



Welcome TO THE FUTURE OF CINEMA STAFF SCHEDULING

Release shifts, approve shift applications and swaps using MovieTeam's new Marketplace - available on desktop and mobile devices.

The launch of Marketplace will replace Cover Requests and provide your staff with tools to release, swap and apply for shifts, with easy one-step approval from you.

Releasing shifts

Release unassigned shifts to the Marketplace — giving staff the opportunity to apply. Each staff member will only see the available shifts that match their Employee Group and Jobs. Staff will also have the ability to release their assigned shifts to find cover; these shifts will remain assigned to the employee until a replacement has been approved.

Approving Shift Applications

You will be provided with a list of staff who have applied for each available shift, in order of application, followed by any ineligible staff who applied. When you approve an application, that staff member will automatically be assigned to the shift. All applicants will receive an update via notification.

Shift Swaps

Staff can now arrange 1:1 shift swaps their co-workers. Once both staff members have accepted, you will be sent the swap request along with any scheduling violation warnings. Simply approve or deny the request and MovieTeam will notify the staff members accordingly.

