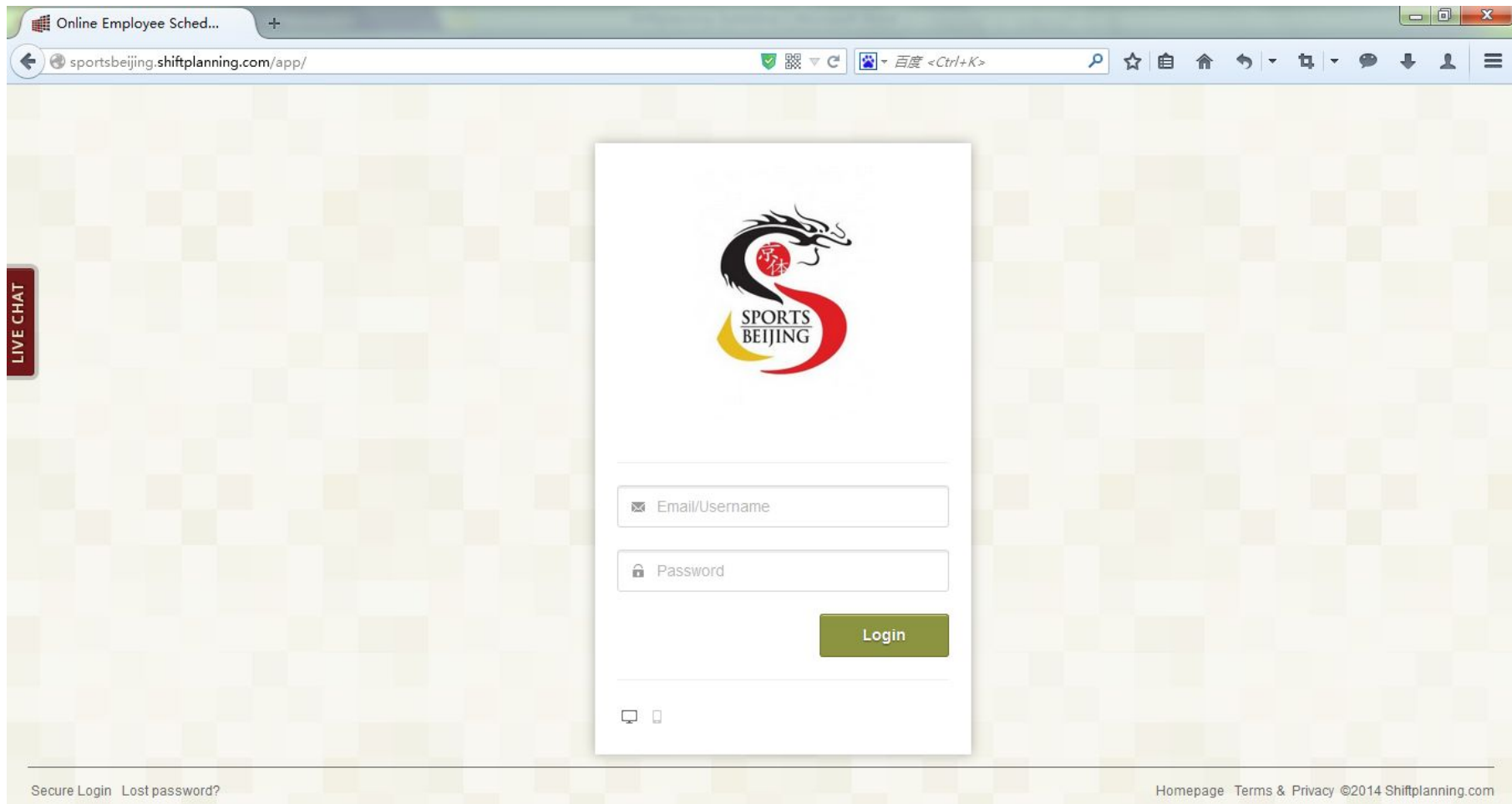


Shiftplanning Instructions

1. Go to the website <http://sportsbeijing.shiftplanning.com/app/>
2. Log in with your email address that is recorded at Sports Beijing. Please notice that the email address is functioning as both the user name and the passwords. Please change you passwords once you successfully log in. Please contact Phoebe phoebe.wang@sportsbj.com if you have any problem with logging in.



3. Go to "Time Clock" → "Add Clock Time" 点击 "Time Clock" → "Add Clock Time"

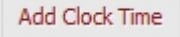
The screenshot displays the 'timeclock' web application interface. The top navigation bar includes 'Dashboard', 'Schedule', 'Time Clock', and 'Requests'. The 'Time Clock' tab is active. On the left sidebar, there are options for 'Overview', 'Add Clock Time', and 'Upload Time Sheet'. The main content area is titled 'Add Clock Time' and contains the following fields:

- Clock In:** Time selection dropdowns showing 09:00 AM.
- Clock Out:** Time selection dropdowns showing 05:00 PM.
- Only Clock In:** A checkbox that is currently unchecked.
- Schedule:** A dropdown menu with the text 'Select a Schedule'.
- Remote Site:** A dropdown menu with the text 'Select a Remote Site'.
- Notes:** A large text input area.
- Calendars:** Two calendar views for August 2014. The left calendar shows the 26th highlighted in yellow. The right calendar also shows the 26th highlighted in yellow.
- Buttons:** An 'Add Clock Time' button is located at the bottom of the form.

