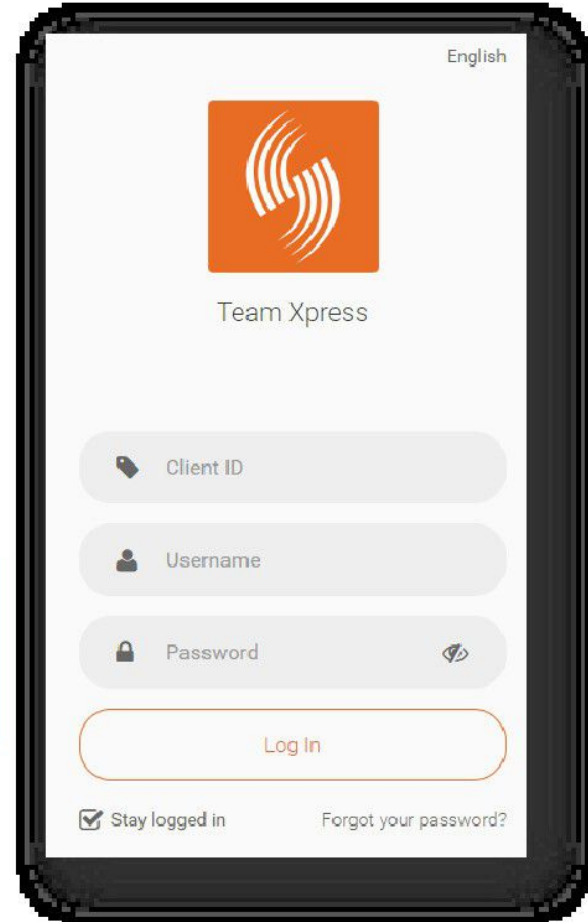


## Accessing Team Xpress

### Download the Team Xpress App

- Use the App Store on your iPhone or Google Play on your Android to download the Team Express App. Search for 'Team Xpress' and look for the icon shown to the right.
- Once the app is downloaded and opened on your phone, the screen to the right will appear, where you will be prompted to enter your login information.



### Log In

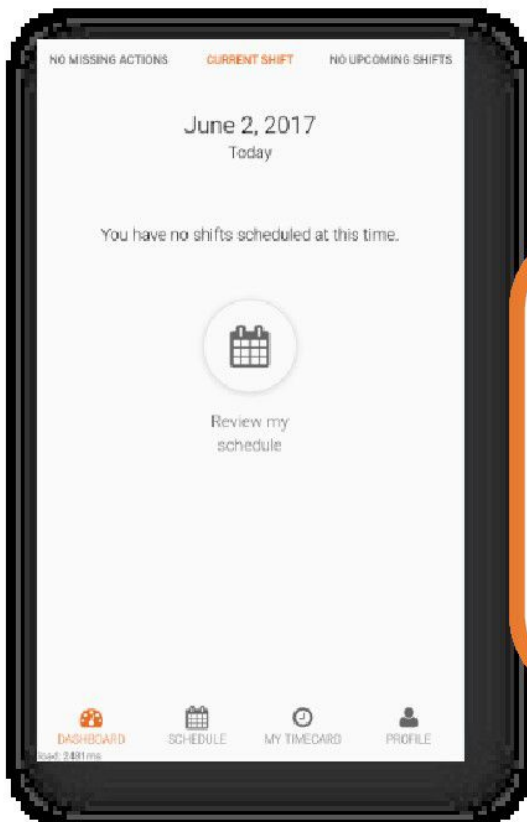
**Client ID:** afs2

**Username:** Employee ID (i.e. 123456)

**Password:** 12345678

## Home Page

After logging in, you will be directed to the home page, shown to the left.



**No Missing Action** – Appears if you clocked in and out.

\*(Previous Shift appears)- if a shift that is between 30 minutes to 12 hours after Scheduled End Time where there is a missing clock in or out time.

**Current Shift** – View shift details for the day

**Upcoming Shift** – Displays an upcoming shift if it is within 12 hours of the current time. If it is not within the 12 hours, No Upcoming Shifts will appear.

**Review my Schedule** – See the days you are scheduled

# Upcoming Events

To view a list of upcoming events, you will need to reference the Google Calendar link below.

**\*\* Please note that the Google Calendar is only a reference to view upcoming events. All availability and scheduling will be done through Team Xpress. You may navigate to future months using the arrow keys at the top left of the screen.**

**[afcalendar.com](http://afcalendar.com)**

**\*Note: All event times on the Google Calendar are the start time of the event, NOT the call time.**

**Example: If you are interested in working an event that starts at 7 PM, we suggest you input your availability for 4:30 PM (2.5 hours prior to the event start time) for the best chance of being scheduled.**

# View Schedule

'View my Schedule,' located on the 'Home' page, is used to see if you have been scheduled for an event. You will be scheduled based upon your availability with the exception on black-out dates.

