

Viewing your shifts on Rosterfy

Step 1 Go to your Rosterfy Dashboard

Go to www.massive.rosterfy.com/portal/dashboard and log in, or you can scan the QR code below.



Step 2 Scroll down to see *Upcoming Shifts*

This is also the same space you'll see the button to check-in for your shift(s). If you've got a lot of shifts confirmed, you'll have to use the arrows to scroll. Only shifts that are confirmed are shown here – if you have no shifts confirmed, you will not see this box.

You can tap on the **i** symbol next to each shift for options to add a shift to your personal calendar (see **Step 7**) or withdrawn from the shift.

For Team Leaders / Supervisors, you'll also have a *Shifts I am Leading* box here.

My Profile

Dashboard

Training and Documentation

Events

Useful Links

Help

Notifications

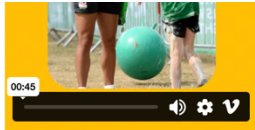
Event History

Log out

News

For any questions or queries please email hello@weareeventpeople.co.uk

If you'd like your account removed, please go to <https://bit.ly/eventpeople-leaver> to process yourself as a leaver.



Upcoming Shifts

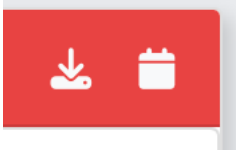
SAT, 19 OCT 2024 09:45 TO SAT, 19 OCT 2024 17:00 Betting Assistants 2024 - Ascot Raceday - QIPCO British Champions Day	Confirmed
MON, 21 OCT 2024 08:30 TO MON, 21 OCT 2024 20:15 The Formula 1® Exhibition - Day 35	Confirmed
FRI, 25 OCT 2024 08:30 TO FRI, 25 OCT 2024 20:15 The Formula 1® Exhibition - Day 39	Confirmed

Next >

My Event Applications

SAT, 2 NOV 2024 00:00 TO SAT, 2 NOV 2024 23:59
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Step 3 Use the buttons on the top right of the *Upcoming Shifts* box (shown below) to download your shifts into a PDF (go to **Step 4**) or to view your shifts in calendar view (go to **Step 6**).



Step 4 Change the date parameters

Only your confirmed/attended shifts within these time parameters will be downloaded. You can include date periods in the past too.

My Shift Export

01/10/2024

To

31/10/2024

Download

Close

Step 5 Press *Download*

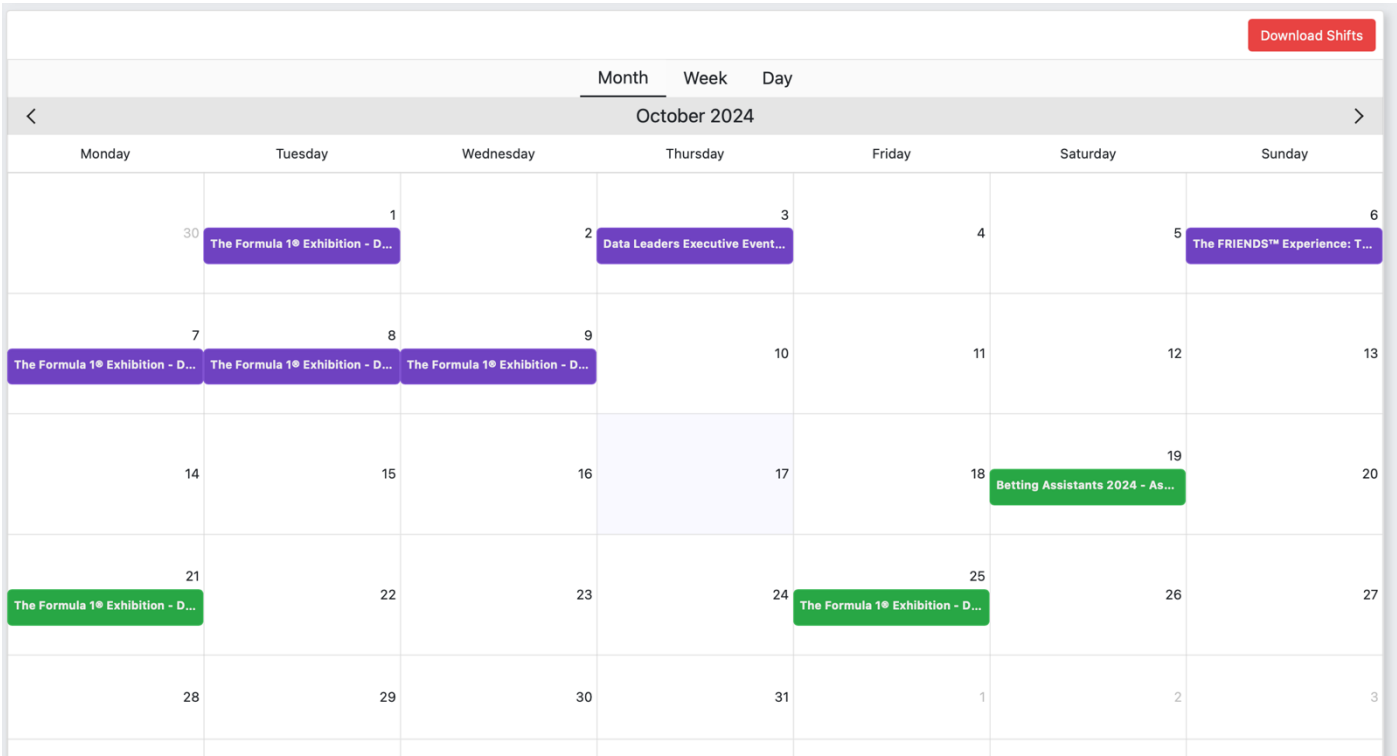
You'll now have a PDF of all your past / upcoming shifts. Shifts in **purple** are attended and shifts in **green** are confirmed for the future. If there's a shift in the past that's showing as **green** still, this means you didn't check-in properly. Please get in touch with us as soon as possible to correct this so you're paid accurately.

