

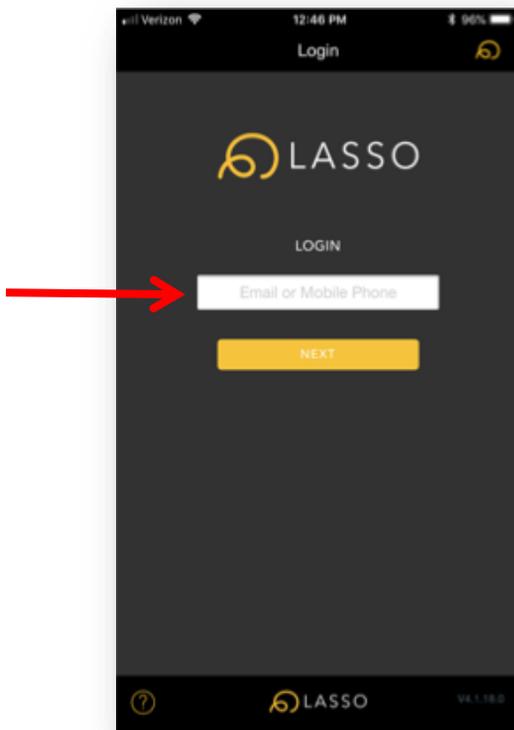
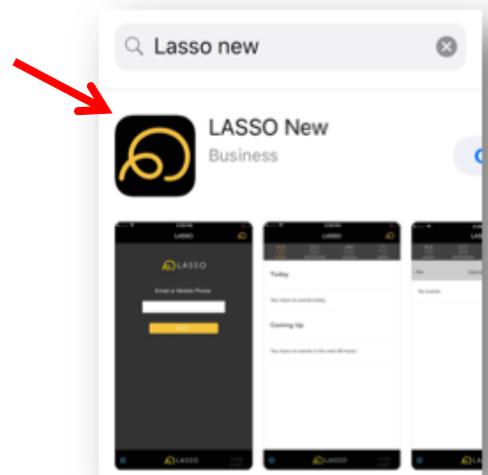
LASSO Mobile App: Quick Start Guide

