



LASSO Mobile App Guide



Psst...

If you haven't already, download the LASSO Mobile App!

- Receive invitations for upcoming jobs
- Submit availability
- View your schedule by shift card or calendar view
- Review the latest messages & event details

How to Login

Enter your email address or phone number to login.
Click Next.

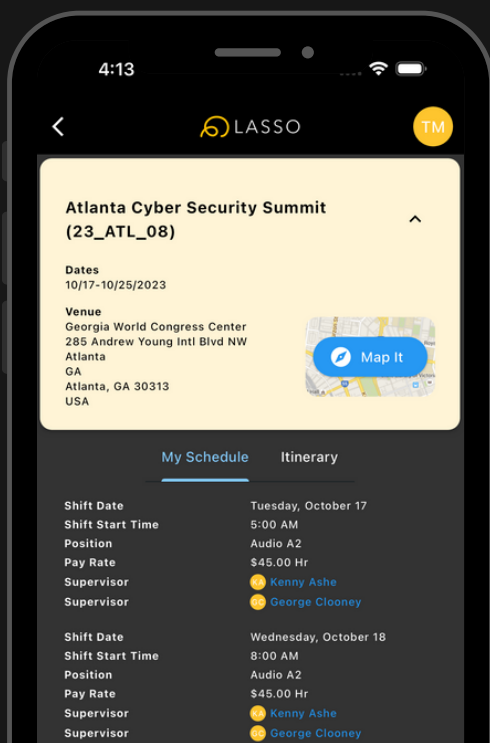
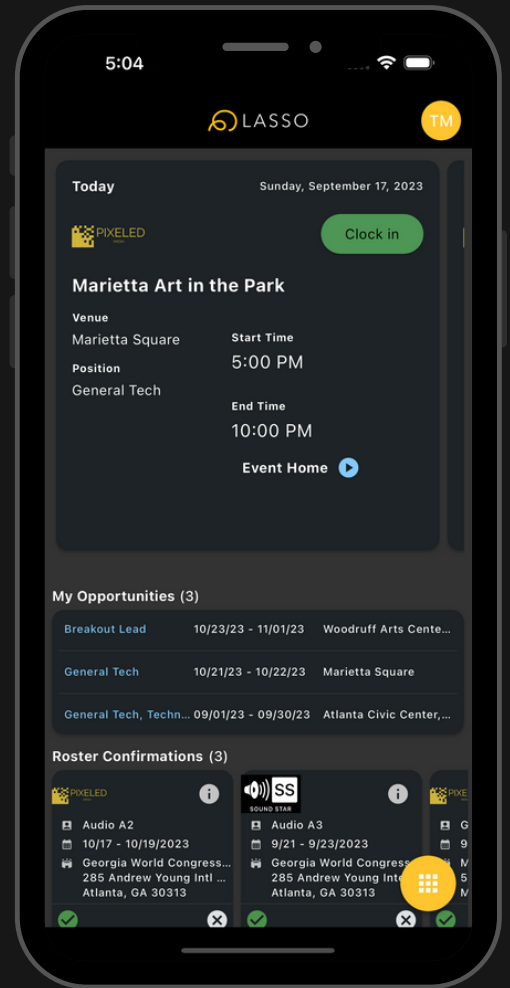
Enter your password and/or the login code that is sent to your mobile device. If you have forgotten your password, click the "Forgot Password" link and follow the prompts.



Dashboard

The Dashboard holds many important items including your current schedule/shifts, Opportunities, Roster Confirmations and Communications.