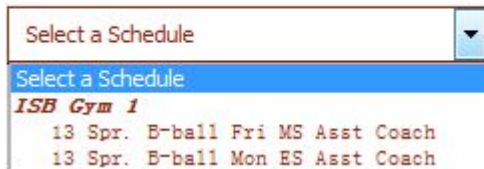
4. Choose the date, then add the time when you start coaching as "Clock In" time , and add the time when you finish coaching as the "Clock Out" time

Please pay attention to the "AM" & "PM" since the default setting in the system is "Clock in" in the morning and "Clock out" in the afternoon.

Under the drop-down menu of the schedule, all the coaching position that you are assigned for are listed down there.

Choose the venue from "Remote Site" drop-down menu. Then click  to finish.

Schedule:



Select a Schedule

Select a Schedule

ISB Gym 1

13 Spr. B-ball Fri MS Asst Coach

13 Spr. B-ball Mon ES Asst Coach



Select a Remote Site

BCIS

Beanstalk

BIBA

BSB

CISB

Daystar

DCR

ISB

Lido Country Club

Quan Fa

Seven Cedars

Shunyi Olympic Rowing Park

Side Park

Western Academy of Beijing


Workers Stadium Dojo

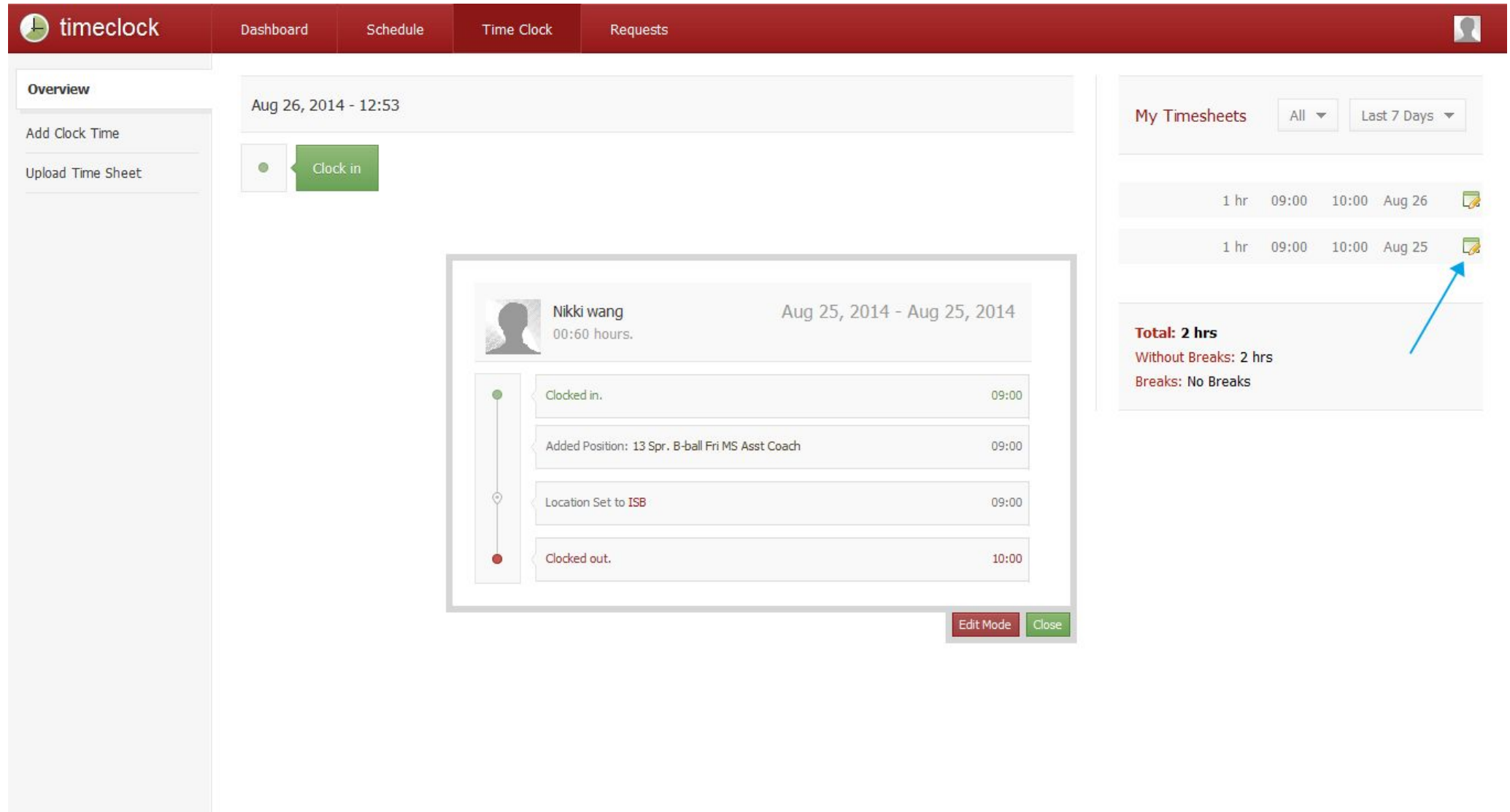
Select a Remote Site

5. After you add the Clock time, a notice saying "Clock time added" shows that the clock time is saved.

The screenshot displays the 'timeclock' application interface. The top navigation bar includes 'Dashboard', 'Schedule', 'Time Clock', and 'Requests'. The left sidebar shows 'Overview' with options for 'Add Clock Time' and 'Upload Time Sheet'. The main content area is titled 'Add Clock Time' and features a yellow notification box at the top that says 'Clock time added.', with a blue arrow pointing to it. Below this, there are two time selection sections: 'Clock In:' set to 09:00 AM and 'Clock Out:' set to 10:00 AM. Each section includes a calendar for August 2014 with the 26th highlighted. A checkbox labeled 'Only Clock In' is present. The 'Schedule:' dropdown is set to '13 Spr. B-ball Fri MS Asst Coach'. The 'Remote Site:' dropdown is set to 'ISB'. A large text area for 'Notes:' is empty. At the bottom of the form is an 'Add Clock Time' button.

6. Then you will see all your clock time records are listed out under the "Overview" page.

7. Click  and you can see the details of the Clock Time record.



The screenshot shows the 'timeclock' application interface. The top navigation bar includes 'Dashboard', 'Schedule', 'Time Clock', and 'Requests'. The 'Overview' section on the left has 'Add Clock Time' and 'Upload Time Sheet' options. The main area displays a clock time record for 'Nikki wang' on 'Aug 25, 2014 - Aug 25, 2014' with a total of '00:60 hours'. A detailed view of