1

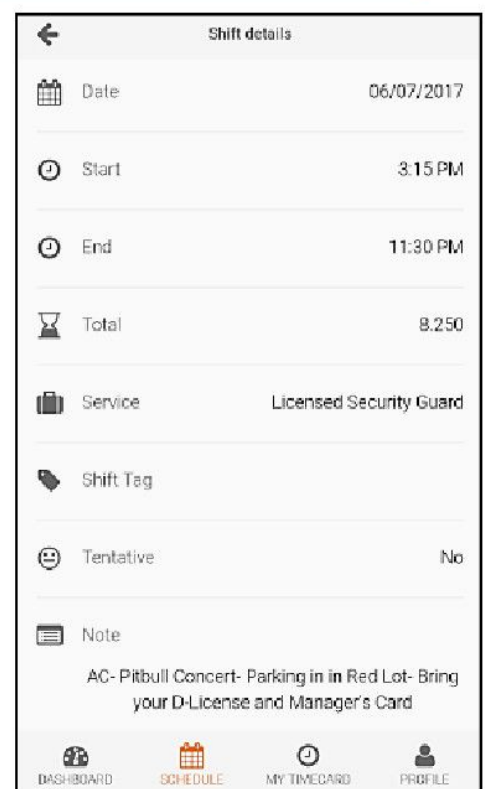
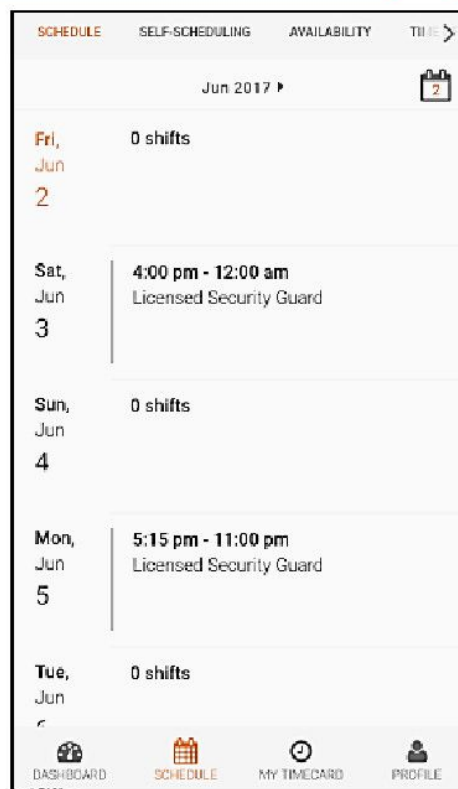
Select 'View my Schedule'

2

Shifts you are scheduled for will appear next to the event date

3

Click on the shift to view more details of the shift (location, event, parking)



**\*If you are scheduled for a shift that means you said you were available to work that day and time. If you cannot work, you need to call or email the office so they can take you off the schedule.**

**\*Please give at least a 24-hour notice if you are unable to make it to your scheduled shift.**

# Schedule Change

If your initial shift has been changed, a notification will appear on your Change tab.

**1** Click 'Change Tab'

**2** Click the shift that has changed

**3** 'Acknowledge Shift Change' will appear on top

Slide the button across to let your manager know you have seen the change

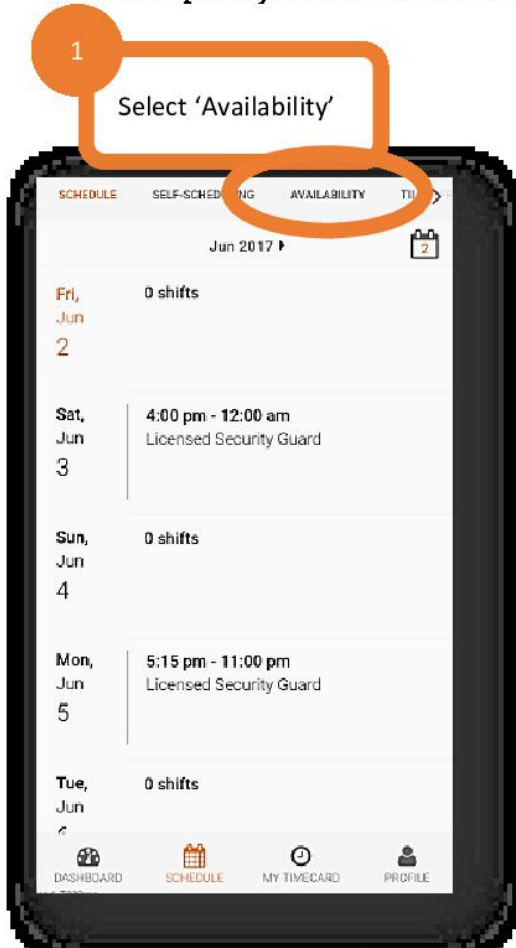
**5**

Date	Time	Status
Fri, Mar 31	9:00 am - 5:00 pm	Armed Customer2   Site1 ✖ Shift removed
	1:00 pm - 8:00 pm	Armed Customer4   Site1 ➕ Shift added
Sat, Apr 1	9:00 am - 8:00 pm	Armed Customer2   Site1 ☑ Shift changed

