

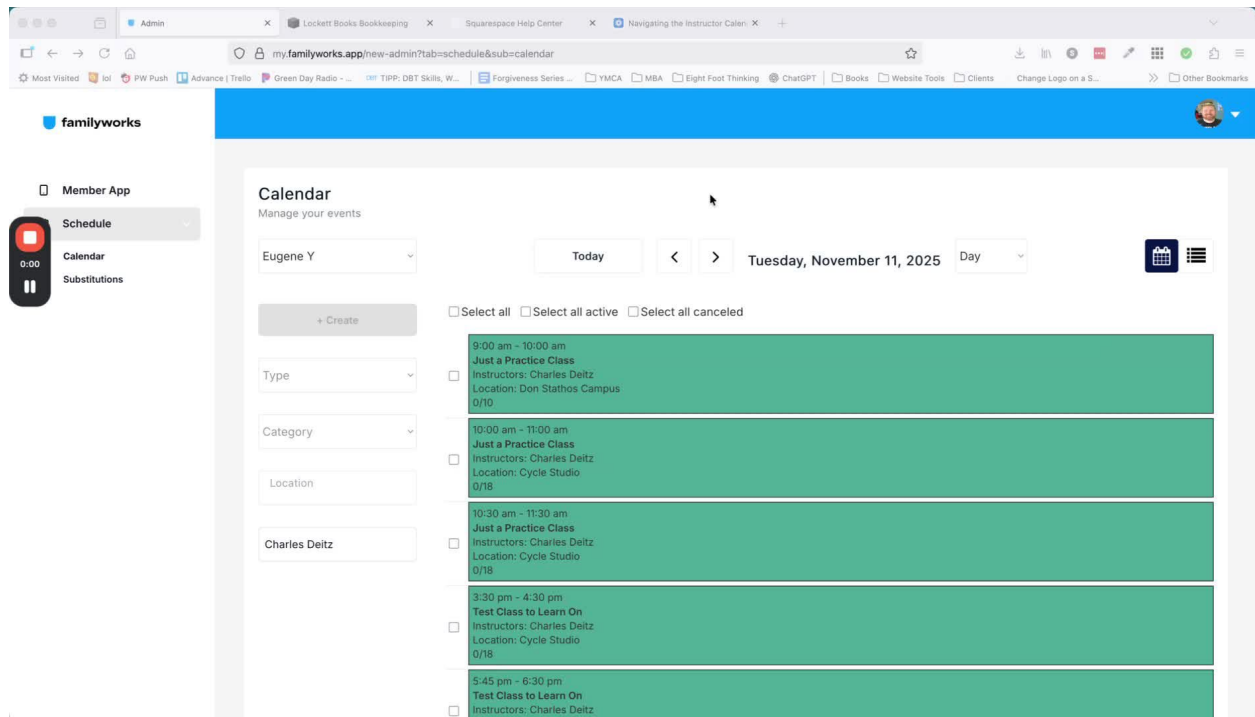
# Request and Claim a Substitutes

## Objective

This SOP outlines the steps to request a substitute instructor and claim a substitute request within the scheduling system.