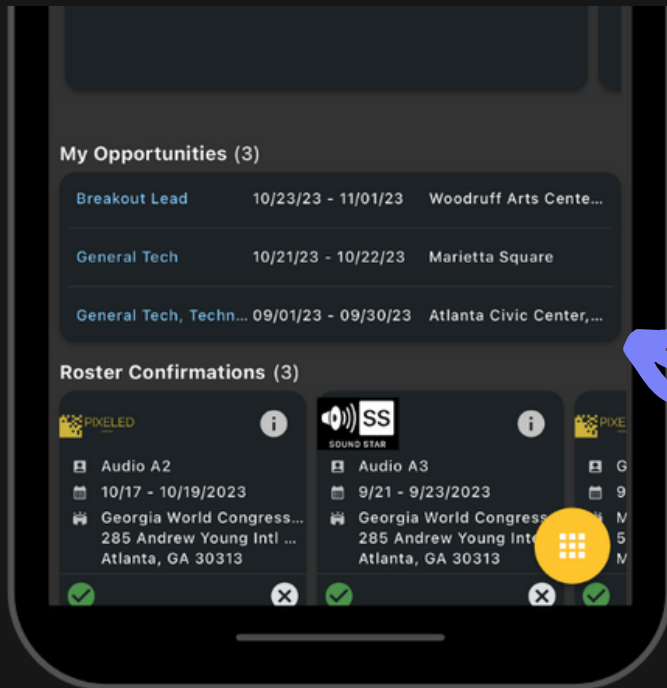
All of your current/upcoming shifts are listed at the top on individual **Schedule Cards**. You can swipe left/right to view them all. If your event allows for crew clock in, you'll be able to clock in directly from the shift card on the Dashboard. If there is a Supervisor on your event, their information will be displayed and you can contact them directly with any questions. You can also swipe left on the Supervisor to see additional ones.



Click on **Event Home** on the screen above to see more information about your shift including your full schedule, the venue, a link to the venue via your default maps app, any itinerary information and the roster if applicable.

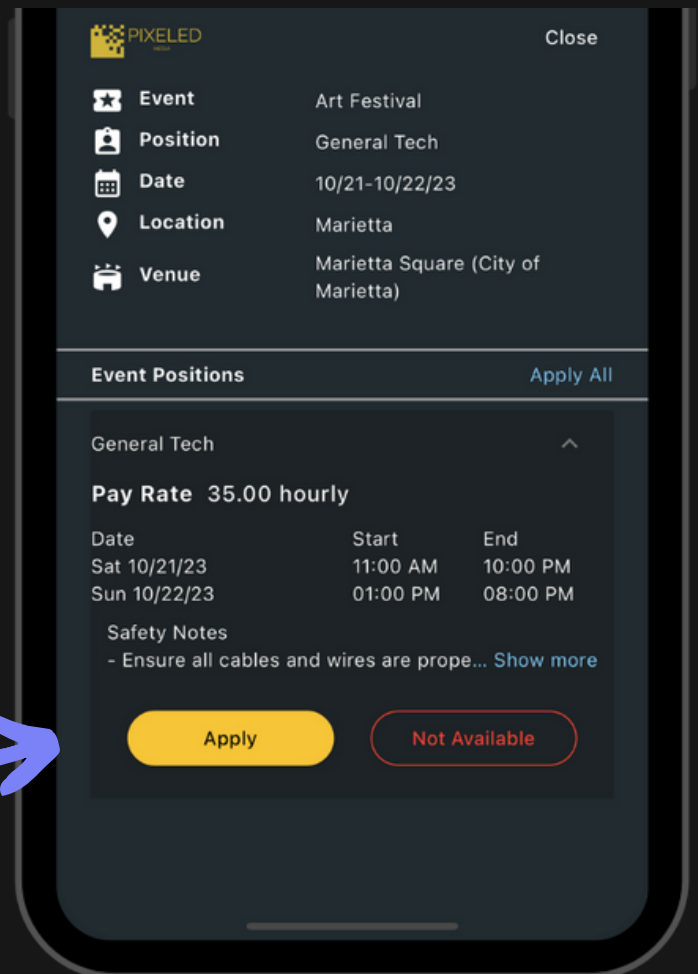


Dashboard



Next, your Opportunities will be listed below.

Click on an Opportunity to view more information about the location and shift times.



