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# Getting Started as a Substitute on Red Rover



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3 months ago · Updated

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## What is Red Rover?

Red Rover is an Absence and Substitute Management system, designed with substitute teachers in mind. In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also have the opportunity to manage your availability and schedule online, review assignments that you've accepted, and much more.

This article will give you a quick guide to using Red Rover with links to more in-depth articles. You may also view our [Basic Training Video](#).

## How to Login to Red Rover

Before logging into Red Rover, you will receive an email invitation from your district's system administrator. The email will look like the one below:

**Red Rover** <no-reply@mg.redroverk12.com>

To: [REDACTED]



# Hi Stephanie,

An account has been created for you to use Red Rover for Implementing Org. Please finish setting up your account.

**Complete Account Setup**

To set up your Red Rover account, click the **Complete Account Setup** button in the email. This button will allow you to create a new account and password with Red Rover. From this point forward, your Red Rover login ID will be your email address.

If you didn't receive this email, be sure to check in your email account's spam folder. If you still do not see the Red Rover Welcome email, please contact your administrator. They will be able to resend the email invitation to you.

If you ever forget your password, Red Rover will allow you to reset it on the login page: <https://app.redroverk12.com>.

## Substitute Home Page

On your home page, you will be able to see the **Upcoming Assignments** you are scheduled for as well as **Available Jobs** that are currently available for you to accept.

The screenshot shows the Red Rover interface. On the left is a dark blue sidebar with 'Home' and 'My Schedule' options. The main content area is titled 'Upcoming assignments for Mar 18 - Apr 17'. It lists two assignments: 'Tomorrow, March 19 (#C108245)' at Park Elementary School, Kindergarten for Rosie Grand, 8:30 AM - 4:30 PM; and 'Tuesday, March 24 (#C108244)' at Park Elementary School, 3rd Grade for Ross Covert. To the right is a calendar for 'Mar 15 - Apr 18' with dates 19 and 24 highlighted in red. Below this is the 'Available Jobs' section, which includes a search bar for schools, a 'Show non-preferred' checkbox, and a list of three job opportunities with 'Dismiss' and 'ACCEPT' buttons for each.

## Available Jobs

Red Rover will display any jobs that you are currently qualified and available to work toward the bottom of the home page. Red Rover will let you know the date(s), employee, position(s), location(s), and length of each available job.

This is an annotated version of the 'Available Jobs' section from the screenshot above. It features four red callout boxes with numbers 1 through 4. Callout 1 points to the 'Schools' dropdown menu. Callout 2 points to the 'Show non-preferred' checkbox. Callout 3 points to the 'Dismiss' and 'ACCEPT' buttons for the first job listing. Callout 4 points to the '+ Click to expand' link below the second job listing.

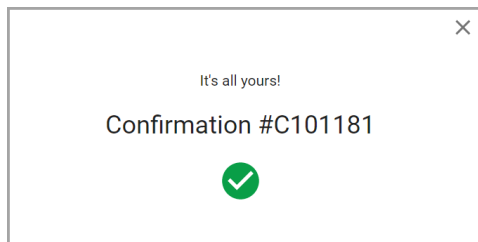
1. The Schools dropdown box allows you to filter the list of available jobs by school.
2. Red Rover automatically hides available jobs that conflict with times that you have told Red Rover that you are unavailable to work. The **Show non-preferred** checkbox allows you to see all available jobs - even if they occur at times you've said you are unavailable. To manage your availability, check out our article which gives step-by-step instructions on [setting your personal schedule](#).
3. You can either Dismiss or Accept the job.
4. Assignments that are for multiple days will have the **Click to expand** option. This allows you to see the details of each day.

