Online Staffing Instructions

Give it a day or two after attending your Contractor Seminar before going to www.w3events.com to find the "Interactive Staffing" page. Click on the link labeled "Interactive Staffing" to direct your browser to the STAFFeasy website log-in page. Once you are logged into the STAFFeasy software website, you will notice the "My Info" tab on your homepage. Click on it to see the four categories that you will have access to (links are in *blue* print under your name). Check each of these categories to ensure that your information is correct and up to date, and be sure to update any changes that occur in the future with this data.

General Information – This includes your name and address. If your mailing address ever changes, please email us at: resources@w3events.com and we will update it for you. This will also guarantee that all compensation checks made out to you will find you!

System Access – This is your security assurance; your password and security question. These should be something only you know, and should you forget the answers, please email us at resources@ws3events.com to reset the password.

Contact Methods - Your most accessible email address should be entered as **priority 1** to automatically receive a message when you have been offered a shift, as this is the most efficient way to communicate such information. Additional contacts such as a pager number, a mobile phone email address (to send text messages via cell phone), other phone numbers that we may use to contact you, etc. can be listed as secondary contact methods that you prefer (priority 2, etc.) in the order that best suits your communicational abilities.

Work Schedule – Fill in your weekly schedule on a day by day basis here to acquire the most possible amount of offers for assignment. The staffing system will only include you for consideration if you are deemed available for any particular shift. This feature resolves any possible scheduling conflicts that could otherwise occur, so it requires your ongoing scrutiny to ensure its accuracy. (See the example on our website www.w3events.com on the "Interactive Staffing" web page.)

If you have any questions or need help with the staffing website, please first check the "Interactive Staffing" page on www.w3events.com for user information. If you cannot find an answer there, email us at resources@w3events.com If you are not internet literate or need help with how to obtain an email address, please call our office at (512) 916-9461 *(follow the prompts for "Contractors" only, and leave us a message.)*

We are more than happy to help walk you through anything you may be unfamiliar with regarding computers, email address creation, the internet, printing out your assignments, etc.

Welcome aboard, we look forward to working with you!

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