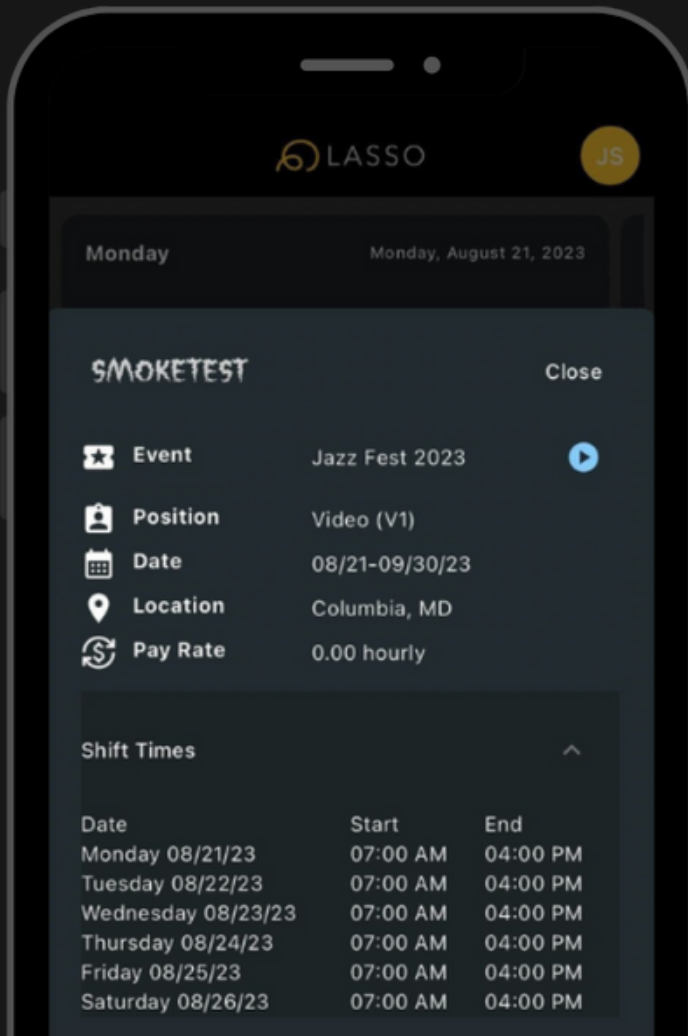
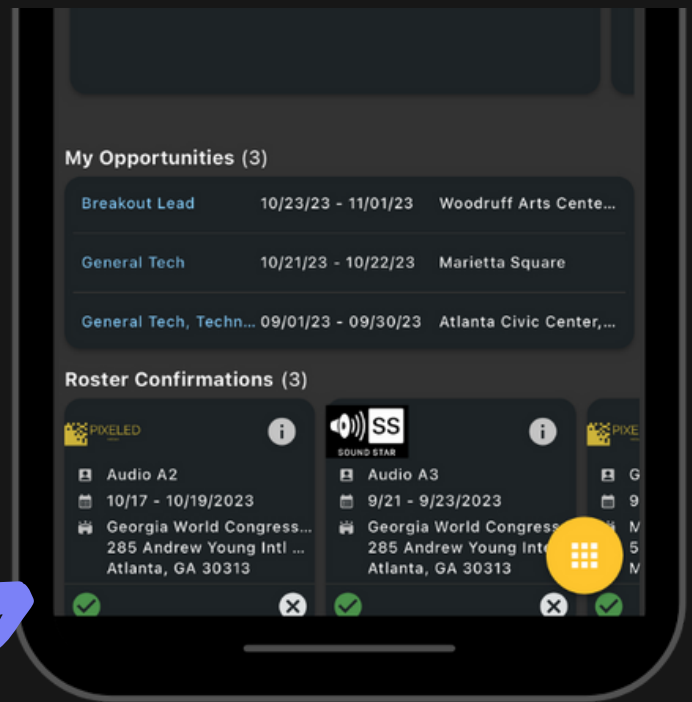
Click "Apply" if you'd like to work the event or "Not Available" if you cannot.



