

## Schrole Cover Using the Mobile Phone App



**Schrole cover**

Login Email

Password

Remember Me?

**Sign In**

[Forgot Password](#)

### Download Schrole Cover App from AppStore or GooglePlay

It is advisable to explore and familiarise yourself with the computer version of the Schrole Cover program so that you have an understanding of how the Schrole Cover App works.

**Step 1.** Login in using your registered email address and password.

**Step 2.** Touch the top left hand corner (near Schrole title) and a drop down menu will be shown. **Substitute Dashboard** brings up your schools that you are attached to and available jobs with the option to **Accept Job**.

**Find & Apply to Schools** gives you the option to locate schools listed with Schrole Cover near your location, plus the schools on the database, including Mt Hawthorn Primary. Highlight one and touch **Apply Now**.

**Find & Accept Jobs** provides a more detailed window of the relief job on offer.

**Manage Availability** is the same workings as the computer version, allowing you to switch between calendar and list view and specify what actual days you are or aren't available due to fix term appointments, holidays etc, which informs the program as to whether to send an alert of an available relief job.

**My Accepted Jobs** lists the relief jobs that you have accepted (see page 2).

**Notifications** lists all the communications between schools and yourself (see page 2).

**Manage Notifications** important, please check your notification settings, either or all **email**, **Schrole Cover App** (see p 2).



**S** Dashboard

Substitute Dashboard

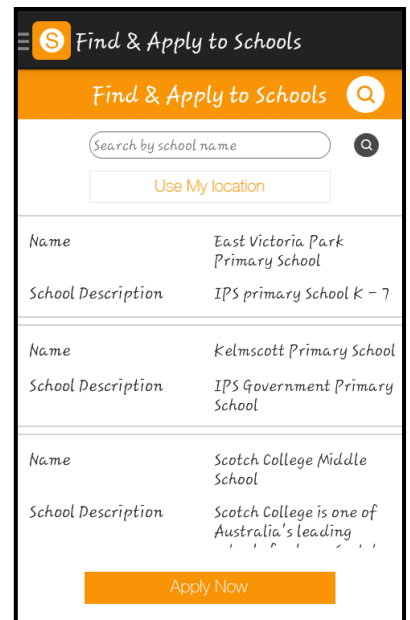
Jobs Available

Job Name	Donna Davies
Posted Date/Time	29-Jul-2014 21:40
Posted By	Brad Combes
Start Time	12-Sep-2014 08:00
Finish Time	15-Sep-2014 15:30

My Schools

Name	Forest Crescent Primary School
School Description	IPS Level 6 Government Primary School

**Accept Job**



**S** Find & Apply to Schools

Find & Apply to Schools

Search by school name

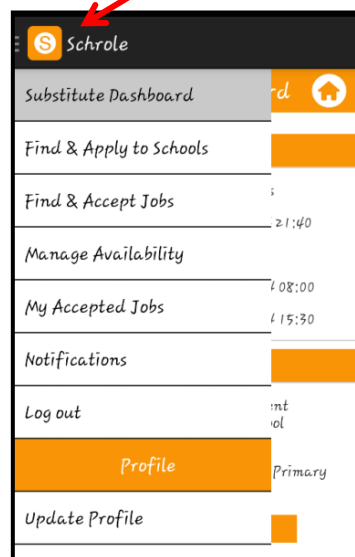
**Use My location**

Name	East Victoria Park Primary School
School Description	IPS primary School K - 7

Name	Kelmescott Primary School
School Description	IPS Government Primary School

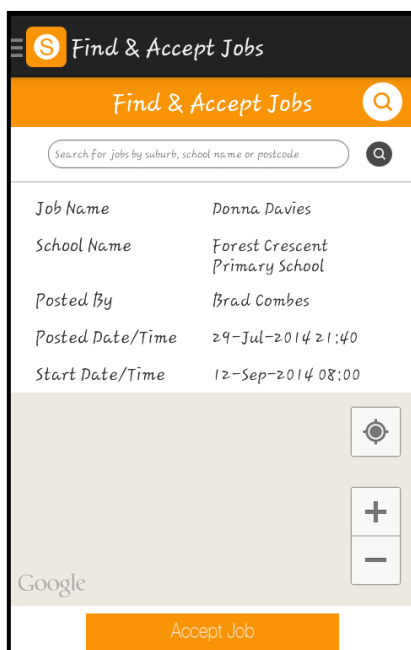
Name	Scotch College Middle School
School Description	Scotch College is one of Australia's leading ...

**Apply Now**



**S** Schrole

- Substitute Dashboard
- Find & Apply to Schools
- Find & Accept Jobs
- Manage Availability
- My Accepted Jobs
- Notifications
- Log out
- Profile**
- Update Profile



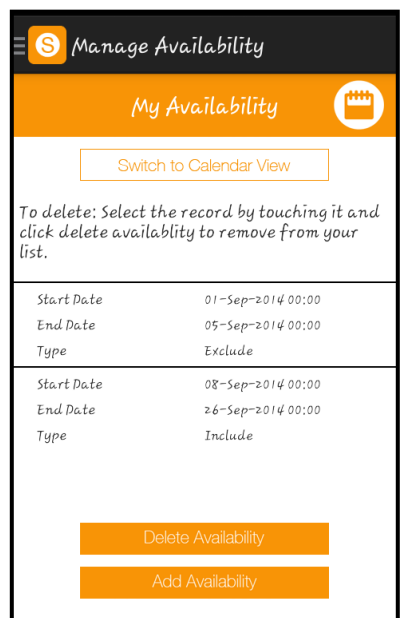
**S** Find & Accept Jobs

Find & Accept Jobs

Search for jobs by suburb, school name or postcode

Job Name	Donna Davies
School Name	Forest Crescent Primary School
Posted By	Brad Combes
Posted Date/Time	29-Jul-2014 21:40
Start Date/Time	12-Sep-2014 08:00

**Accept Job**



**S** Manage Availability

My Availability

**Switch to Calendar View**

To delete: Select the record by touching it and click delete availability to remove from your list.


Start Date	01-Sep-2014 00:00
End Date	05-Sep-2014 00:00
Type	Exclude

Start Date	08-Sep-2014 00:00
End Date	26-Sep-2014 00:00
Type	Include

**Delete Availability**

**Add Availability**

**S My Accepted Jobs**


*My Accepted Jobs* 

Thank you for using Schrole Cover to find your job today.  
We hope you have a wonderful day at school.


*My Accepted Jobs*

Job Name	Vanessa Falloon
Job Type	Plan Ahead
Posted Date/Time	29-Jul-2014 22:02
Start Date/Time	10-Sep-2014 07:45
End Date/Time	10-Sep-2014 16:30
Posted By	Brad Combes


**S Notifications**

*Notifications* 

Bradley Combes 30-Aug-2014 15:07


Welcome Sinclair, We are happy to welcome you as a Substitute for the Forest Crescent Primary School school. Best Regards, School Forest Crescent Primary School 

Jeffrey Sinclair 30-Aug-2014 14:54

Thank you for your application. Forest Crescent Primary School has been notified of your application. You will be notified when the school has made a decision. 

[Manage My Notifications](#)

**S Edit Notifications Settings**

*Notification Settings* 

Please select to receive notifications via email and this mobile app. Please note the text message service is not available at this time.

**Notifications Options**

- Email
- Direct to Schrole Cover App
- Text Message (SMS) \*

Normal text messaging rates will apply

[Save](#)