event people			
User: [REDACTED]			
Shift Name	Start Time	End Time	Status
The Formula 1® Exhibition - Day 15	1 Oct 2024, 08:00	1 Oct 2024, 20:15	Attended
Attended Time	1 Oct 2024, 08:00	1 Oct 2024, 20:15	
Data Leaders Executive Event - THURSDAY - 3RD OF OCTOBER	3 Oct 2024, 08:00	3 Oct 2024, 14:00	Attended
Attended Time	3 Oct 2024, 08:00	3 Oct 2024, 13:41	
The FRIENDS™ Experience: The One in London - Day 54 (short day)	6 Oct 2024, 09:45	6 Oct 2024, 18:45	Attended
Attended Time	6 Oct 2024, 09:36	6 Oct 2024, 19:06	
The Formula 1® Exhibition - Day 21	7 Oct 2024, 08:00	7 Oct 2024, 20:15	Attended
Attended Time	7 Oct 2024, 07:55	7 Oct 2024, 20:15	
The Formula 1® Exhibition - Day 22	8 Oct 2024, 08:00	8 Oct 2024, 20:15	Attended
Attended Time	8 Oct 2024, 07:50	8 Oct 2024, 20:07	
The Formula 1® Exhibition - Day 23	9 Oct 2024, 08:00	9 Oct 2024, 20:15	Attended
Attended Time	9 Oct 2024, 07:52	9 Oct 2024, 20:02	
Betting Assistants 2024 - Ascot Race Day - QIPCO British Champions Day	19 Oct 2024, 09:45	19 Oct 2024, 17:00	Confirmed
The Formula 1® Exhibition - Day 35	21 Oct 2024, 08:30	21 Oct 2024, 20:15	Confirmed
The Formula 1® Exhibition - Day 39	25 Oct 2024, 08:30	25 Oct 2024, 20:15	Confirmed

Step 6 You can now view your past and upcoming shifts in a calendar format.

The default view is weekly, but you can change this to monthly or daily too. Shifts in **purple** are attended and shifts in **green** are confirmed for the future. If there's a shift in the past that's showing as **green** still, this means you didn't check-in properly. Please get in touch with us as soon as possible to correct this so you're paid accurately.

You can tap on individual shifts for options to add a shift to your personal calendar (see **Step 7**) or withdrawn from the shift.



Step 7 You can now save your shifts to your personal calendar

Once you've tapped on a shift, tap the *Add To Calendar*, choose your preferred calendar format and then follow the instructions.

If a shift is cancelled or changed, the shift within your personal calendar **will not** update automatically.