Download App

- Search “**Lasso New**” in the iTunes App or GooglePlay Stores

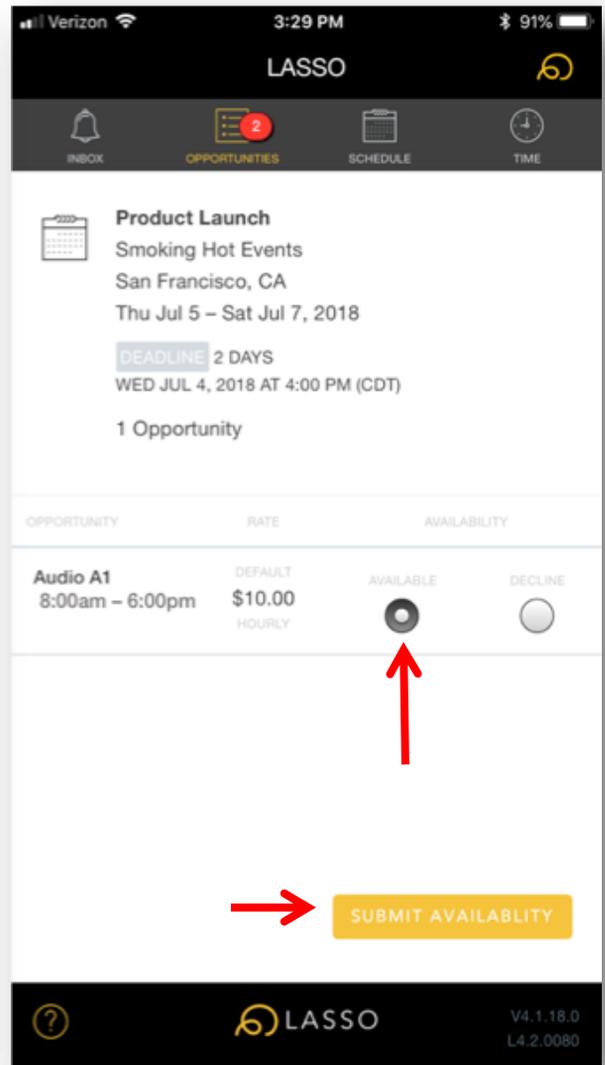
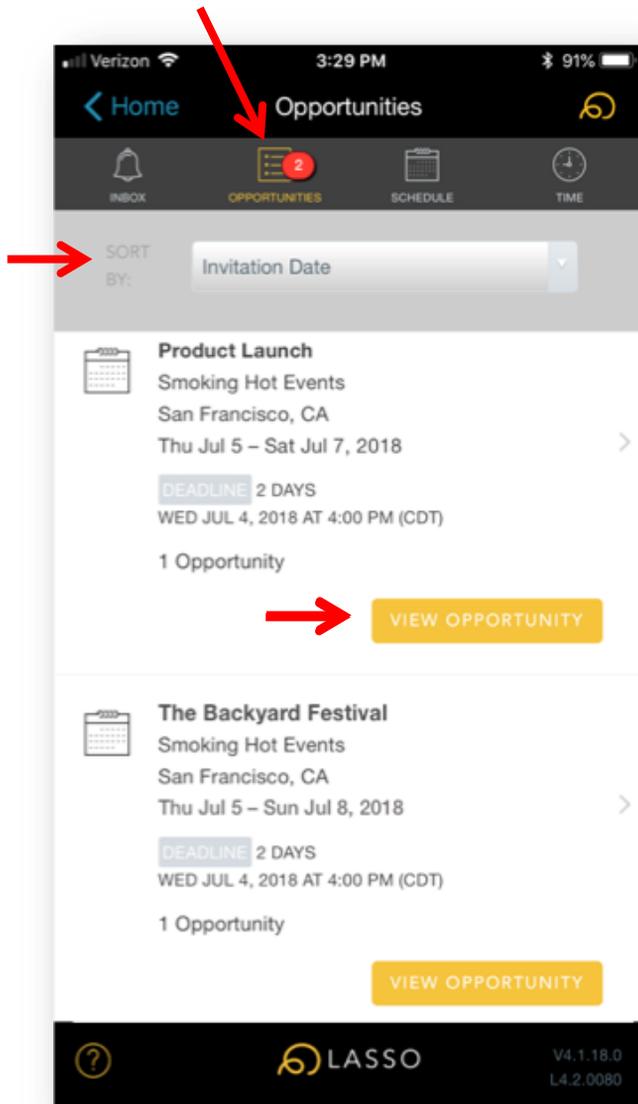
Login & Features

- From the app, you will be able to:
 - ✓ Receive invitations for upcoming jobs
 - ✓ Submit availability
 - ✓ View your schedule
 - ✓ Receive the latest instructions & details



- To login, enter the cell phone number or email address associated with your account and click Next
- You will then receive a 6-digit confirmation code to enter as verification

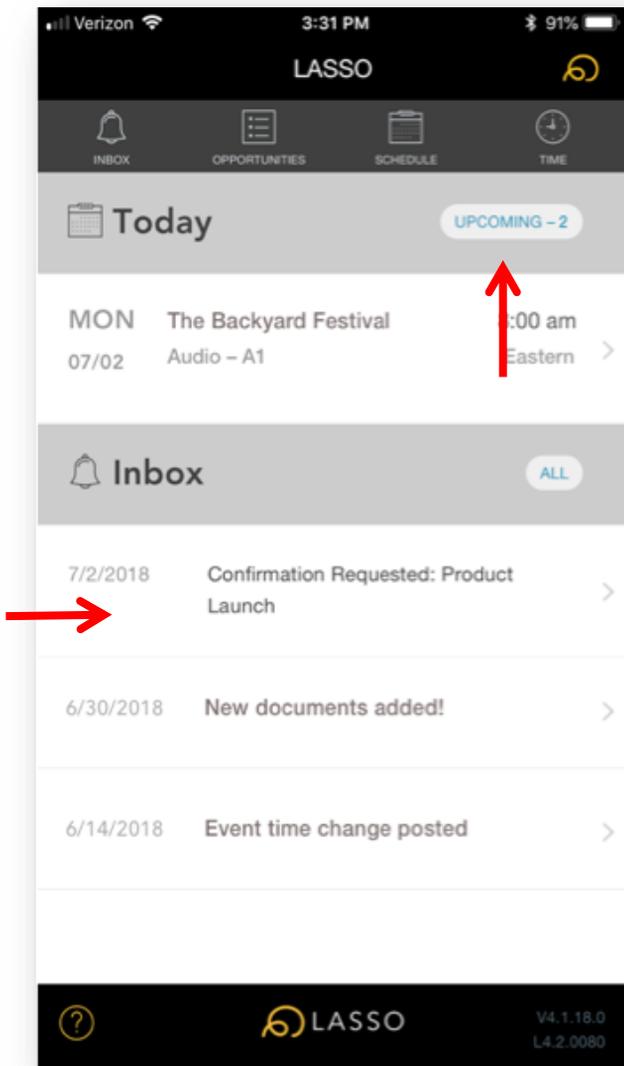
Once you have been invited to submit availability for an event, you will receive a notification. Log into the app to view the opportunity details.



