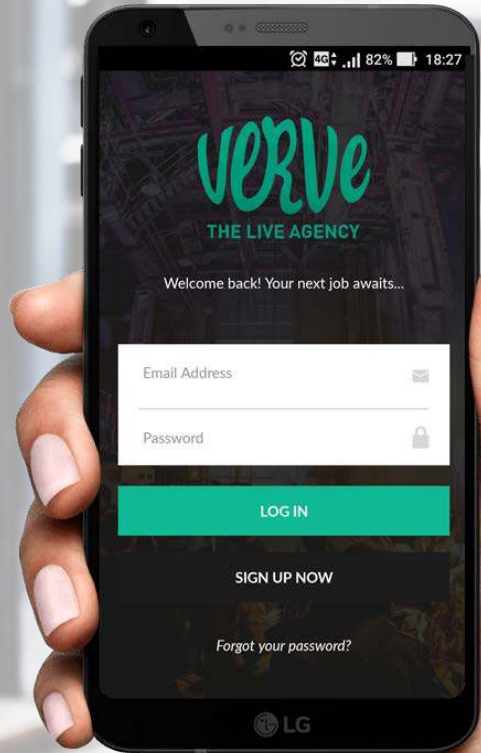




Verve worker app

verve
THE LIVE AGENCY



Verve's Worker App is a new app designed to allow our promotional team to view, book and log part-time work with Verve on their phones.

To get started, download the Verve app:

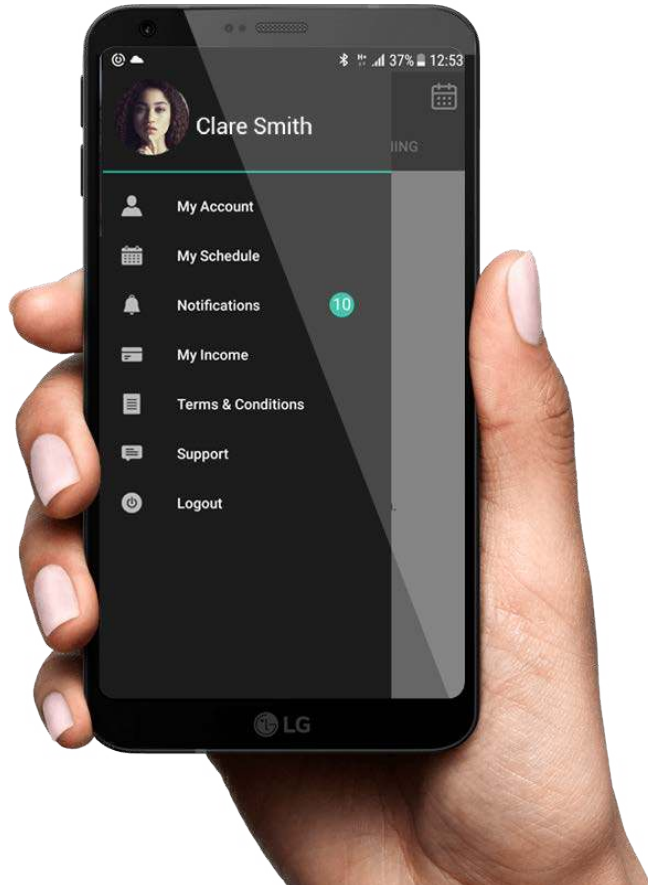
> [apple](#)

<https://itunes.apple.com/ie/app/verve-worker/id1254025001?mt=8>


> [android](#)

<https://play.google.com/store/apps/details?id=com.verve.employee>

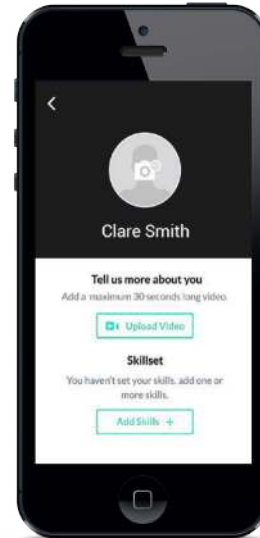
Once you've downloaded the app click the 'Sign up now' button and create an easy to remember password and log in.

