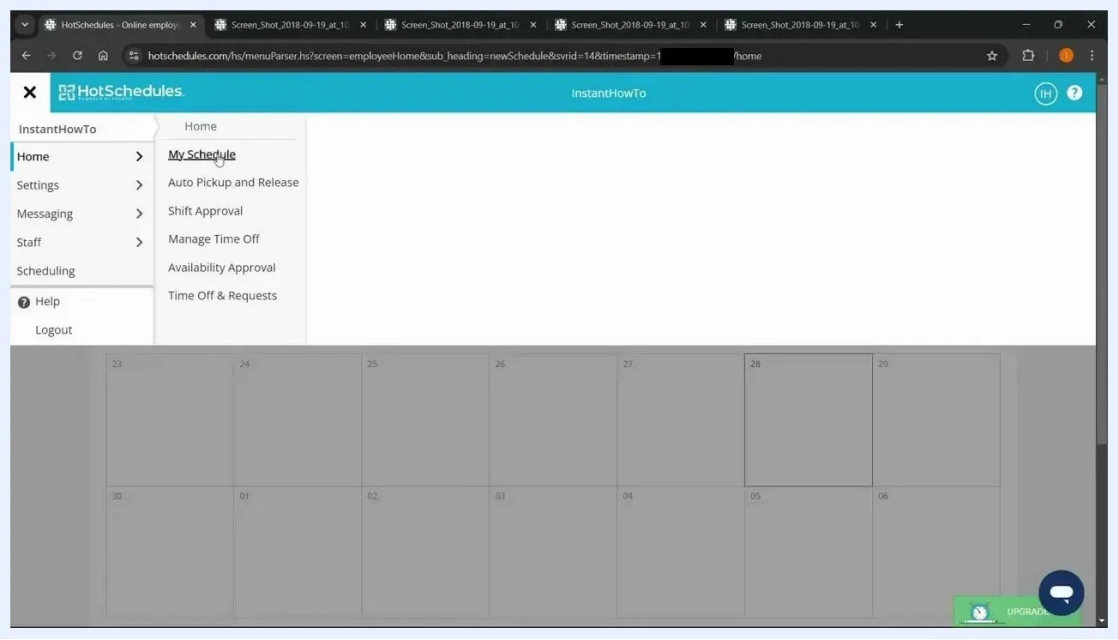
Find the navigation icon (a grid icon) at the very top left of the screen. Click it to open the side menu.



The HotSchedules main dashboard with the navigation icon at the top left

Step 3: Go to My Schedule

In the side menu, hover over the **Home** section. Then click **My Schedule** in the dropdown options.