Mar 23 - Apr 3	Mishoreline High School Red Rover CS Org	10th English for Amy Holland	8 Full Days 7:00 AM - 2:15 PM	<a href="#">Dismiss</a>	<a href="#">ACCEPT</a>
Mon - Fri					
Mon, Mar 23	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Thu, Mar 26	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Fri, Mar 27	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Mon, Mar 30	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Tue, Mar 31	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Wed, Apr 1	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Thu, Apr 2	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Fri, Apr 3	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		

- Click to collapse

## Accepting an Assignment

When you are ready to [accept an assignment](#), click the **Accept** button. Red Rover will run a series of checks to ensure the job is still available. If you get the job, Red Rover will provide you with a confirmation number.



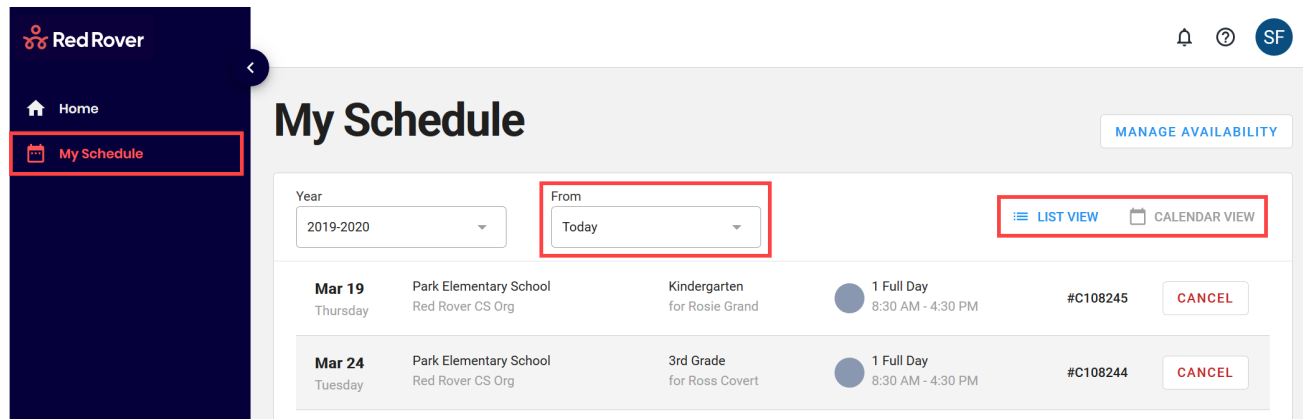
## Reviewing your Schedule

You can easily [review the jobs](#) that you have accepted by clicking the My Schedule tab on the left-hand side of your window.

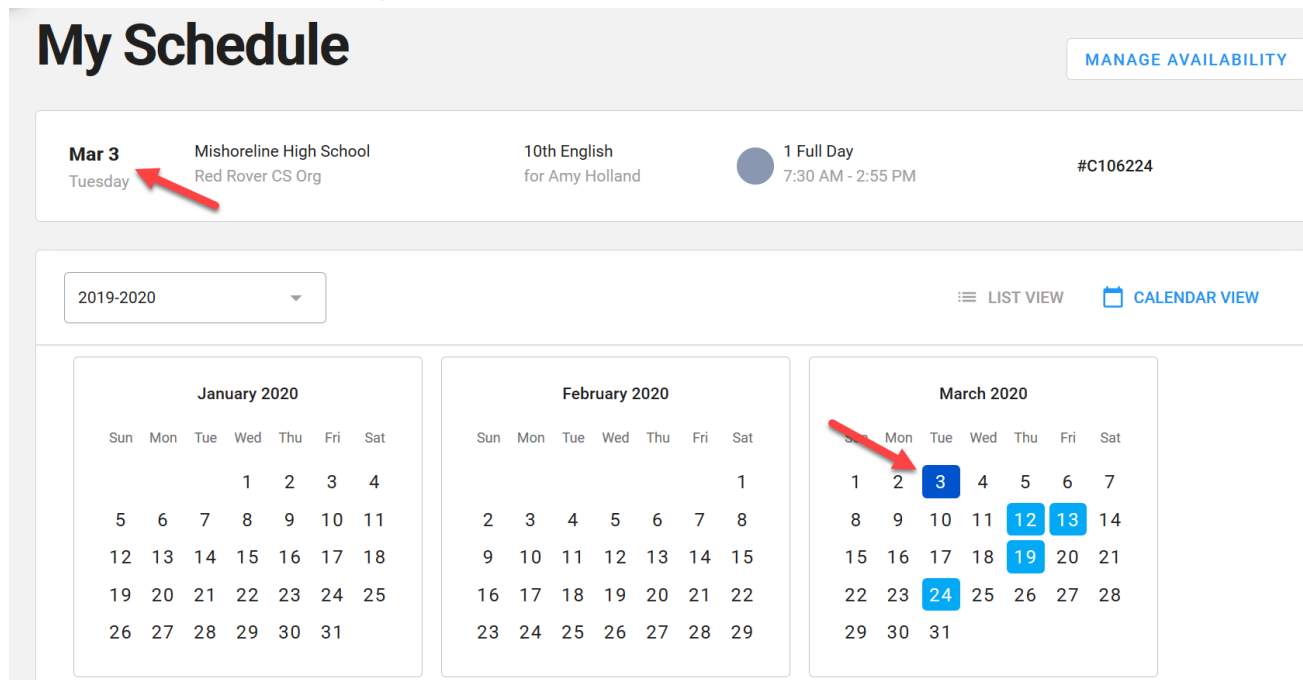
From here, you will have the ability to filter them for either future dates or the entire school year

