

Event Scheduling

Many WhenToWork users schedule events. Here are some tips if you are scheduling employees for events:

- You can [create Categories](#) to help with adding shifts for events. Define a category with "default Add Shift settings" (ex. you can enter the time, and the description information about the event location or client name etc.). Then when you [add shifts](#) for the event you can choose that event Category first and those event defaults will be entered for you. Note that for employees to see categories you will need to set this on the Settings and Employee page.
 - Or if you have repeating events at a certain location you might want to [create separate positions that include the location](#) (ex. Server - Marriott, Setup - Marriott) this will allow you to [filter your view](#) to only one position group - servers across all locations, one location - all workers etc.
 - Or you can use the **Shift Description** when [adding](#) or [editing](#) shifts to enter information about the events. Description display can be turned on and off using the Change Layout link on most Schedule Views
- Or [create a Template](#) and [Import](#) sets of shifts for events. When you Import you can set all shifts to have a shift description that explains the event, location details, etc.
- - Or if you have a website you can upload documents there - create an information document, upload to your website and then add a link to it in the Schedule Notes at the bottom of the schedule week. The link will display on the schedules for employees and will be included when they receive their schedule by email.

[Contact us](#) using the Contact link at the bottom of your account and send us information about your specific event scheduling and we will be happy to make suggestions that will help you in setting up your account and in your week to week scheduling.

Related Topics:

- [Adding New Category Definitions](#)
- [Existing Shifts - Assigning Categories](#)
- [Setting What Positions Employees Can Work](#)
- [Creating & Editing "Position Groups"](#)
- [How Position Groups can be Used](#)
- [Filtering the Schedule View/Printout](#)
- [Location Specific Positions](#)
- [Rating Employees for Positions/Locations](#)
- [Existing Shifts - Assigning Categories](#)
- [Adding New Shifts is Easy Using Shift Categories](#)
- [Using Categories to Selectively AutoFill](#)

Rotational Scheduling

WhenToWork does not automatically create rotational schedules, ex. x days on x days off or every other weekend off etc.

You can manually accomplish this by creating and Saving each week in your rotation as a [Template](#) and then [importing](#) those weeks into future weeks in whatever rotation you require.

Related Topics:

- [Saving / Naming Schedules & Shifts](#)
- [Importing Shifts from a Week or Day](#)

Seasonal Companies - Fluctuating Employee Totals

WhenToWork has many users that are seasonal companies.

If you only require scheduling for certain parts of the year or have fluctuating Employee levels during various seasons please use the **Contact link** at the bottom of your account pages to tell us about your company's seasonal needs, ex. how many employees are expected each month of the year.

Our billing department can create a special seasonal price for you and make sure that your data is saved and waiting for you when you return for the next season.