

VII. STAFFING

★ Saves with every click!

“I’m adding Staffing information.”

1 Click Center Name

2 Click Activities, then Staffing

3.1 Select each Staff Member type as needed

3.2 For each Staff Member type, enter the number of paid and volunteers

4 Click Review Staffing when finished

5 Click Edit if you need to make changes

6 Click Submit Staffing

1	Contact Name	Type
A G Richardson Elem	John Doe	Public School

2 ← OVERVIEW CENTERS ACTIVITY →

← CENTER ACTIVITIES STAFFING →

3 How many School Day Teachers?

Number of Paid? + -

Number of Volunteer? + -

4 REVIEW STAFFING

5 EDIT

6 SUBMIT STAFFING

TIP: REVIEW STAFFING

If the Review Staffing button is greyed out or unclickable, make sure you’ve filled in all of the required fields.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.