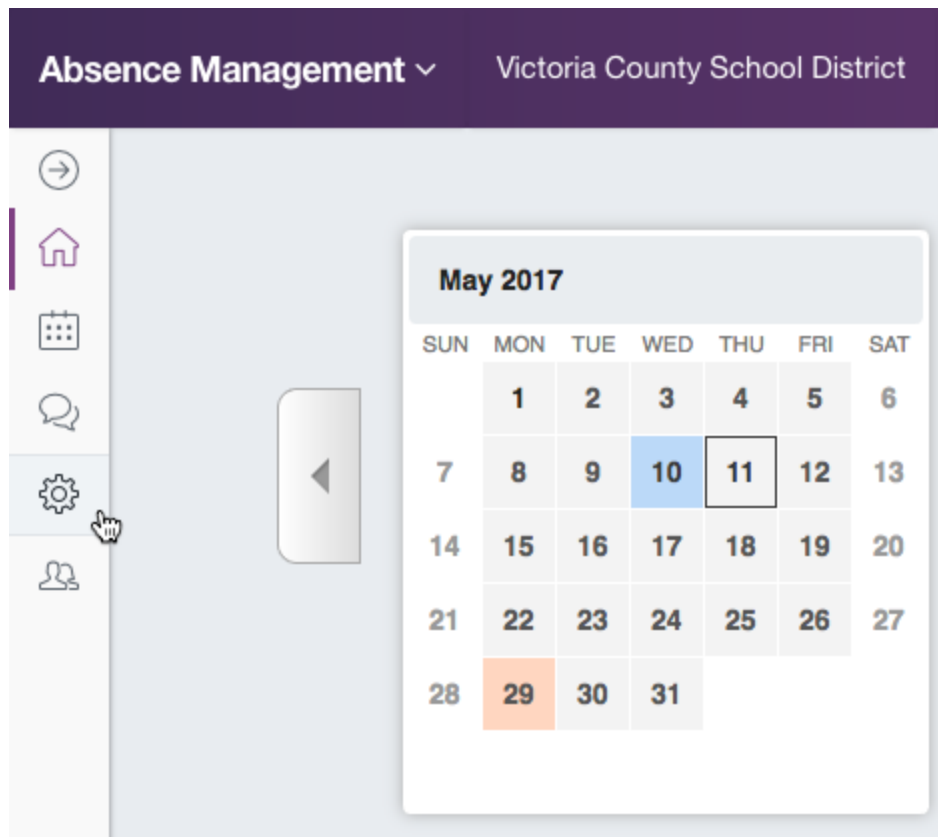


Managing Preferred Subs Lists

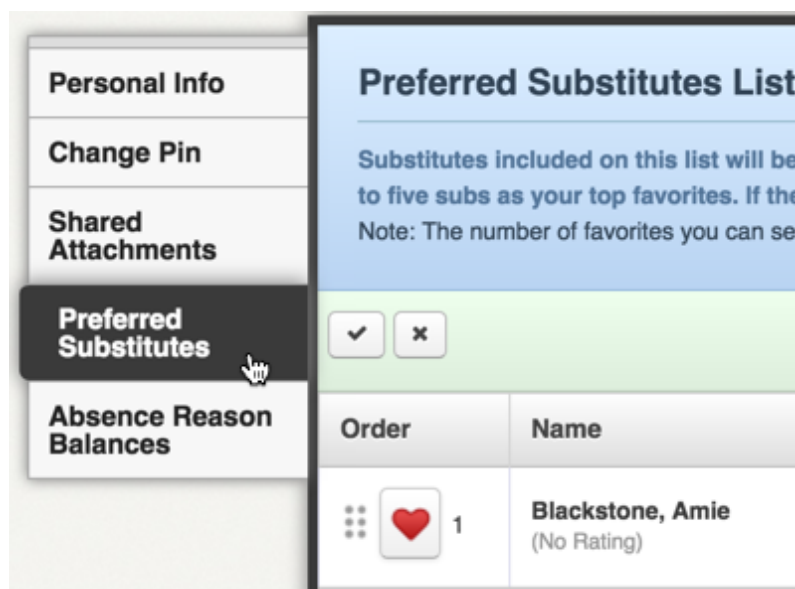
absence-help.frontlineeducation.com/hc/en-us/articles/115003384808-Managing-Preferred-Subs-Lists

Your district may have given you the ability to select a list of the substitutes you prefer to fill your absences. The substitute placement feature will attempt to contact these substitutes first when you create an absence.

To access the "Preferred Substitutes" page, click the **Account** option in the side navigation.



Now click on the **Preferred Substitutes** tab.



Adding Substitutes

To add a substitute, click the **Add Substitute(s)** button.

The screenshot shows a header bar with a dark left sidebar containing 'Preferred Substitutes' and 'Absence Reason Balances'. The main area has a light green top bar with a dropdown menu, a green 'Add Substitute(s)' button, and a grey 'Remove Selected Substitute(s)' button. Below this is a table with columns 'Order', 'Name', and 'Select'.







This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.

The 'Add Substitutes' page has a light blue header. Below it is a search bar with a magnifying glass icon and the text 'Last Name...'. To the right are buttons for 'Back to Preferred Substitutes' and 'Add to Preferred Substitutes'. The main content area is divided into three sections: a 'Search by Letter' keypad with buttons for letters A-Z and 'All'; a list of substitutes with checkboxes and star ratings; and a 'SELECTED SUBSTITUTES' panel on the right. The list of substitutes is as follows:

Select	Substitute Name
	B
<input checked="" type="checkbox"/>	Baker, Dee ★★★★★
	H
<input type="checkbox"/>	Hudson, Ben ★★★★★
	O
<input checked="" type="checkbox"/>	Owens, Jaden ★★★★★
	W
<input type="checkbox"/>	Wen, Julie (No Rating)



The 'SELECTED SUBSTITUTES' panel on the right shows 'Baker, Dee' (★★★★★) and 'Owens, Jaden' (★★★★★) with red 'x' buttons to remove them.

Select the substitute(s) that you would like to add to your Preferred Substitutes list by checking the box next to their names. Once you have finished selecting the substitutes, click the **Add to Preferred Substitutes** button. This will add the substitutes to your Preferred Substitutes list.

  1	Baker, Tom ★★★★★
  2	Chan, Alice ★★★★☆
	Baker, Dee ★★★★★
	Owens, Jaden ★★★★☆

Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.

Order	Name	Select
  1	Baker, Tom ★★★★★	<input type="checkbox"/>
  2	Chan, Alice ★★★★☆	<input type="checkbox"/>
	Baker, Dee ★★★★★	<input checked="" type="checkbox"/>
	Hudson, Ben	<input type="checkbox"/>

The substitute will be removed from your Preferred Substitutes list.

Learn how to choose your top five favorite subs on your Preferred Substitutes list [here](#).

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