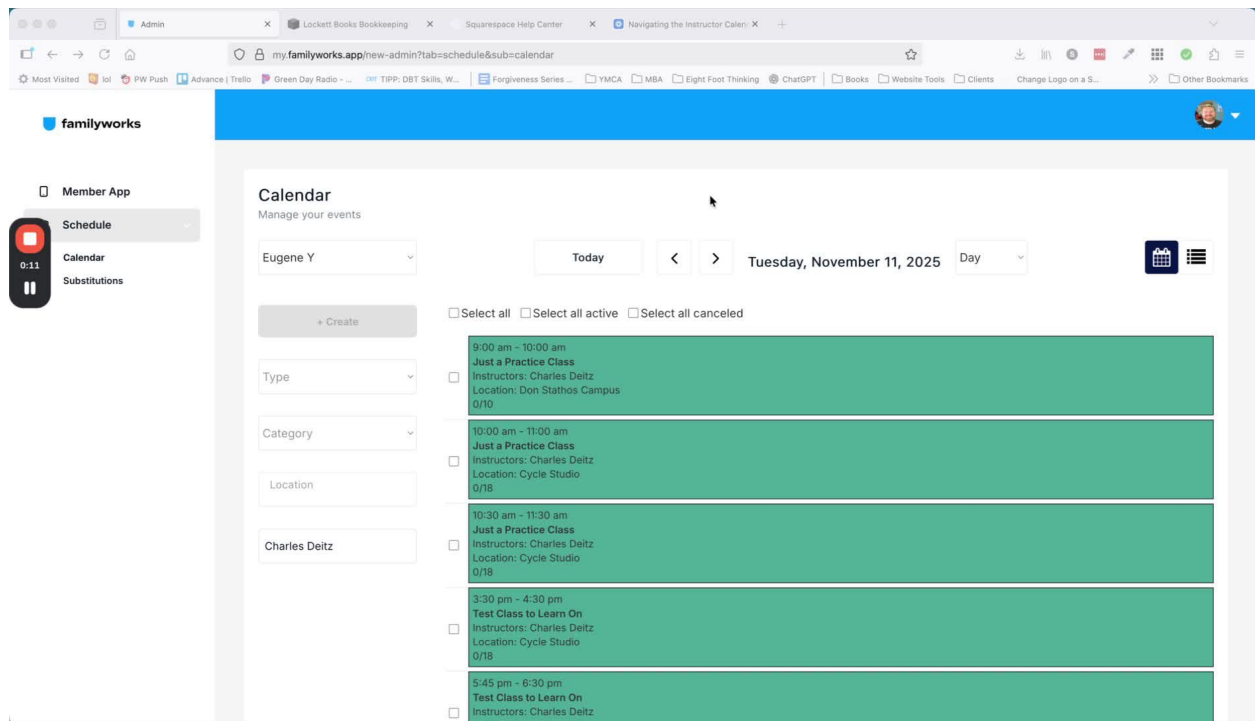
## Key Steps

### Step 1: Log In and Access Calendar [0:01](#)



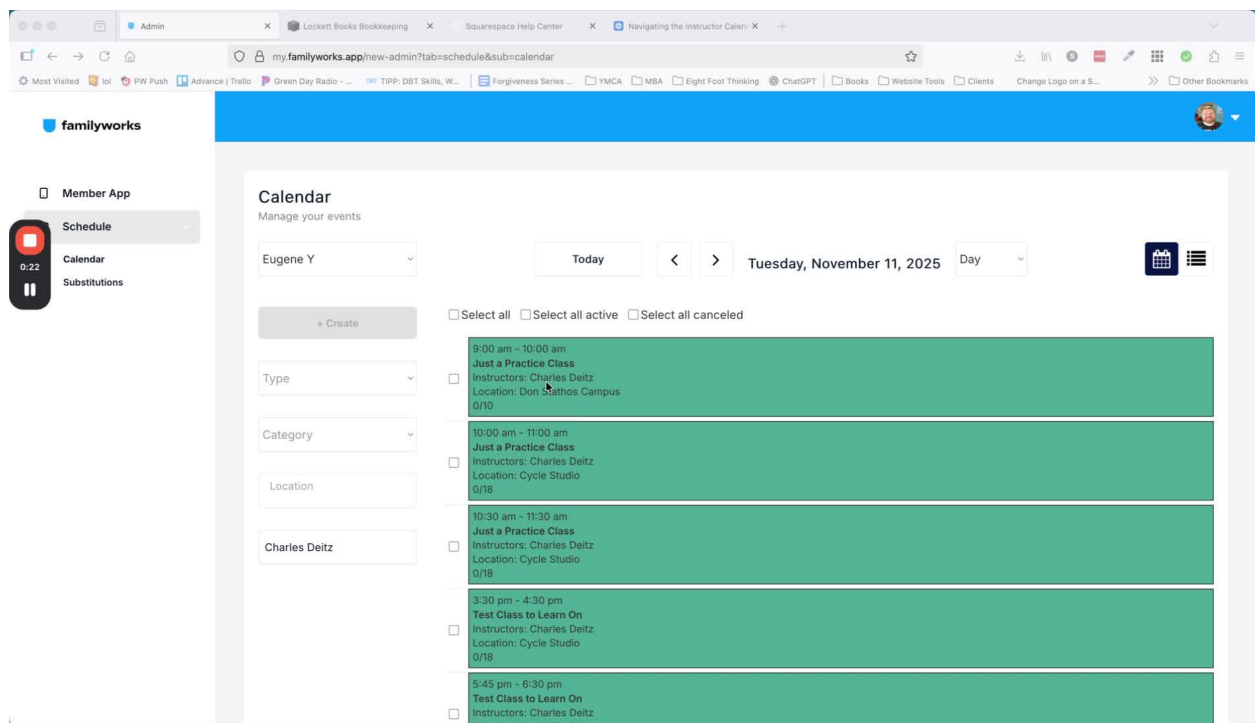
- Log in to the scheduling system.
- Navigate to the calendar view.

