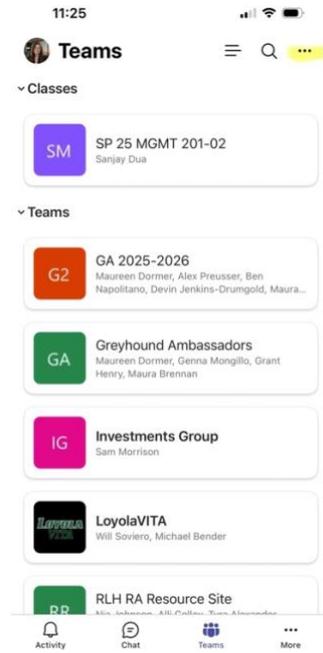## SETTING UP SHIFTS TUTORIAL
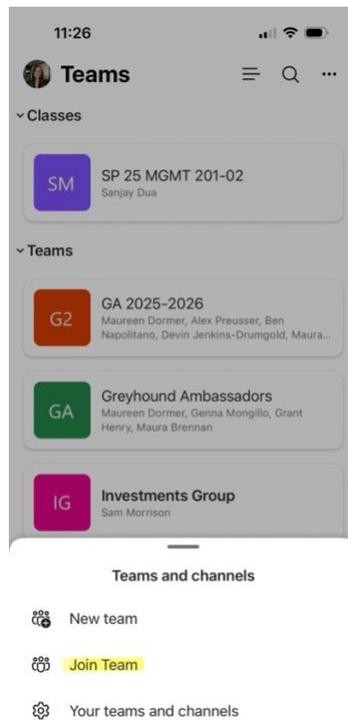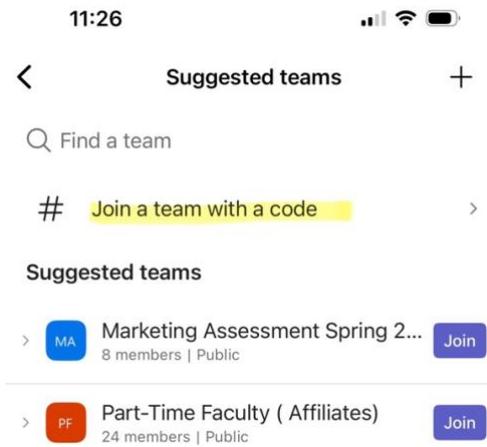
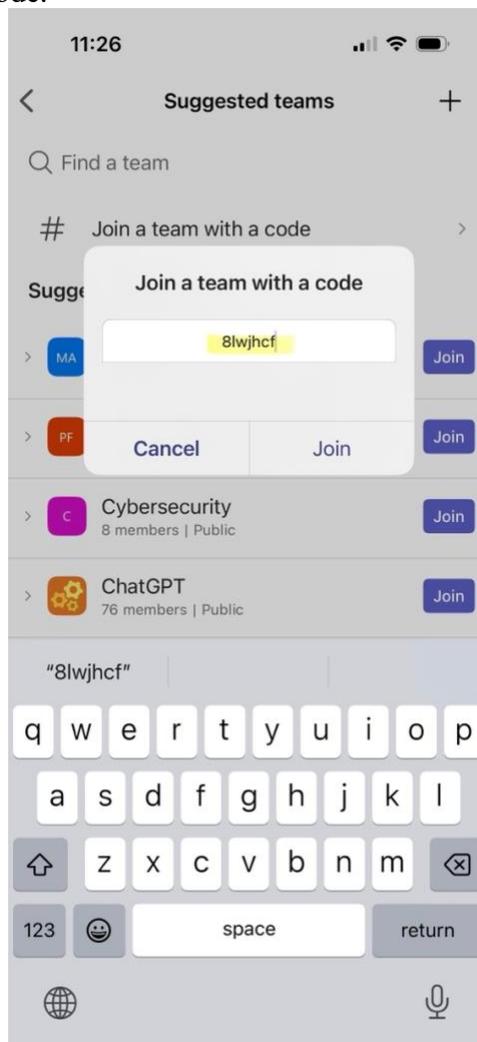1) After opening teams, click on the three dots in the top right.
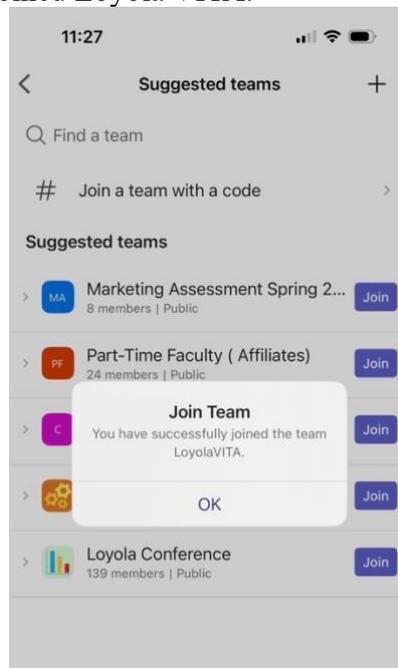