Dashboard

Next are Roster Confirmations

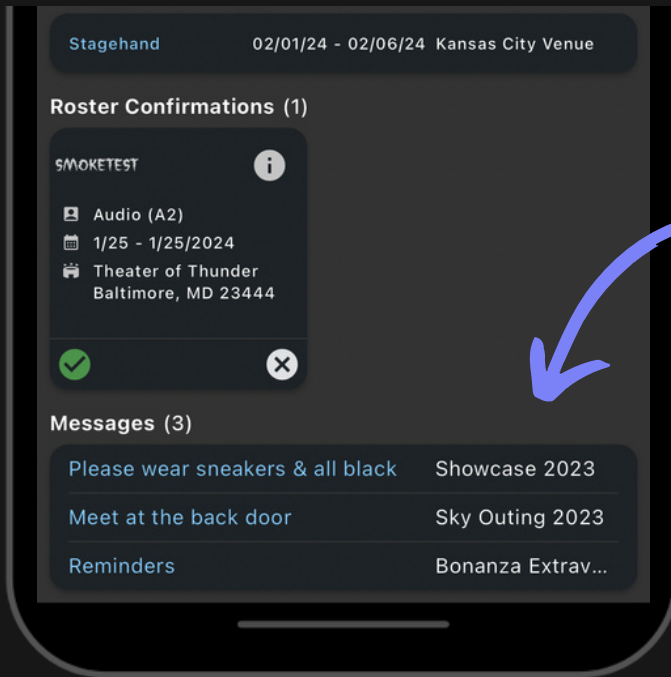
If you work for multiple companies, you will see each of their company logos for quick designation. Select the green check mark to accept and the X to decline.



You can also click on the Confirmation Tile to view more details.



Dashboard

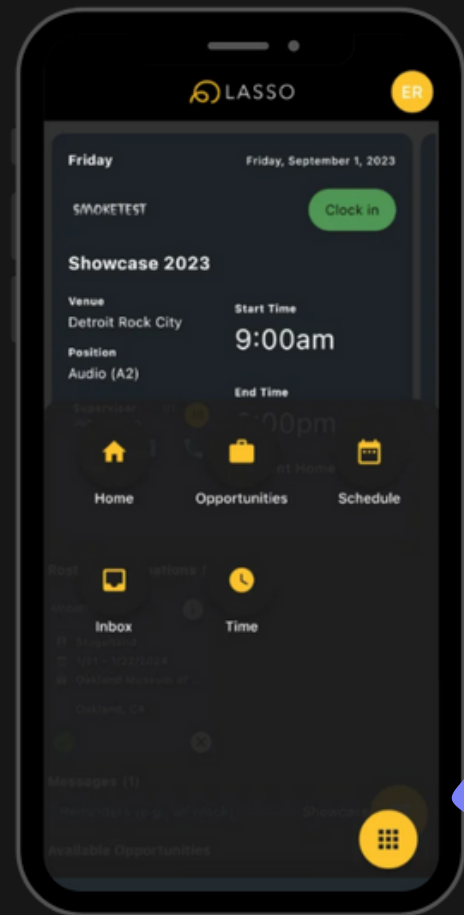


Your five recent messages will be listed last.

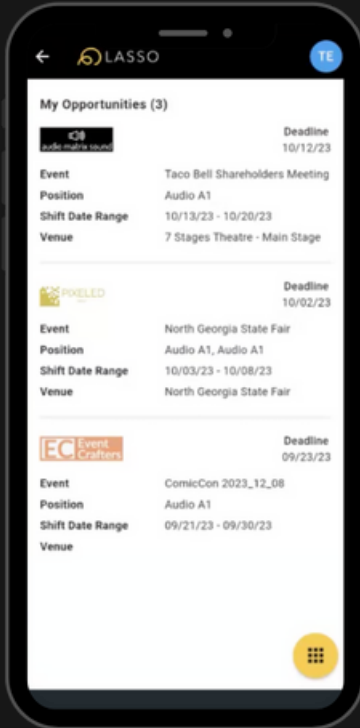
Click on the message to view. The Event name will be listed at the top. You may Archive the message to remove it from your app, but this cannot be undone.