### Step 2: Select Class for Substitution [0:12](#)



- Find the class you need a substitute for on the calendar.
- Click on the class to open the overview page.

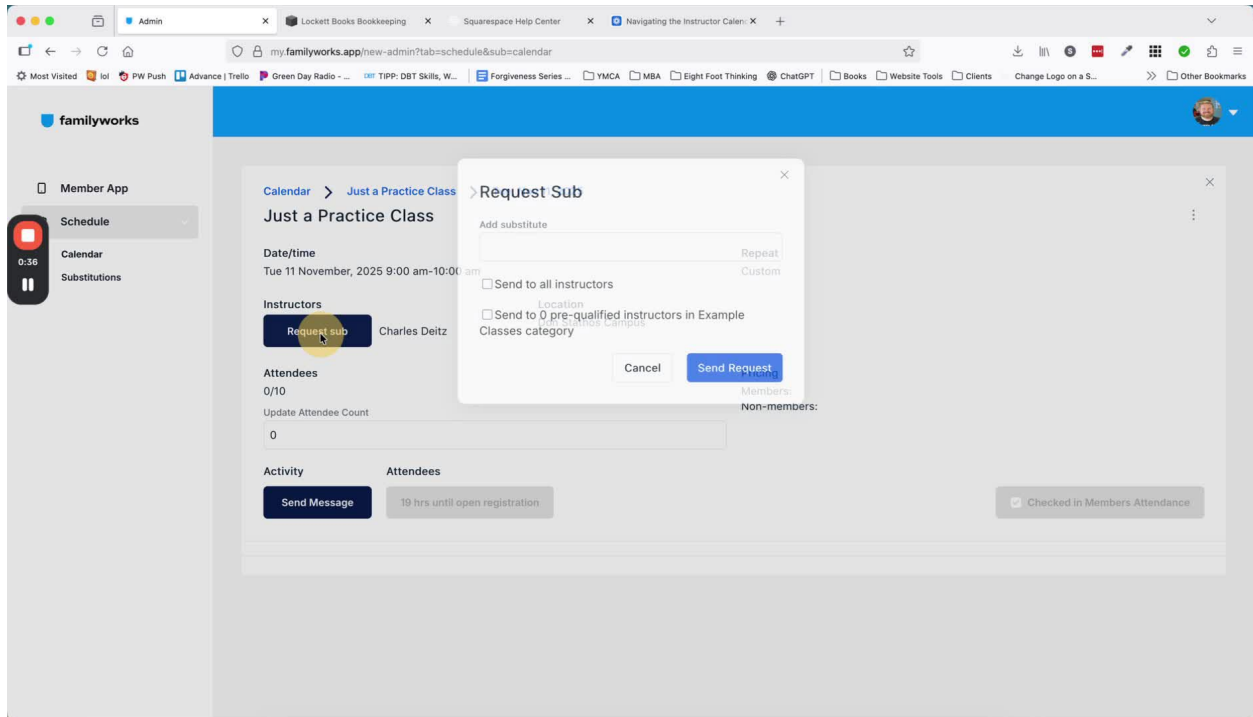
### Step 3: Request a Substitute [0:23](#)



- Click the 'Request a Sub' button on the overview page.

