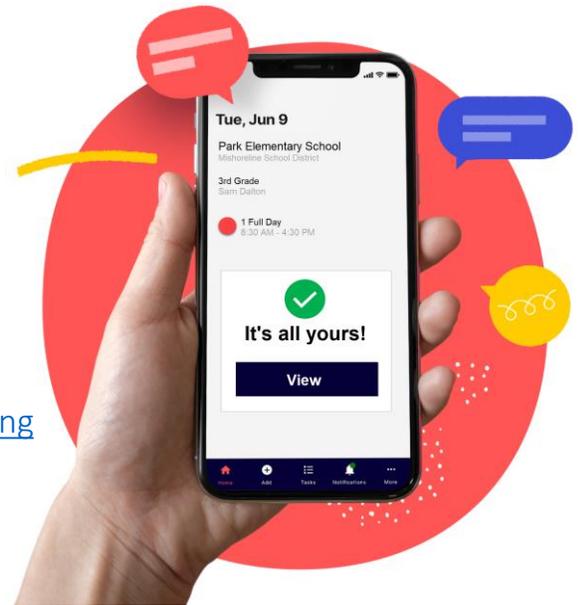


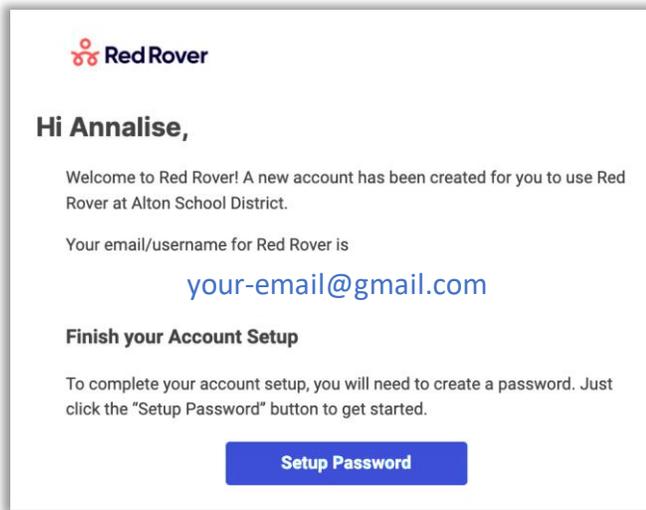
Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at redroverk12.com/sub-training



Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, app.redroverk12.com, to create a password.

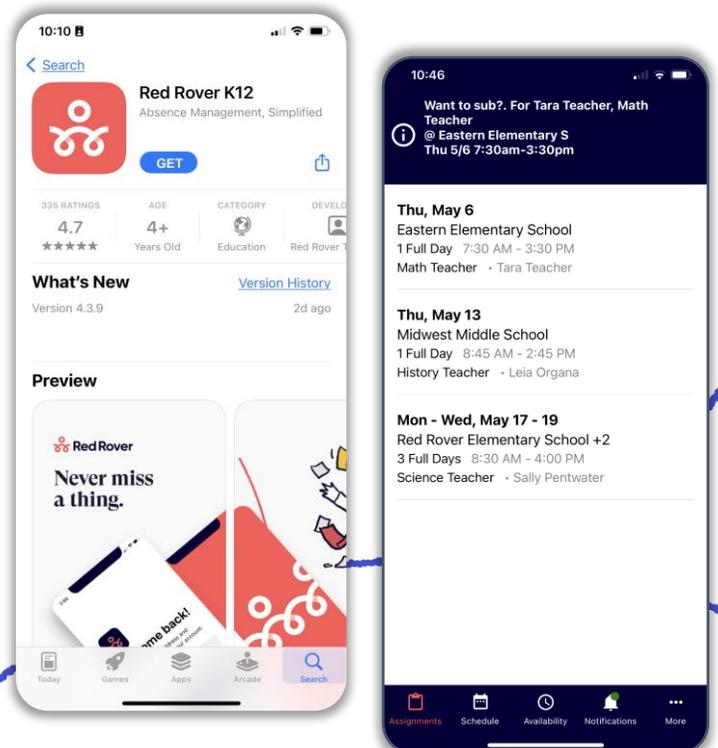
For future visits to the site or mobile app, you'll log in with your email address and password you created.

Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!