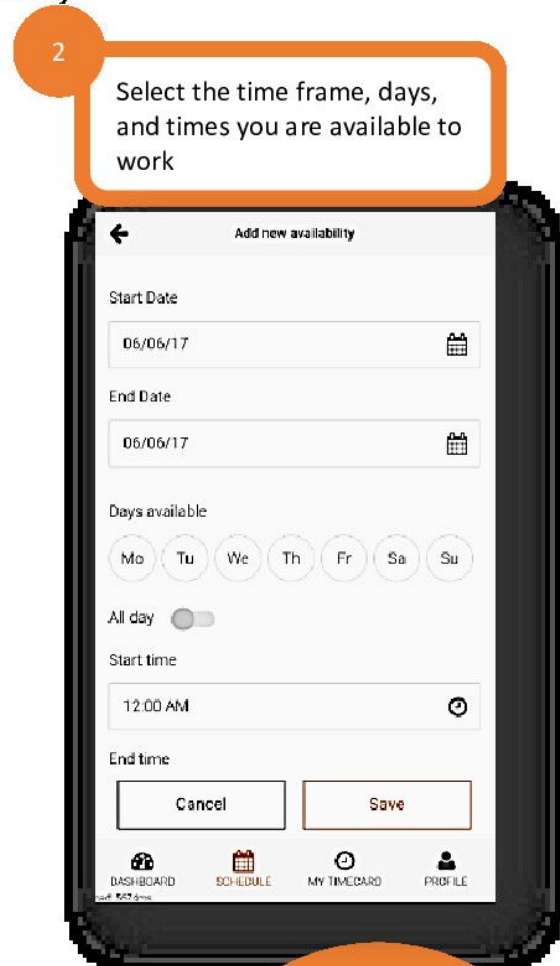
Field	Value
Date	04/01/2017
Customer ID	2
Site ID	1
Start	9:00 AM
End	8:00 PM

# Availability

It is important to submit your availability in so that the managers can add you into the schedule. It is important that you only put in the days and times that you are truly available to work. Availability can be submitted for one or multiple days and can be submitted for a full or partial day.



1 Select 'Availability'



2 Select the time frame, days, and times you are available to work

## Keys to success when inputting availability

Making your availability as broad as possible, but still reflecting your **true** availability is recommended; this will greatly increase your chances of being scheduled.

Inputting availability *at least 3-4 weeks* in advance is recommended.

When inputting availability, we suggest your 'Start' time be the **earliest** you can work and the 'End' time the **latest** you can work.