2) Click on "Join Team"
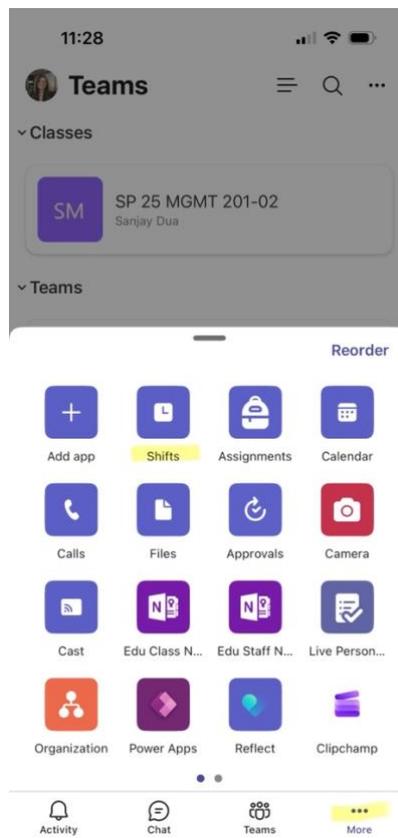
3) "Join a team with a code"
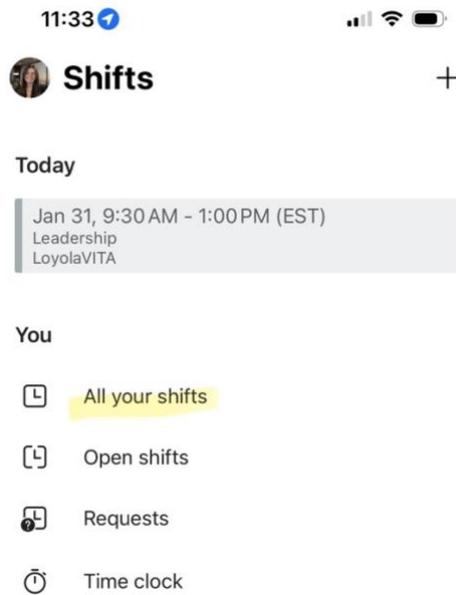

4) Type in "8lwjhcf" as the code.

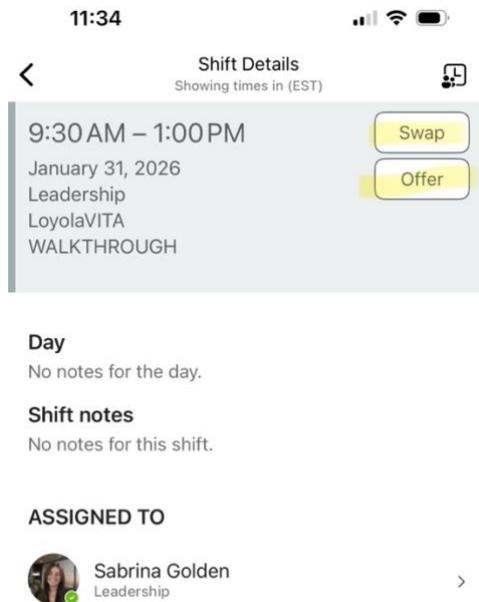5) Be sure you've successfully joined Loyola VITA.

6) Now, go to Shifts by clicking "more" and then finding the "Shifts" app. You can then pin it to the task bar, so you don't have to find it again.

7) You can now access all of your scheduled shifts.

8) Once you click on a shift, you will have options to swap or offer it up to other preparers within your certification level.

CONGRATULATIONS! YOU'VE SET UP TEAMS.