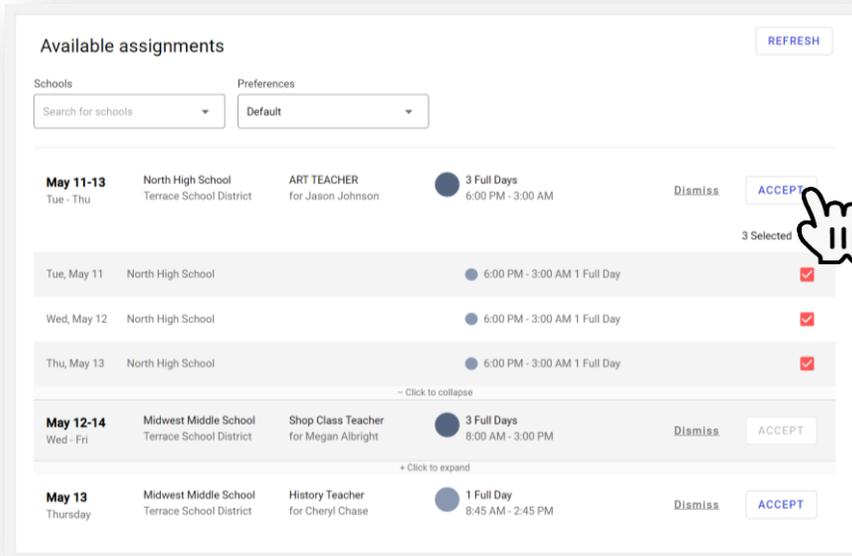
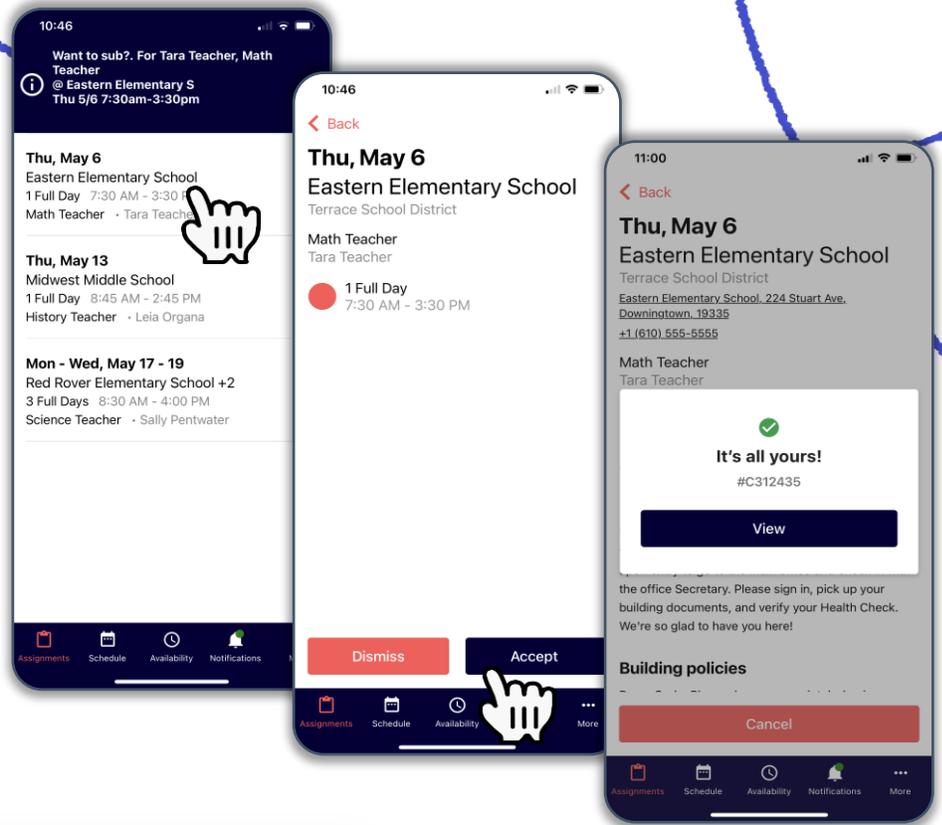


Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.



Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided "Yes" code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

Help, Managing Notifications, & Personal Information

Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the  icon in the upper right-hand corner of the website or in the menu on the app.

Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at app.redroverk12.com. Log in with your username and password. Then scroll down to your "Available Assignments."

To accept a job, click the **Accept** button.

If you successfully accept the job, Red Rover will display a confirmation number.

