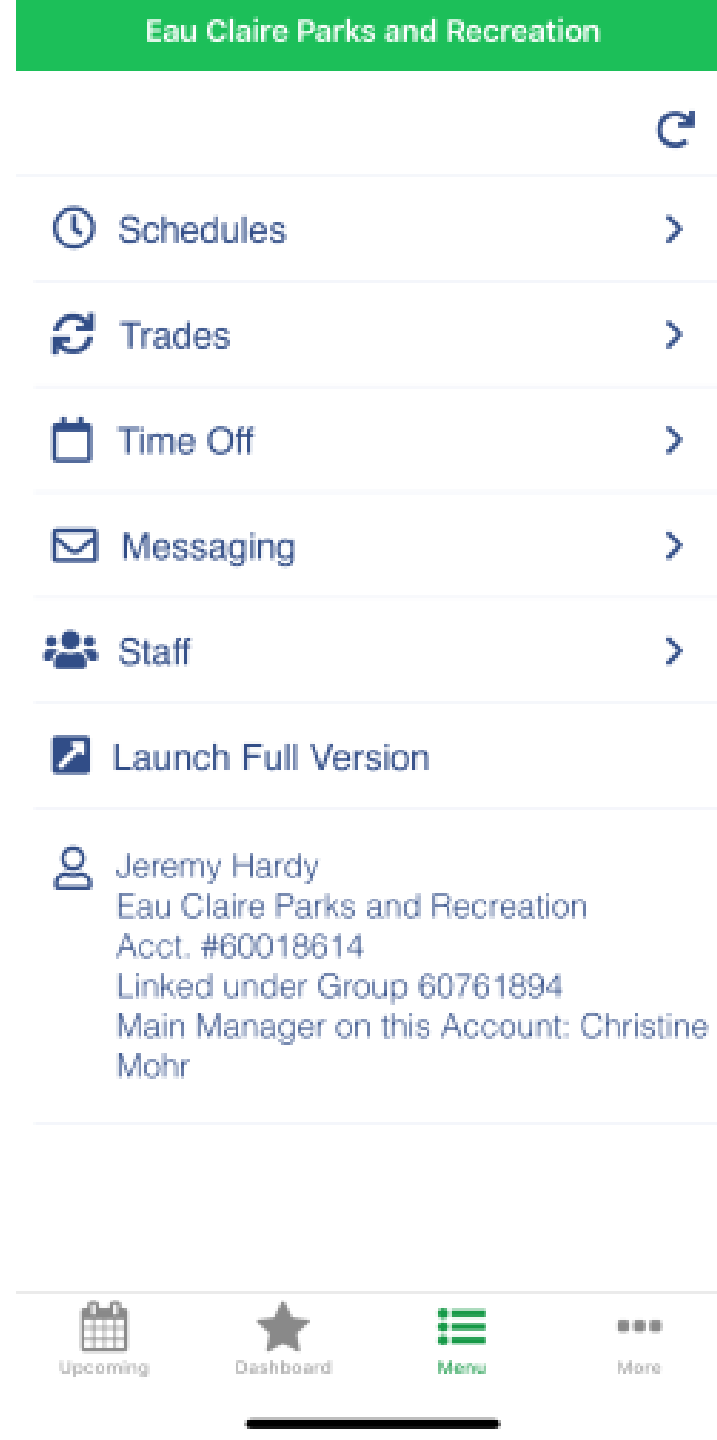


How to upload your When 2 Work schedule to your phone calendar

Yay for keeping track of life!

Step 1: Open
When 2 Work and
*Launch the Full
Version*

Note: You cannot
do this from the
app, it must be
done in the
full/desktop
version



Step 2: Note this screen and press "Settings"

HOME SCHEDULES EMPLOYEES TRADES TIME OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGNOUT

Eau Claire Parks and Recreation

Account #60018614
Linked under Group #60761894
Main Manager: Christine Mohr*

Jun 19, 2025
6:44pm

Welcome Jeremy Hardy, Manager

Maintenance Alert

WhenToWork will be conducting System Maintenance
Tuesday June 24th: 8pm-10pm CDT
Some systems may be temporarily unavailable. [See More](#)

Quick Links

- View Help & Demos
- Create a New Linked Account
- Extend / Upgrade Subscription
- Create an Invoice

Connect

- Contact W2W

- SCHEDULES
- EMPLOYEES
- TRADES
- TIME OFF
- MESSAGING
- SEND URGENT ALERT
- BULLETIN BOARD
- REPORTS
- WHO'S SCHEDULED NOW
- SETTINGS
- MAKE A PAYMENT / PRINT INVOICE
- SIGN OUT

What's New!

Note: 1 employee with an invalid email. Please click here to correct.

Employee Home Page Notice

Pick up unassigned shifts, it's fun and you make more money!