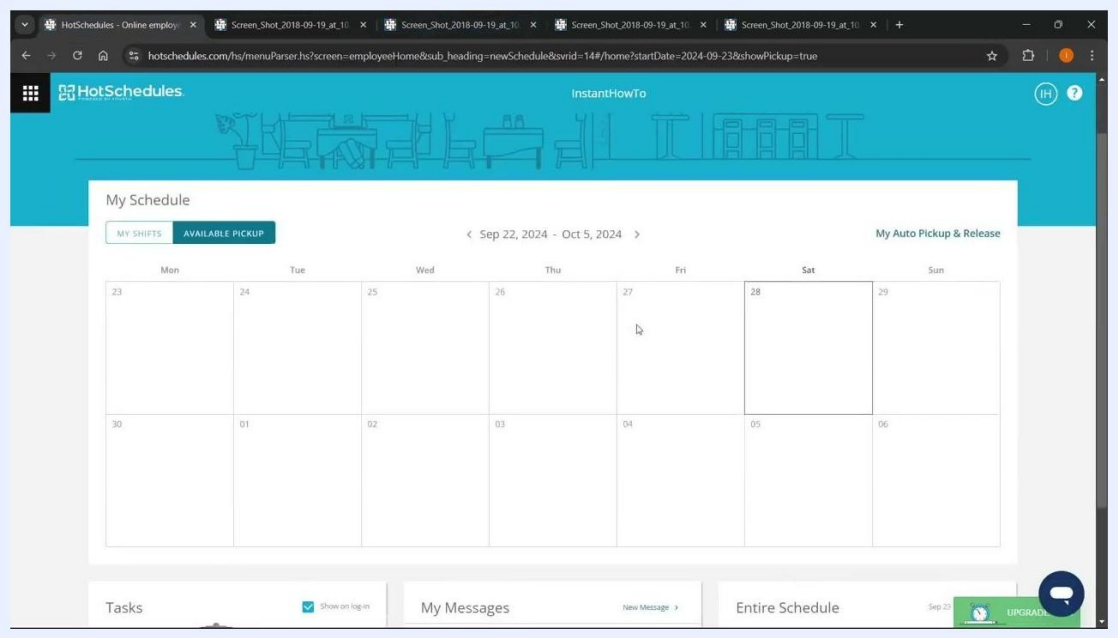


The navigation panel open with My Schedule highlighted under Home

The **My Schedule** page opens. It shows a calendar for the current and upcoming weeks. Two buttons appear at the top of the calendar: **MY SHIFTS** and **AVAILABLE PICKUP**.

Step 4: Check for available shifts to pick up

Click **AVAILABLE PICKUP**. If shifts are available, a badge (for example, a red circle with a number) appears on the button. The number shows how many shifts have become available to pick up since your last visit.

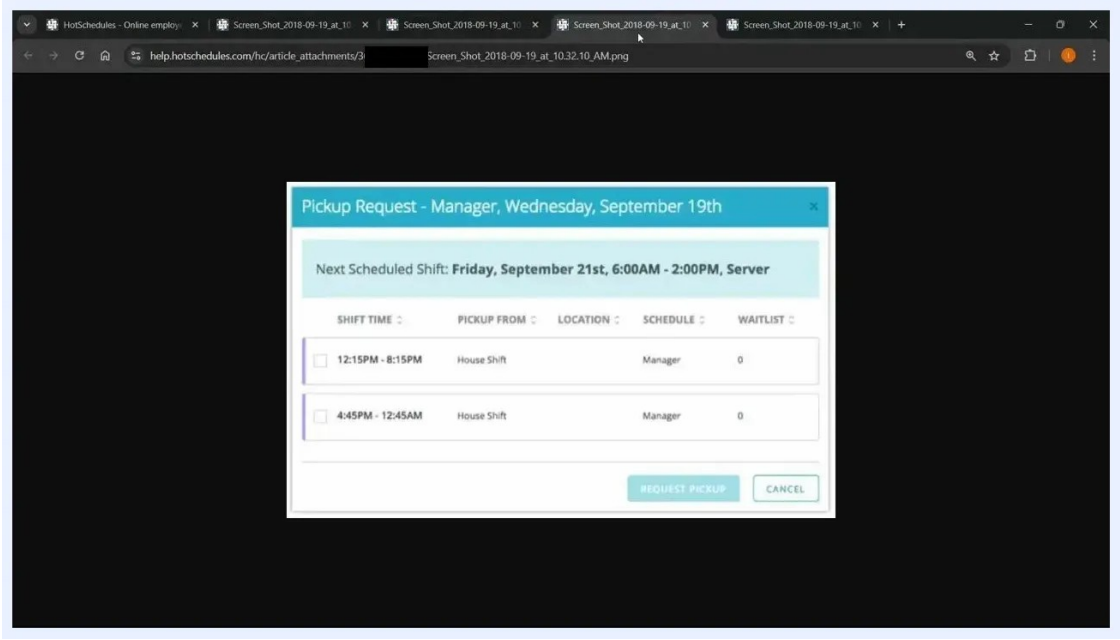


A close-up of the AVAILABLE PICKUP button with a badge showing 1 available shift

After you click the button, the calendar updates to show which days have available shifts. Each of those days shows a label, such as "Manager Shifts" or "Server Shift", and the number of shifts available that day.