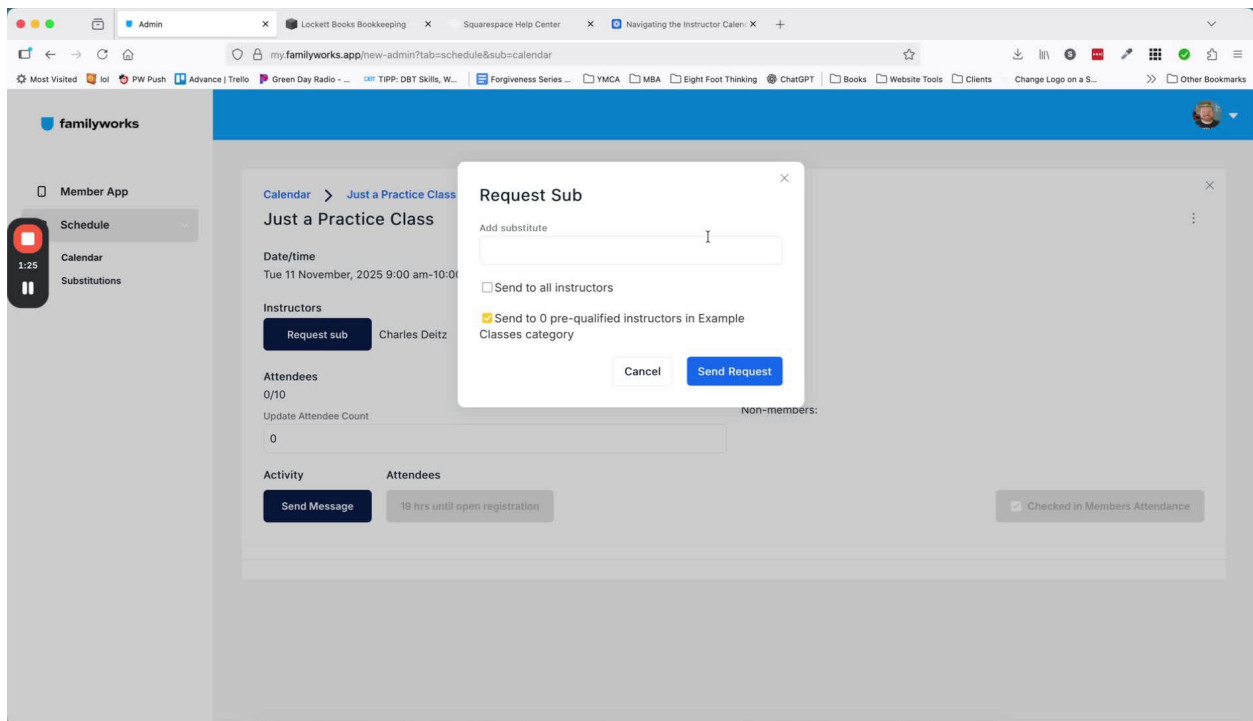
- Choose to send the request to pre-qualified instructors.

#### Step 4: Send Request [0:37](#)



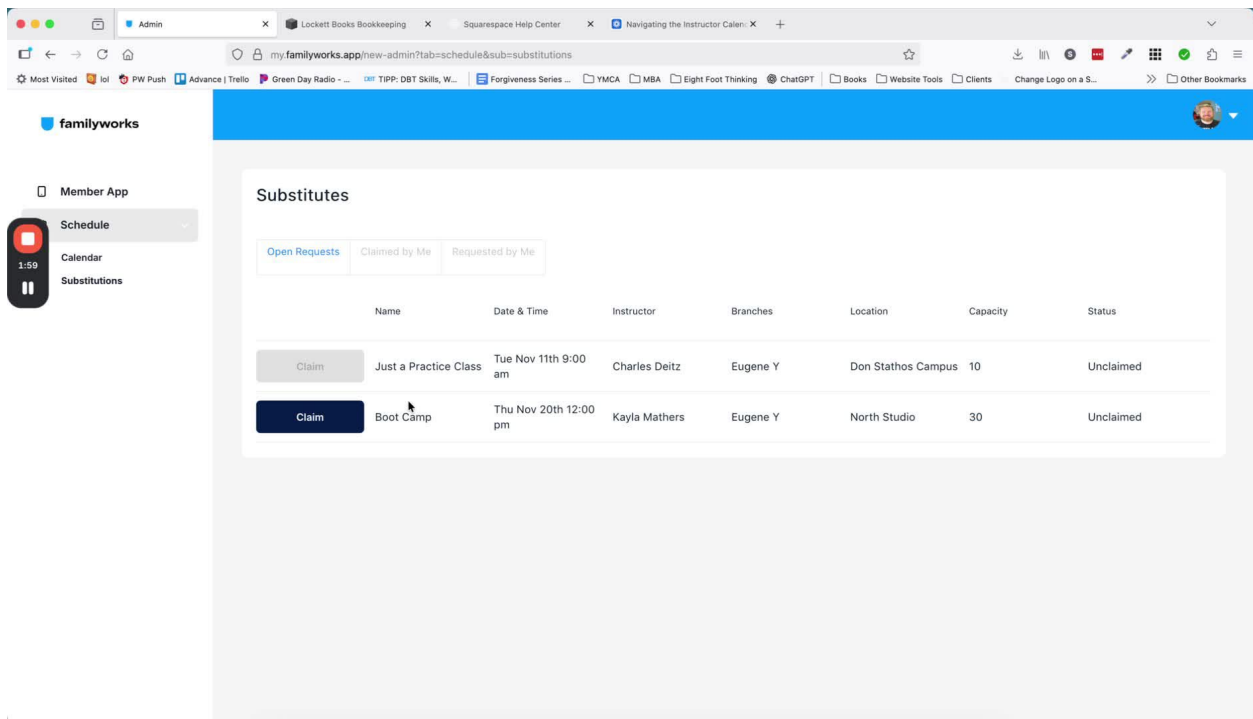
- Click 'Send Requests' to alert the group of instructors.
- Note: You will only see requests relevant to your skill set.