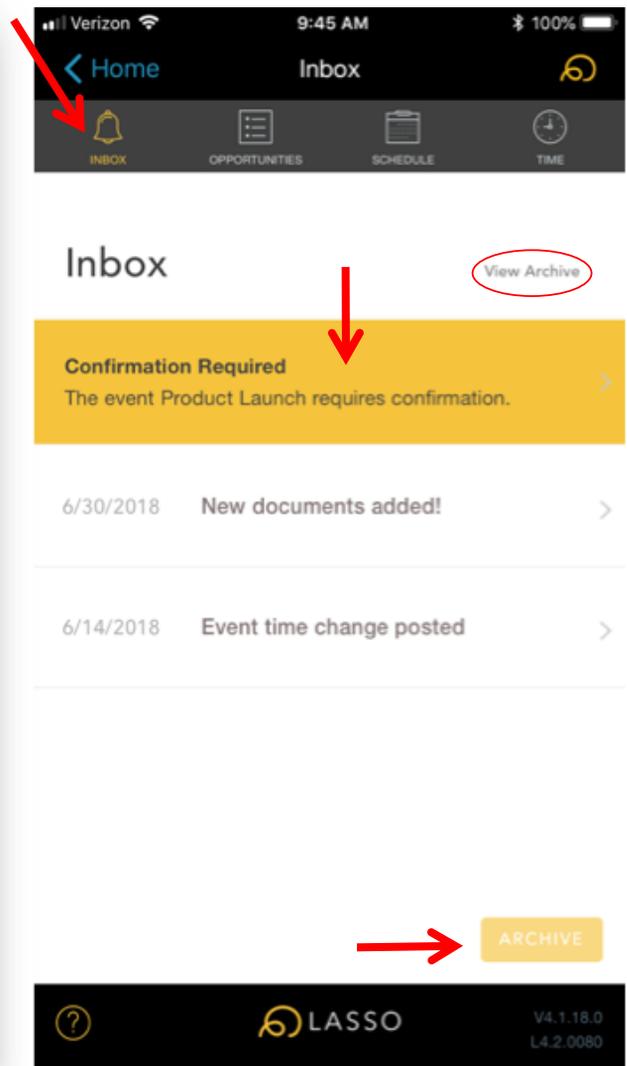
Under the *Opportunities* tab, all of your open jobs will be visible until the response deadline has passed. You can sort through your opportunities by “Invitation Date”, “Deadline Date”, and “Unanswered”. For more information on a job or to submit your availability, click the “View Opportunity” button.

To submit your availability for an opportunity, choose “Available” or “Decline” then click “Submit Availability”.

Once the company administrator approves you to the event roster, you will receive a notification to log into the app.

