

# Preferred Substitutes VS Favorite Five

**Preferred Substitutes:** Subs that you would like Aesop to contact first when you create an absence.

**Favorite Five:** You may also select up to five of your favorite subs who will receive an immediate email and call during the first evening call cycle after the absence is created, as long as they are “appropriately licensed”, ex. the substitute for an Advanced Math assignment must hold an Advanced Math endorsement.

\*\*Aesop may make the absence available to a larger group of subs in addition to the preferred subs if the absence is entered less than an hour prior to the start time of the assignment or if your preferred/favorite subs have not accepted the assignment.

\*\*Keep in mind that subs who are preferred may be preferred by other employees. This means that the closer an absence is to starting, the less likely a preferred sub would be available.

## *To Add a Preferred Substitute*

1. Click the **Preferred Substitutes** link
2. Click the **Add New Substitutes** link

Employee: Brad Francis  
Preferred Substitutes

To select Preferred Substitutes you must click "Add New Substitutes" - and check the box to the left of their name. To give the substitutes "Favorite 5" status, you must use the "Favorite 5" radio buttons to select and rank them. Pending availability and qualification, these substitutes will receive instant notification of your absence by email (if they have an email address in the system) and/or phone. You may select up to 5 favorite substitutes to function in this manner, any additional substitutes added to your list would not receive the email.

\*Your District may have applied adjustments to this process.

[Add New Substitutes](#)

Please type the first few letters.

3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute's last name, or enter the substitute's last name into the "Search" box and click **Search**
4. Click the box next to the name of the substitute you wish to select in the **On List** Column.
5. Select **Include**

Employee: Brad Francis  
Preferred Substitutes

[View Current Substitutes](#)

Please type the first few letters.

On List	Substitute	Exclude	Include
All None			
<input type="checkbox"/>	Aikman, Troy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Ann, Raggedy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Beaver, Eager (no rating)	<input type="radio"/>	<input checked="" type="radio"/>

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes
7. Repeat Steps 2-6 for additional substitutes

## To Mark a Substitute as “Favorite Five”

1. Go through the steps to add substitutes to your preference list if you haven't already (see “Add A Preferred Substitute” on the previous page).

2. On the preferred substitute page, click **Edit**.

3. Choose your “favorite five” by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed.

On List		Substitute	Exclude	Include	Favorite 5				
All	None				1	2	3	4	5
<input checked="" type="checkbox"/>		Akroyd, Dan (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Bird, Big ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Claus, Santa ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Ruxpin, Teddy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Snowman, Frosty (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>		Head, Potato (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Hemingway, Ernest ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available and appropriately licensed. They will also receive a phone call during the first available evening calling cycle. Aesop will call “Favorite Five” subs in this order, but email notifications will be simultaneous.

The job will be available online and via phone for all of your Favorite Five AND any other preferred subs that you have selected at the same time.