Step 5: Select a day to pick up a shift

Click the day you are interested in. A popup window opens with details about the available shifts for that date.



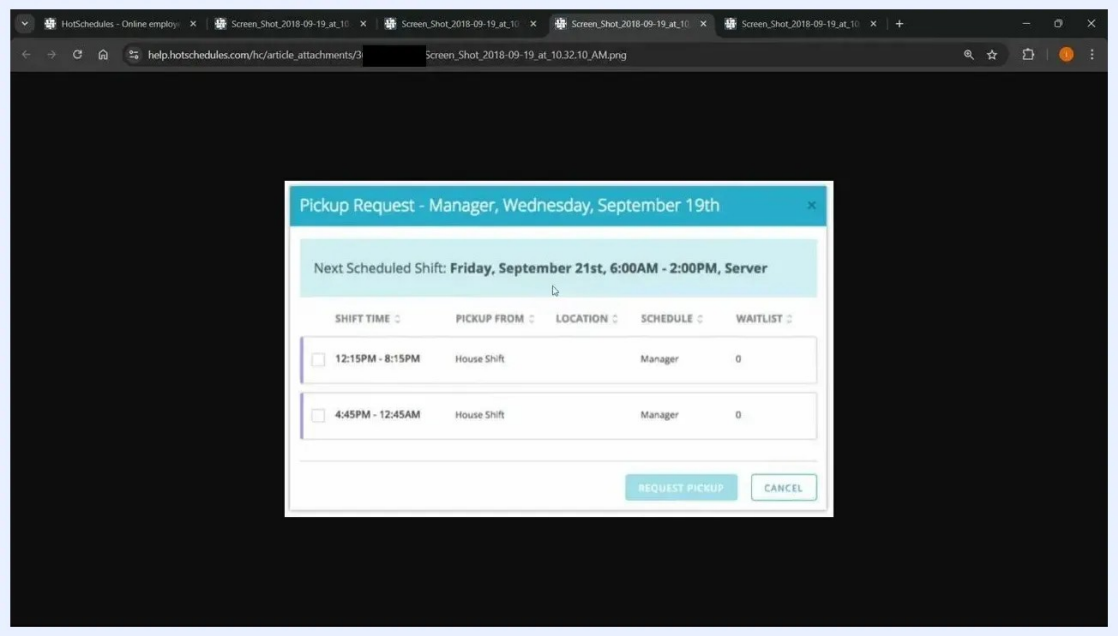
A popup window with shift details for the selected day, including shift times, roles, and waitlist status

Step 6: Review the shift details

In the popup, review the following information for each available shift:

- **Shift Time**, for example 12:15PM - 8:15PM
- **Pickup From**, for example House Shift
- **Location**
- **Schedule**, for example Manager
- **Waitlist**, which is the number of people already requesting the shift

Your next scheduled shift also appears at the top of the popup for reference.