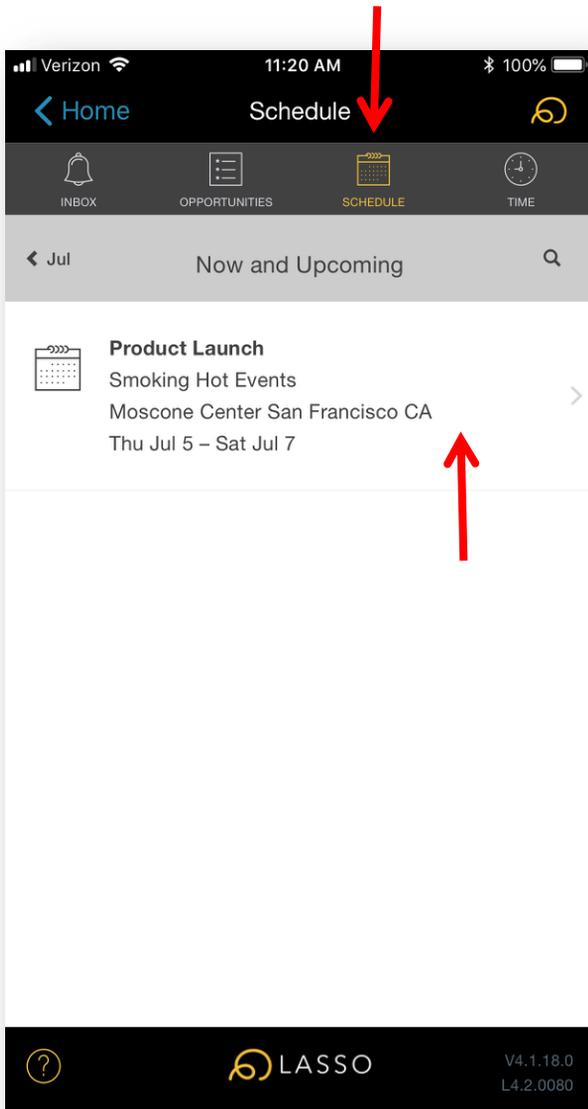


On the main screen of the mobile app, you will first see any events that you are working today (if any). To view upcoming events, select “Upcoming”. Under the Inbox section on the main screen, you will see all of your messages, opportunities and confirmation requests. Select a message to view more information.



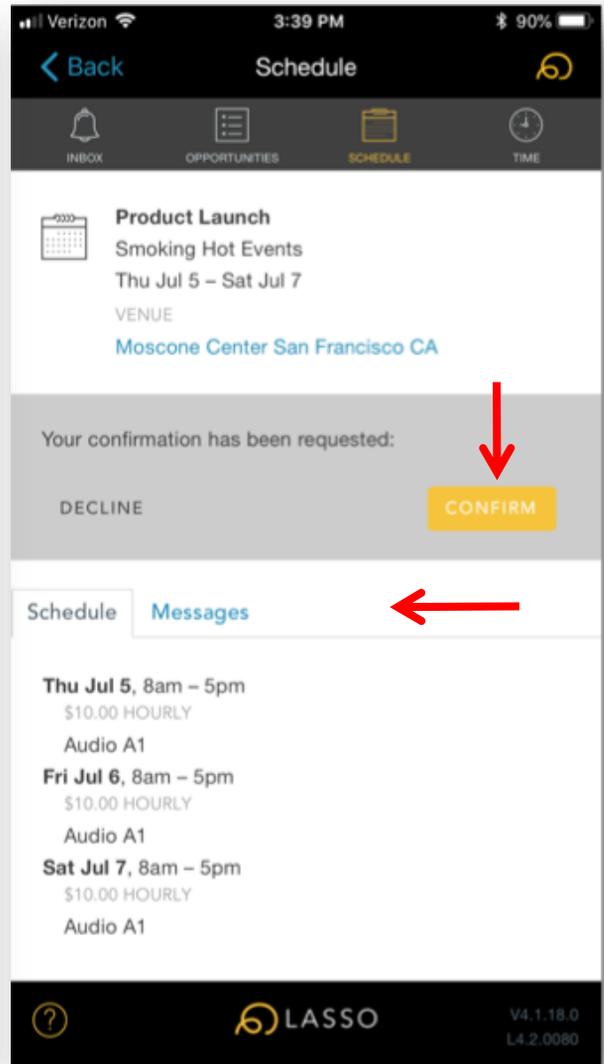
You can also access all of your messages as well as archive read messages by selecting the Inbox tab. If a confirmation has been requested, you will be notified of this through a gold banner on the top of the Inbox page. Select the banner take action on this request.

