

[Scheduling](#) [1]

Local coordinators are responsible for scheduling, both of their own service providers within their institutions, and their institutions within the overall [AskAway collaborative schedule](#) [2]. Coordinators work with the Admin Centre to assign their institutions to shifts that best fit their needs, and with other institutions to ensure that the schedule meets the needs of the service and of its participating libraries.

ShiftPlanning

AskAway is currently using ShiftPlanning software (aka Humanity) to facilitate scheduling.

- [ShiftPlanning Tutorial](#) [3]
 - Learn about the scheduling process
 - Learn how to view your library's schedule and how to request and manage trades with other institutions
- [Login to ShiftPlanning](#) [4]

If you have any trouble accessing the tutorial, your library's ShiftPlanning account, or any questions, please [contact the Admin Centre](#) [5].

Source URL: <https://askaway.org/staff/scheduling>

Links

[1] <https://askaway.org/staff/scheduling>

[2] <https://askaway.org/staff/schedule>

[3] <https://canvas.sfu.ca/courses/33668>

[4] <https://askaway.humanity.com/app/>

[5] <https://askaway.org/staff/contacts>