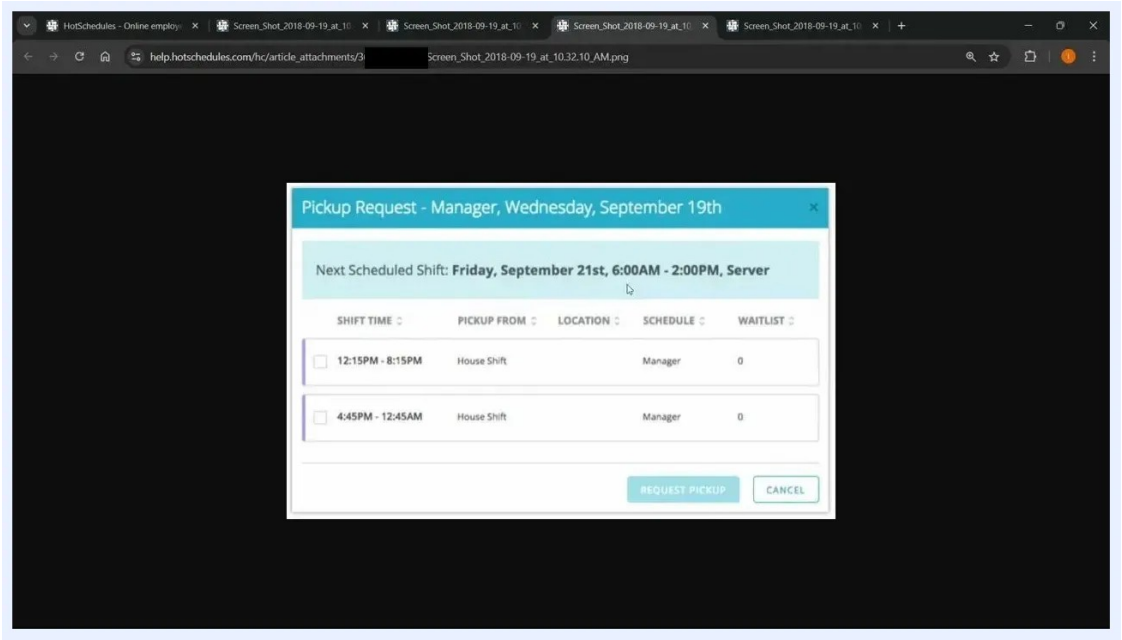
The shift request popup with columns for shift time, pickup source, location, schedule, and waitlist

Step 7: Check for schedule conflicts

Use the popup to make sure the shift doesn't overlap with your existing schedule. In this example, the popup is labeled "Pickup Request - Manager, Wednesday, September 19th".

- Your next scheduled shift appears at the top, for example "Friday, September 21st, 6:00AM - 2:00PM, Server".
- The available shifts are 12:15PM - 8:15PM and 4:45PM - 12:45AM.
- Both shifts are picked up from a House Shift and are on the Manager schedule.

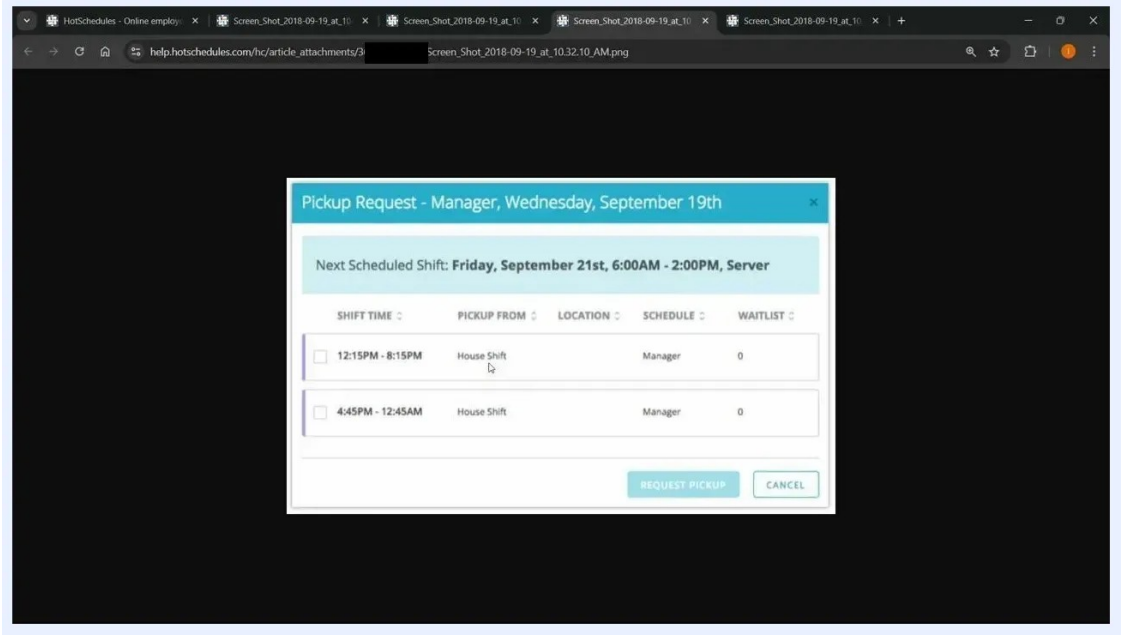
- The waitlist is 0, which means no one else has requested these shifts yet.