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Go to the "Schedule" tab to view all of the events you are scheduled to work.

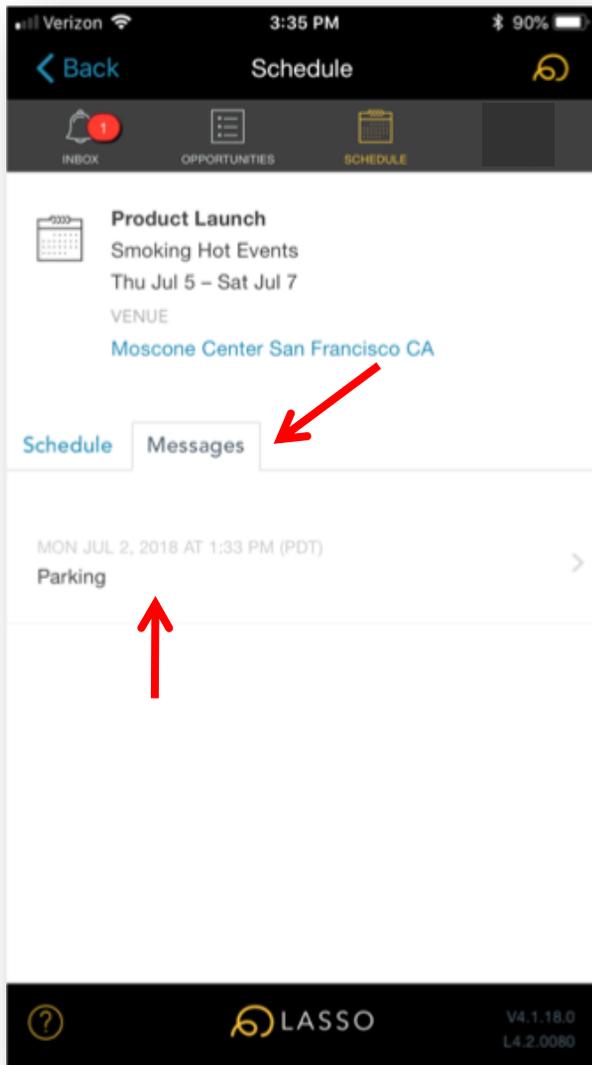
You can also get to a confirmation request by clicking on this tab and then going into the event.



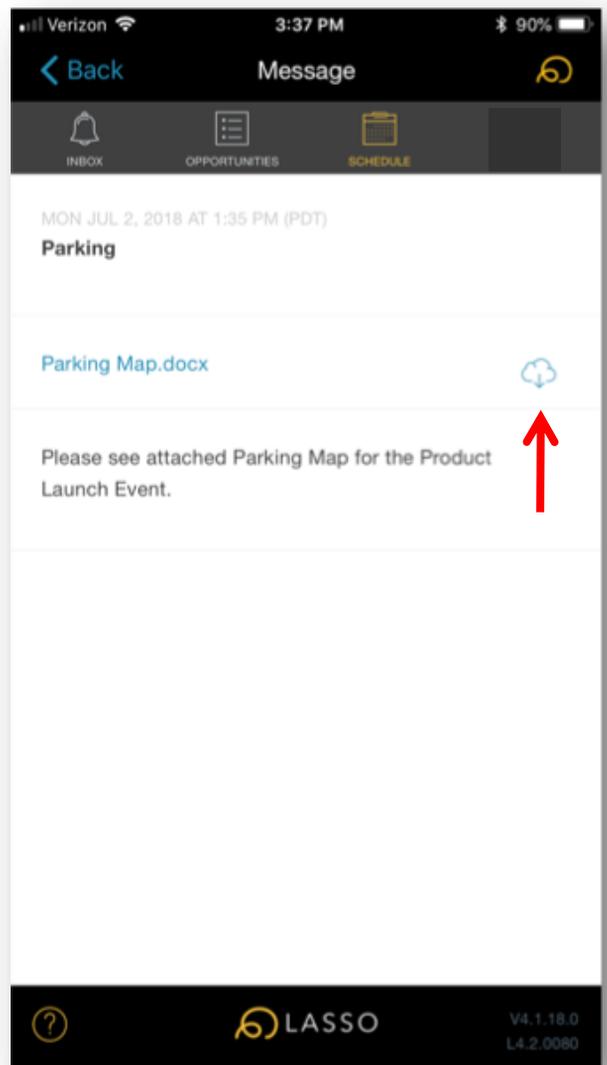
From there, choose "Confirm" if you are still able to work or "Decline" if you are no longer able.