the record shows a timeline with events: 'Clocked in.' at 09:00, 'Added Position: 13 Spr. B-ball Fri MS Asst Coach' at 09:00, 'Location Set to ISB' at 09:00, and 'Clocked out.' at 10:00. A 'My Timesheets' table on the right lists records for Aug 26 and Aug 25, with a blue arrow pointing to the Aug 25 record. A summary box shows 'Total: 2 hrs', 'Without Breaks: 2 hrs', and 'Breaks: No Breaks'.

Duration	Start Time	End Time	Date	Action
1 hr	09:00	10:00	Aug 26	
1 hr	09:00	10:00	Aug 25	

Total: 2 hrs
Without Breaks: 2 hrs
Breaks: No Breaks

8. Click **Edit Mode** and you can edit the details of the clock time you have already added.

Time slot / dates / positions / locations all can be changed.

(Please notice that there are 4 time & date option, but please ignore the middle two since that's for the break time.)

Nikki wang
00:60 hours.
Aug 25, 2014 - Aug 25, 2014

Clocked in. → 09:00
Aug 25, 2014

09:00
Aug 25, 2014

13 Spr. B-ball Fri MS Asst Coach
ISB

Clocked out. → 10:00
Aug 25, 2014

Click to add notes Add Note

Please add your reasons for editing this clock time.

Cancel Save & Close

9. Each clock time editing is requested for a reason, so please add your reason for editing this clock time, otherwise the system won't allow you to save the change.

The screenshot displays a user interface for editing clock times. At the top, it identifies the user as 'Nikki wang' and the date as 'Aug 25, 2014 - Aug 25, 2014', with a total of '00:60 hours.' recorded. The main area shows a vertical timeline with a green dot at the top and a red dot at the bottom. A 'Clocked in.' event is marked at 09:00 on Aug 25, 2014. Below it, a dropdown menu is open, showing '13 Spr. B-ball Fri MS Asst Coach' and 'ISB'. A 'Clocked out.' event is marked at 10:00 on Aug 25, 2014. At the bottom, there is a text input field with the placeholder text 'Please add your reasons for editing this clock time.' and a blue arrow pointing to it. To the right of the input field are icons for adding notes, a calendar, and a coffee cup. At the very bottom, there are 'Cancel' and 'Save & Close' buttons.

Please input your coaching hours into the shiftplanning system either during the week once after you finish your coaching or at the end of the week, then Sports Beijing staff will check and approve the submitted coaching hours record very Monday. We will apply the approved coaching hours you have submitted for the payment processing.