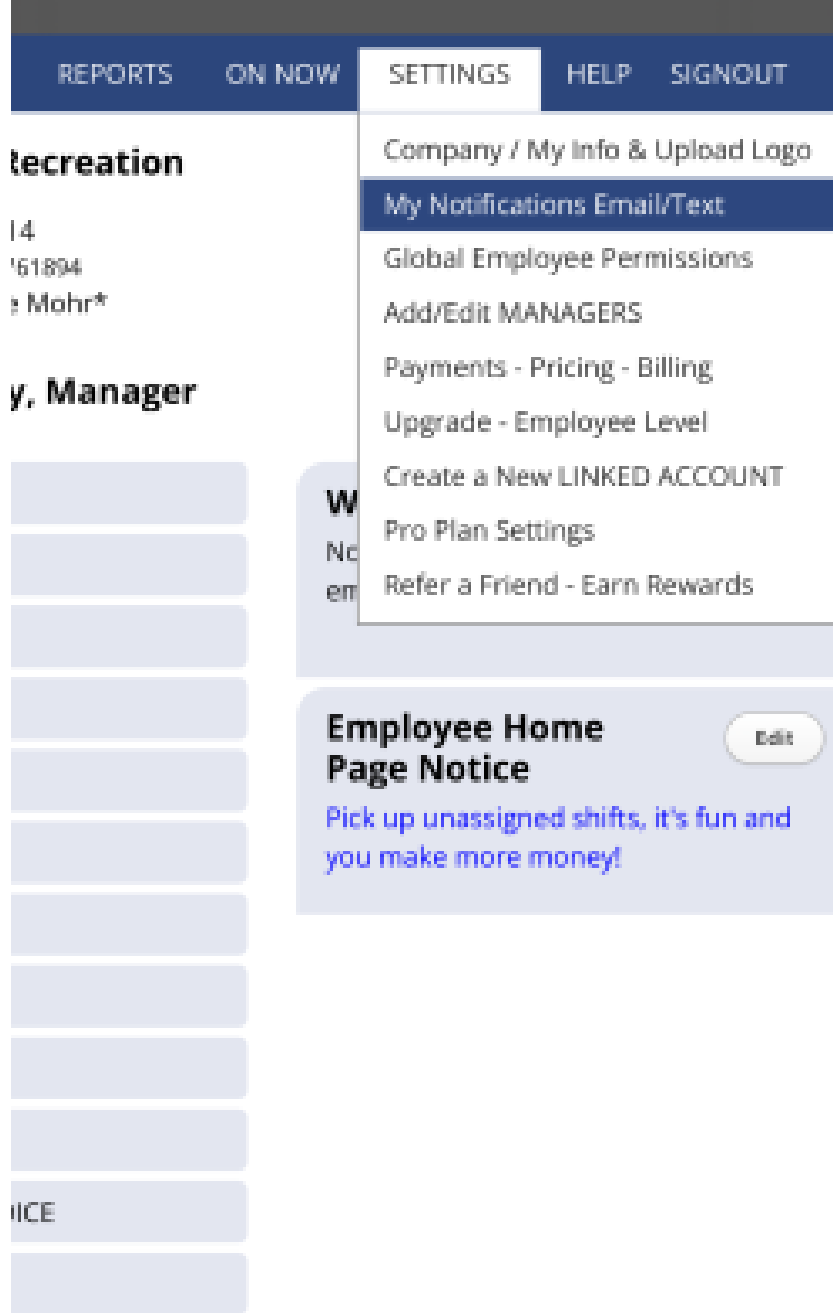
[Edit](#)

Terms of Service | Privacy Policy
Last updated: December 2023

*The account main manager knows your username, can change your password and access your account at any time.

[Request change of main manager on this account.](#)

Step 3: Click settings and select "My Notifications Email/Text"



is your username,
s your account at any

Step 4: Navigate to the "Info" tab

Eau Claire Parks and Recreation Info & Settings

Jun 19, 2025 6:47pm

Info My Notices Permissions Managers Payments
Linked Accts Refer PRO

Company Information

Account: **60018614** Employees: **198** Expires: **Oct 28, 2025**
Main Manager: **Christine Mohr** Linked under group: **60761894**
Your permissions do not allow you to edit company settings.
If you have questions please contact Christine Mohr, the main manager.

My Information

First Name
Last Name
Emails/Texts My Notifications
Username/Password Change
 Multiple Usernames Switch List
Single Sign On
Employee Status Show Hide (on all icons displays) [Help on this topic](#) More
 Calendar [Google Calendar](#): Export schedules that are automatically updated and can be shared with third parties and used for backup.

Save

Step 5: Click on the Calendar icon and follow the prompts.

Jun 19, 2025 6:47pm

Eau Claire Parks and Recreation Info & Settings

Info My Notices Permissions Managers Payments
Linked Accts Refer PRO

Company Information

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My Information


First Name
Last Name
Emails/Texts My Notifications
Username/Password Change
 Multiple Usernames Switch List
Single Sign On
Employee Status Show Hide (on all icons displays) [Help on this topic](#) More

Calendar Export schedules that are automatically updated and can be shared with third parties and used for backup.

Save

Step 6: Create your preferred calendar

Export to Google Calendar

 Calendar

Create an Export

Include

Show in Shift Title

- Start/End Time
- Position
- Category
- Shift Description
- Include API fields

Include Unassigned Shifts

[Create Calendar](#)

Current Google Calendar Exports

Position Filter	Display	Show in Shift Title				Delete	Unlink	Resend Shifts	
	Unassigned	Time	Pos	Cat	Desc	API	Calendar	Calendar	
There are no calendars currently exported to Google for this account									

Information

[Help on this topic](#) [More](#)

- Create any number of export calendars.
- When a calendar is created, it will include your published shifts 4 weeks prior to the current week (it can take up to 1 hour for shifts to appear in Google Calendar).
- Changes to shifts in W2W will also be automatically updated in any corresponding Google calendars.
- Changes to shifts in Google Calendar have NO EFFECT on shifts in W2W.
- Occasionally when creating a calendar Google does not set the time zone set correctly. If this happens, correct the time zone in your main Google Calendar and then return to this page and click Resend.