Navigation Button

When clicking the Navigation Button, you have access to your Opportunities, your Schedule's Calendar View, and your Inbox.

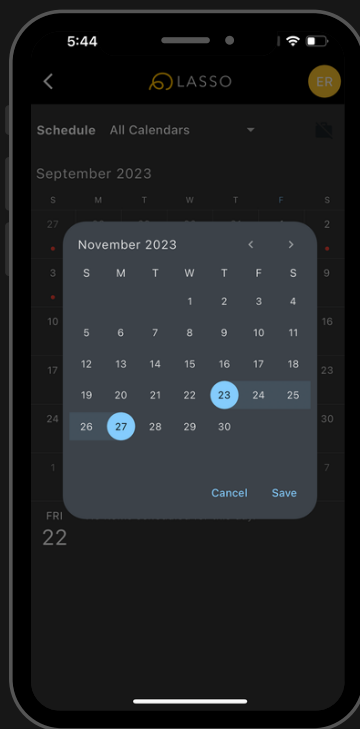
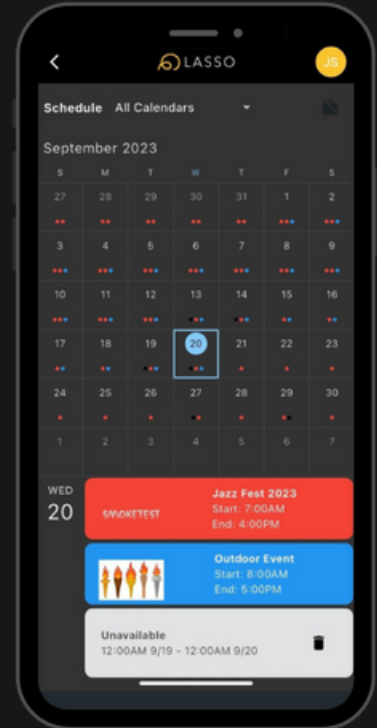


Navigation Button



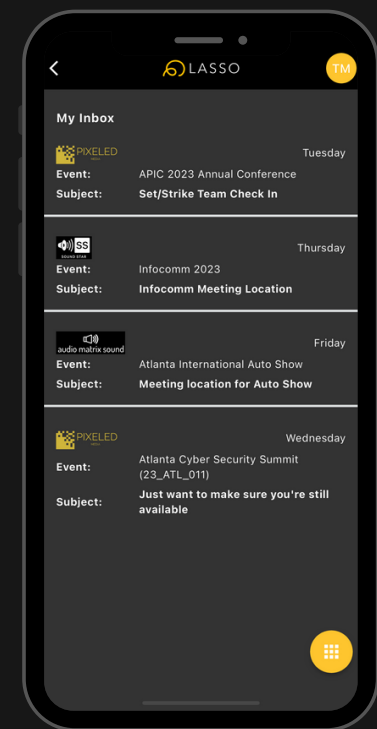
← Opportunities gives you a list of all of the invites you have that you need to respond to.

Your Schedule → shows anything that you've been scheduled for and your events will be color coded if you work for multiple companies.



← Manage Availability feature. Click the suitcase icon to update your calendar with days or partial days you're unavailable. You can customize for each employer.