#### Step 5: Cancel Request (if needed) [1:26](#)



- If you need to cancel the request, click the 'Cancel Request' button.

## Step 6: View Open Requests [2:00](#)



- Navigate to the 'Substitutions' tab to see all open requests.

## Step 7: Claim a Substitute Request [2:10](#)

The screenshot shows the 'familyworks' web application interface. On the left is a sidebar with a 'Member App' icon and a menu containing 'Schedule', 'Calendar', and 'Substitutions'. The main content area is titled 'Substitutes' and features three tabs: 'Open Requests', 'Claimed by Me', and 'Requested by Me'. The 'Open Requests' tab is active, displaying a table with two rows of open substitution requests.

	Name	Date & Time	Instructor	Branches	Location	Capacity	Status
<a href="#">Claim</a>	Just a Practice Class	Tue Nov 11th 9:00 am	Charles Deitz	Eugene Y	Don Stathos Campus	10	Unclaimed
<a href="#">Claim</a>	Boot Camp	Thu Nov 20th 12:00 pm	Kayla Mathers	Eugene Y	North Studio	30	Unclaimed

- Click on an open request to claim it.
- This will send an alert to the original requester for approval.

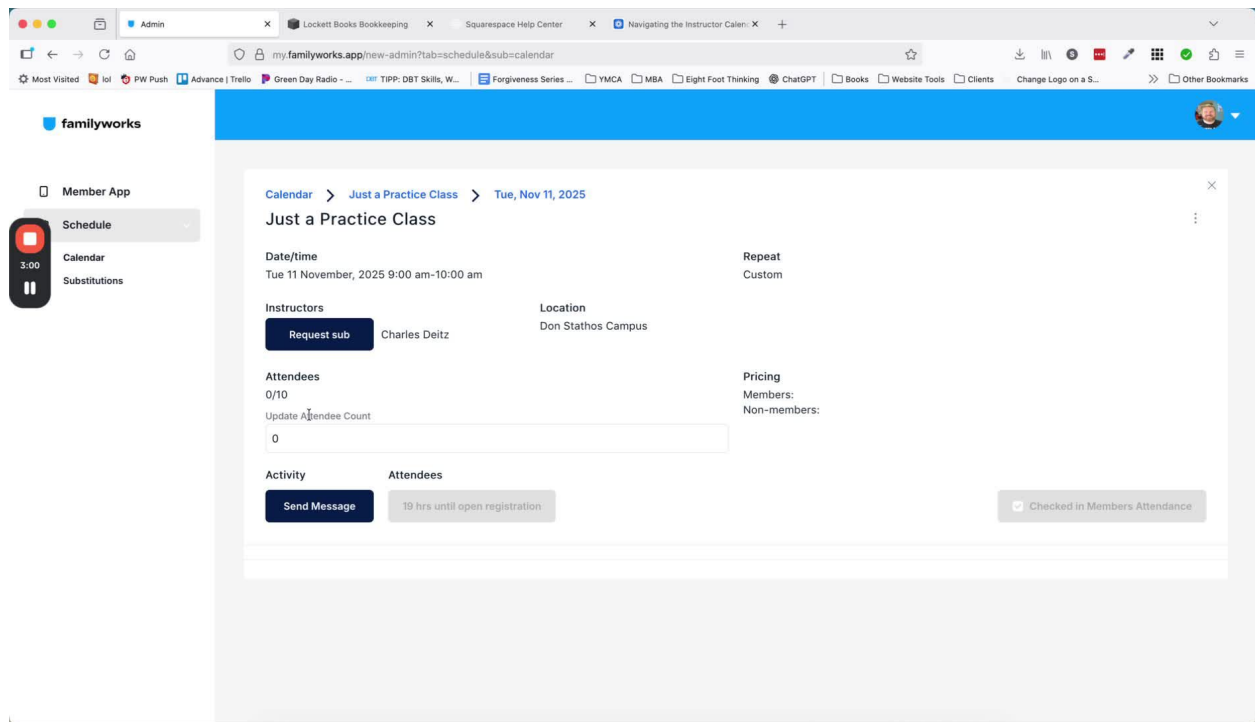
## Step 8: Check Claims [2:46](#)

The screenshot shows the 'familyworks' web application interface, similar to the previous one, but with the 'Requested by Me' tab selected. The 'Open Requests' and 'Claimed by Me' tabs are now disabled. The table below shows the classes that have been claimed by the user.

