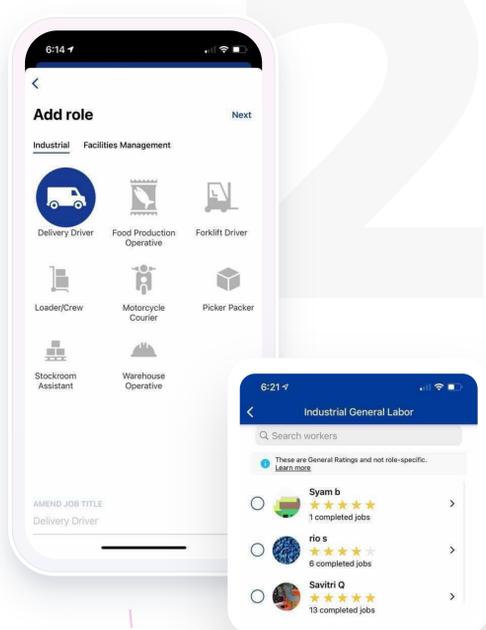
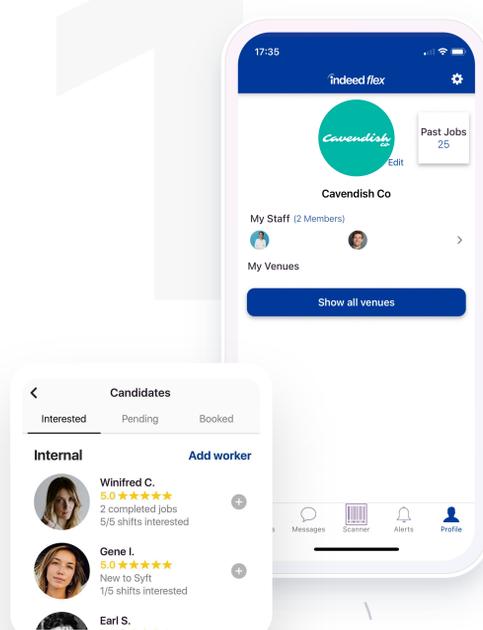


How To Add Workers To Your 'My Staff' Section

Save your favourite Flexers in one place under the 'My Staff' tab...

Getting started

Navigate to 'Profile' at the bottom of the screen. Under 'My Staff' select 'Add workers'.



Select job role

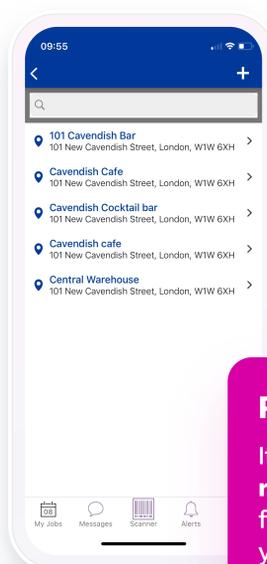
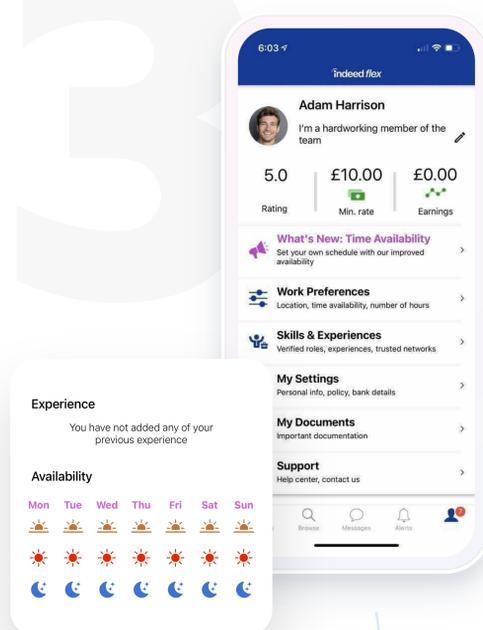
Select the job role of the workers you would like to add. You can also search for specific workers using the search bar.

Top Tip

Adding staff to your 'My Staff' section will allow you to use the 'Offer to my pool' function. This means next time you post a job you have more control over who can apply for it.

View Profiles

To view a worker's profile, select their name from the list. Here you'll be able to see their bio, rating and the roles they're verified in. You'll also be able to view their availability.



Reminder
It's easy to remove workers from your pool if you change your mind.

Final steps

Now you can select which of your venues to add them to and select save. The worker will now be visible under 'My Staff'