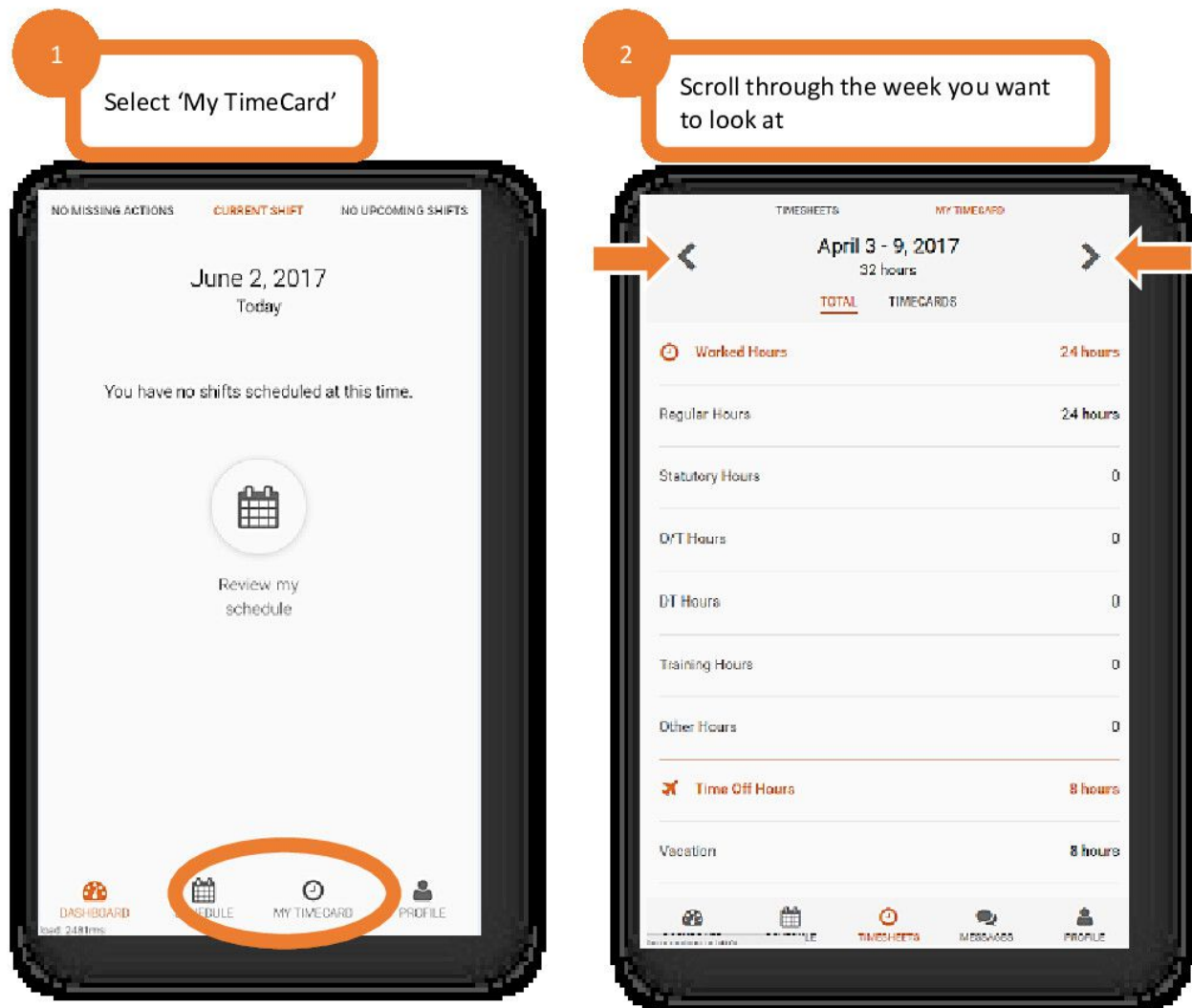
Scheduling is typically done every Monday for the following Sunday-Saturday.

# My Time Card

After your shift has been worked, you can check to verify and see if you have been paid correctly before you receive your paycheck. If you feel your pay is incorrect, please email the office at [andyfrainorl@andyfrain.com](mailto:andyfrainorl@andyfrain.com) as soon as possible. You are also able to select 'Incorrect' on your Timecard to let your manager know as well.

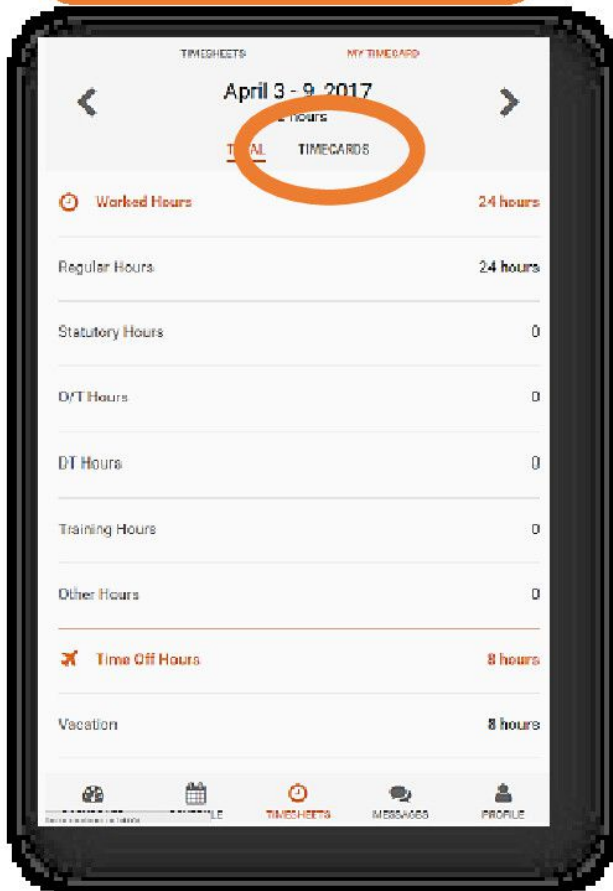
\*Note: 'My TimeCard' will show you what hours you will be paid after payroll has been completed (usually 24-48 hours after an event).

## Verifying Payroll:



3

Switch to 'Timecards' to see how many hours a day you worked



4

If you believe your hours are wrong, you can select 'Incorrect' and your manager will receive a notice