	Name	Date & Time	Instructor	Branches	Location	Capacity	Status
	Just a Practice Class	Tue Nov 11th 9:00 am	Charles Deitz	Eugene Y	Don Stathos Campus	10	Unclaimed

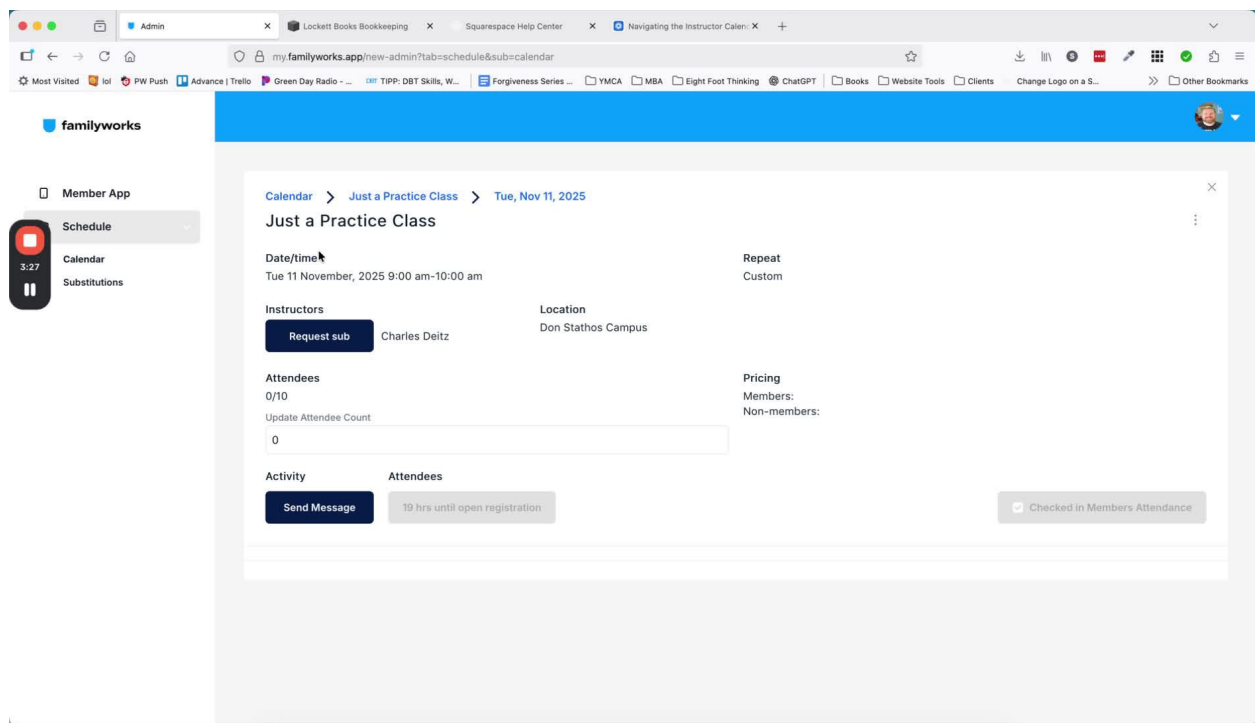
- To view classes you have claimed, click on 'Claims by Me'.

## Step 9: Cancel Your Own Request [3:01](#)



- If you decide you no longer need a substitute, go back and cancel your request.

## Step 10: Approval Process [3:28](#)



- Remember that all requests must go through an approval process by Cam or Kayla.

**Cautionary Notes**

- Ensure you are sending requests only to instructors qualified for the specific class type.
- Requests will not be automatically approved; they require approval from designated personnel.

**Tips for Efficiency**

- Familiarize yourself with the instructors in your pre-qualified group to streamline the claiming process.
- Regularly check the 'Substitutions' tab to stay updated on open requests.

**Link to Loom**

<https://loom.com/share/a69d1b35b05947758f9ffb89c3c294a9>