at once. Also, you'll have the opportunity to view your schedule in a **Calendar View**, or a simple

### List View.

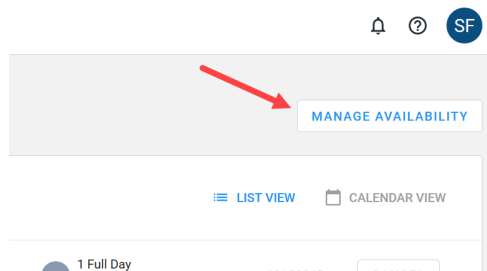


To view the details of any particular assignment from the **Calendar View**, simply click the date to retrieve the detail for that particular day.



## Managing Your Availability

Red Rover allows you to easily **manage your availability** through the **Manage Availability** button in the upper right-hand corner.



Here, you have the ability to manage your regular availability for subbing (**Recurring Availability**), as well as any special events (*e.g. surgeries, vacations, etc.*) impacting your availability (**Non-Recurring Event**).

## My Availability

### Regular Schedule

Sunday Any time <a href="#">Change</a>	Monday Any time <a href="#">Change</a>	Tuesday Any time <a href="#">Change</a>	Wednesday Any time <a href="#">Change</a>	Thursday Any time <a href="#">Change</a>	Friday Any time <a href="#">Change</a>	Saturday Any time <a href="#">Change</a>
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### Add exception

I am:  From:  To:  Reason:

## Canceling an Assignment

If something comes up, and you need to [cancel an assignment](#), you can easily do this from the list view of the My Schedule page, or by selecting the date you need to cancel an assignment for on the calendar view page. If you are assigned to multiple days on a job, some school districts will allow you to cancel a specific day.

Clicking the large **CANCEL** button will cancel the whole assignment while clicking the small **Cancel** button will cancel a specific day.

<b>Mar 23 - 27</b> Mon - Fri	Adventure Middle School Red Rover CS Org	Physical Education for Grant Nordhouse	3 Full Days 7:30 AM - 3:30 PM	#C109159	<b>CANCEL</b>
Mon, Mar 23	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		<a href="#">Cancel</a>
Thu, Mar 26	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		<a href="#">Cancel</a>
Fri, Mar 27	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		<a href="#">Cancel</a>

- Click to collapse

## Accepting Assignments via Text Message

Accepting assignments on Red Rover via text message is simple. Take a moment to check out the article on the topic of [text message](#) notifications.

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