The popup showing available shifts, your next scheduled shift, and the shift details

Step 8: Select the shift you want to pick up

Click the checkbox next to the shift you want. For example, select the box next to "12:15PM - 8:15PM". You can select more than one shift if you want.

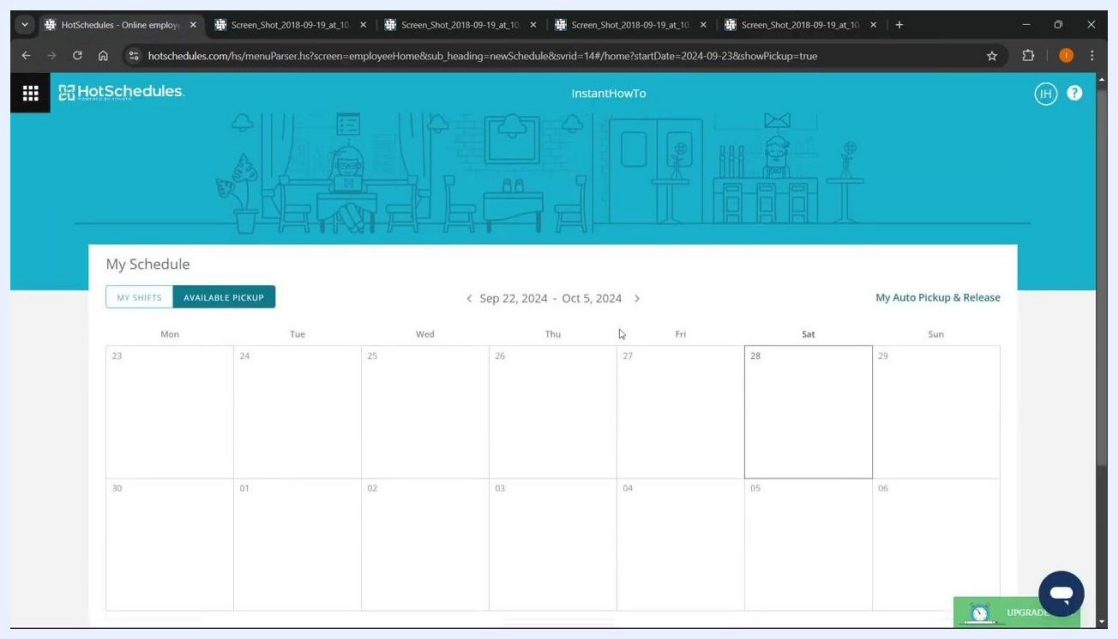


A checked checkbox next to a shift in the Pickup Request popup

Step 9: Submit your pickup request

Click **REQUEST PICKUP** at the bottom of the popup to submit your request for the selected shift or shifts. If you decide not to continue, click **CANCEL** to close the popup without submitting a request.

After you submit, a notification appears at the top of your screen: **"REQUESTED: Your pickup must be approved by a manager before it is yours."** Your request is pending, and the shift is not yet assigned to you.



The notification reading "REQUESTED. Your pickup must be approved by a manager before it is yours."

Step 10: Return to your schedule

After you submit the request, HotSchedules returns you to the **My Schedule** calendar view. Watch your schedule for updates once your manager approves or denies the request.

Summary

You now know how to pick up a shift in HotSchedules. You open **My Schedule**, select **AVAILABLE PICKUP**, choose a day, review the shift details, select a shift, and click **REQUEST PICKUP**. Your request isn't final until a manager approves it.

What's next

Check your schedule regularly for updates and confirmation of your request.