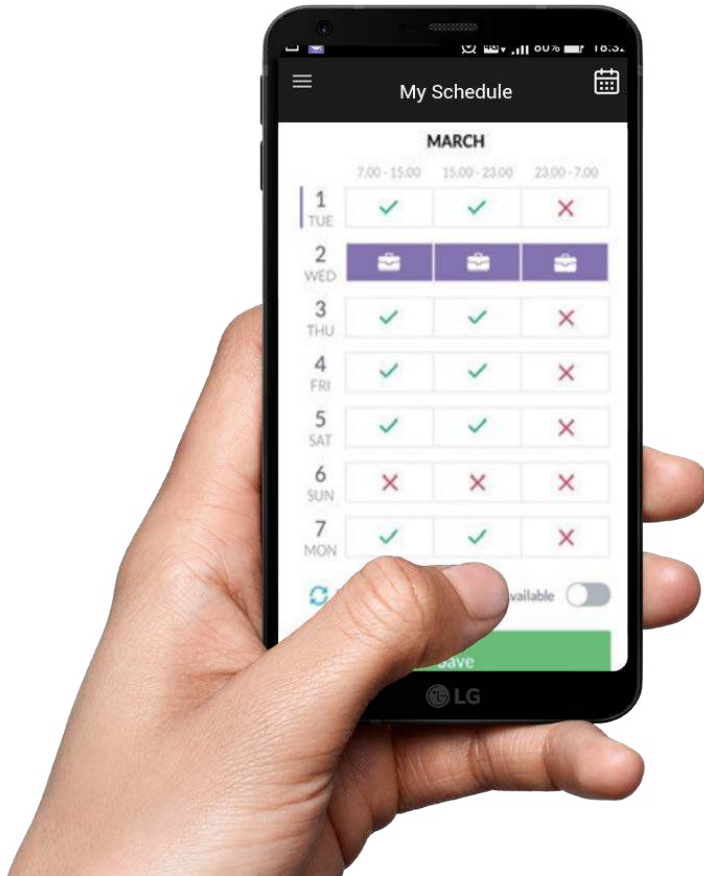


create your profile

Once you've signed in, click the menu icon  in the top left corner and tap on **'My Account'** to create your profile.

- > Add a clear profile picture
- > List your skills, for example:
 - Full driver's licence
 - First aid skills
 - Bar or waiting experience
 - Balloon modelling...
- > Create a 30 second video to introduce yourself

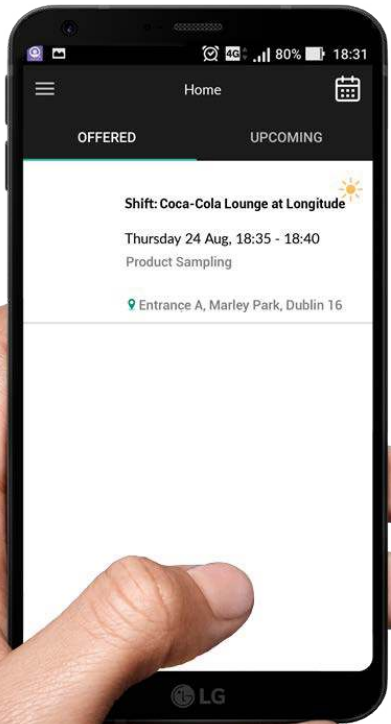




set your availability

You can let us know when you're available to work using the calendar or '**My Schedule**' tab.

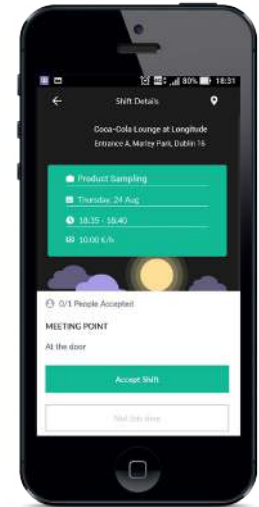
- > Set your availability for morning, day or evening work from today up to seven days into the future.
- > You will only see work that is available for the times that you have set. Be sure to read the job details for exact start and finish times.
- > We ask that you only set times that you are realistically available to work.



offered jobs

On the home screen you'll see 2 tabs: 'Offered' and Upcoming

- > The 'Offered' tab shows a list of available jobs in the times that you have selected. Click in for further details about location, the role, rate of pay and special requirements.
- > If you're 100% sure you'd like to take the job, click 'Accept'. Your accepted job will now show in the 'Upcoming' tab.
- > If you're not available to work on the job, please click 'Not this time'.

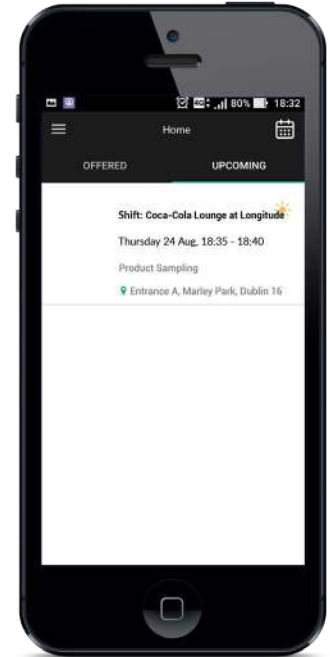




upcoming jobs tab and check-in

The jobs you've accepted to work on will be listed in the '**Upcoming**' tab.