Here you can also access the schedule information and all of the event messages.

To see all of your event-specific communications, select the “Messages” tab within an event schedule.

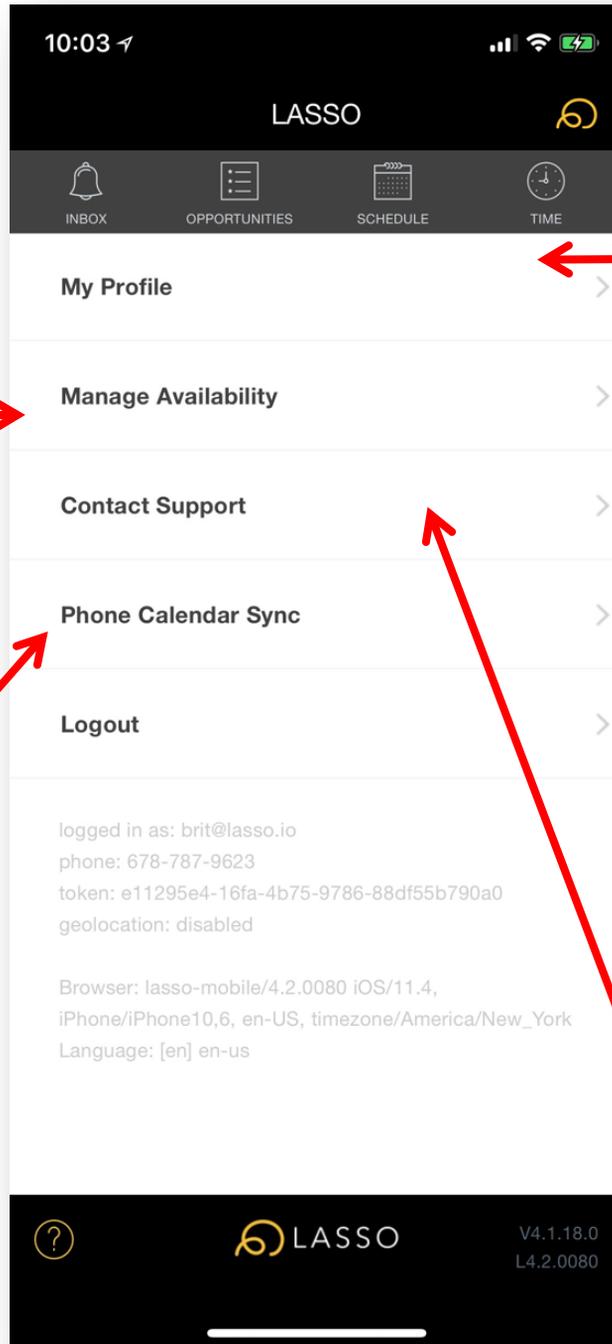


Under *Messages*, you will see any communications that have been sent to you about the event. Click on the notice to expand and read more.



If the communication has any attachments, you will be able to download and view them.

To access and update your profile information, block off dates as unavailable, synch your LASSO calendar with your phone's native calendar, contact LASSO support and logout, click the LASSO loop logo at the top right side of your mobile screen.



To add dates that you are not available to work such as for a vacation, select "Manage Availability", then "Add New". Enter your date range, add comments, and then select "Save".

To synch your LASSO calendar to your phone's native calendar app, select "Phone Calendar Sync" and then follow the instructions.

To edit personal information such as your name, phone, number, email address, and more, add an emergency contact, reference or referral, apply for more positions, view documents and policies, and opt-out of email or text messages, select "My Profile" and then choose the section you would like to update. Make sure to select "Save" once your information has been updated on each section.

Need technical support? LASSO can be reached at support@lasso.io or through "Contact Support" in the mobile app.