

How to: Add events to your schedule from your NurseGrid Mobile account.

While you can expect to receive your work schedule from your manager, you can also use NurseGrid to share your availability to pick up extra shifts. Additionally, you can add your paydays to your calendar and personal events, making it simple to keep your personal life and work life organized in one place.

Choosing different events

Tapping the “+” icon in the upper right corner of the Calendar screen will give you access to the event type menu and let you add events to your schedule (A).

Using the Availability event types will let you indicate your availability if you’d like to pick up shifts you aren’t scheduled for or opt out of open shift opportunities when you have a personal event on a day you’re not scheduled (B).

When you add a personal event to your schedule, it will only appear on your own calendar and will not be visible to your colleagues or manager.

To give your personal events more detail, you can add a description to the notes section through your event details (C). Tap on an event from your schedule to access the event details screen.