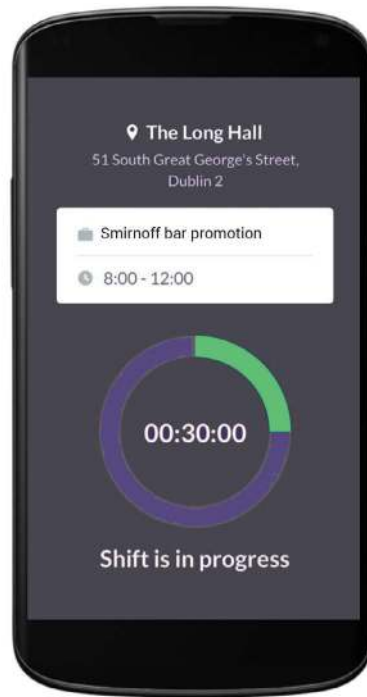
- > 15 minutes before the job is due to begin you'll receive a notification reminder: but don't check in until you arrive at the location.
- > **Once you arrive to the job location, check-in as prompted.** This let's us know that you've arrived and are ready to start.



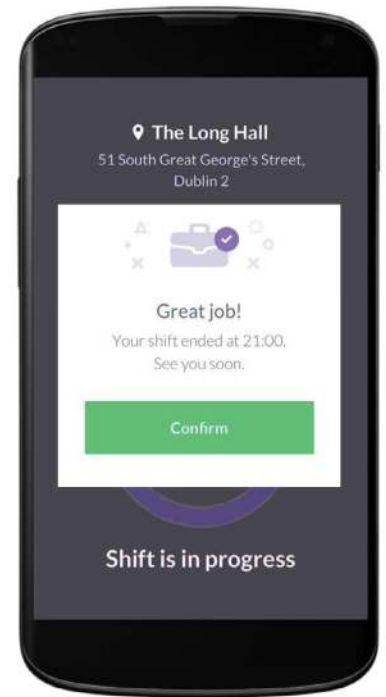
workyourway



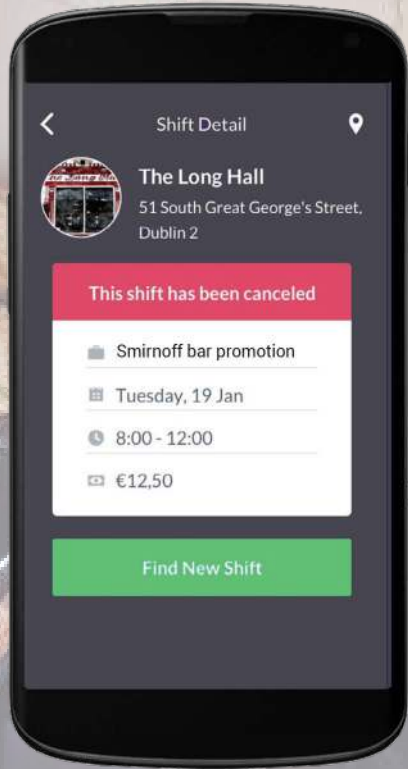
1. **'Check-in'** as soon as you arrive at the event or activation location to start your job.



2. Verve is then notified that you've arrived, are on time and will be working for the duration of the shift.



3. When the job is over, check-out to end your shift.



if you need to cancel...

- > If you need to cancel, do so ASAP on the page with the shift details.

if we need to cancel...

- > Very occasionally a job will be cancelled. If this happens you'll be notified on the app and you can choose to make yourself available for a new job.

Payment History		
Date	Role	Payment
6 jobs		616.08 €
Aug 7	Shift: Coca-Cola Skill#1	€88.77
Aug 7	Shift: Guinness Skill#1	€20.92
Jul 19	Shift: Persil Skill#1	€90.09
Jul 18	Shift: Electric Picnic Skill#3	€100.00
Jul 18	Shift: Fanta Skill#1	€90.31
Jul 14	Shift: Office Skill#1	€90.00

'my income'

You can view your earnings in the **'My income'** tab

- > 'My income' is updated weekly for the week before. So the gross income from your shifts last week will display this week.
- > **Any questions?** Visit the help tab or ask your account manager in Verve.