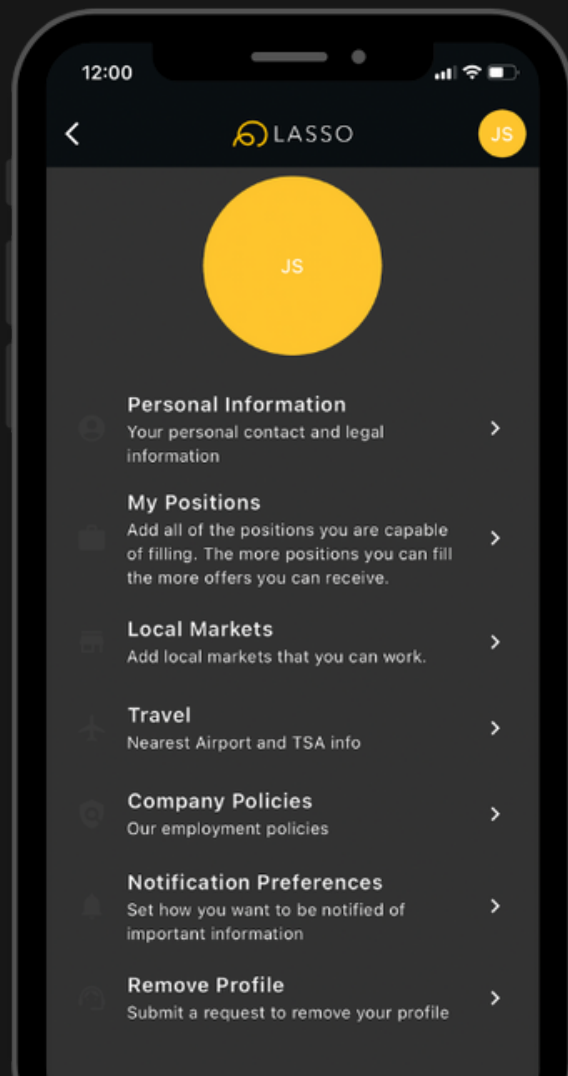
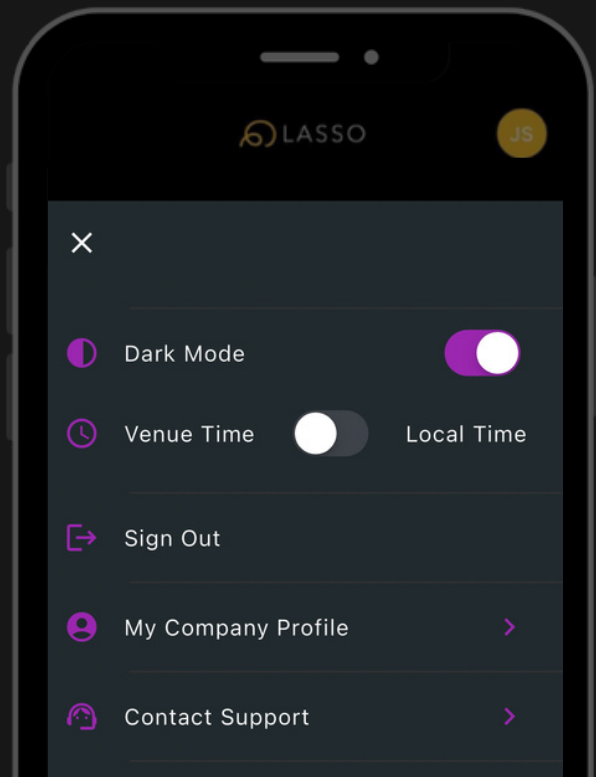
Lastly, your Inbox → holds all communications. You can remove them by clicking "Archive" at the bottom.



Profile Menu

By clicking on your initials, this will bring up your profile menu.

You can select Dark Mode, sign out of the app, access My Company Profile and Contact Support.



My Company Profile lists your active profiles. Click into the profile to update your personal information, apply to new positions, add/remove local markets, update your Travel information if applicable, view that company's policy documents, select your notification preferences and submit a request to have your profile inactivated/removed.





Spotty coverage on location?

We've got you covered. The LASSO Mobile App is equipped with **offline mode**. Key functionality like shift card viewing, and clocking in and out are still accessible while offline. Messages sent to you while offline will be queued up for when you regain internet access.

Contact Support

If you need technical assistance with the LASSO Mobile App, feel free to contact LASSO Support: support@lasso.io

There are helpful resources located [here](#) as well.

