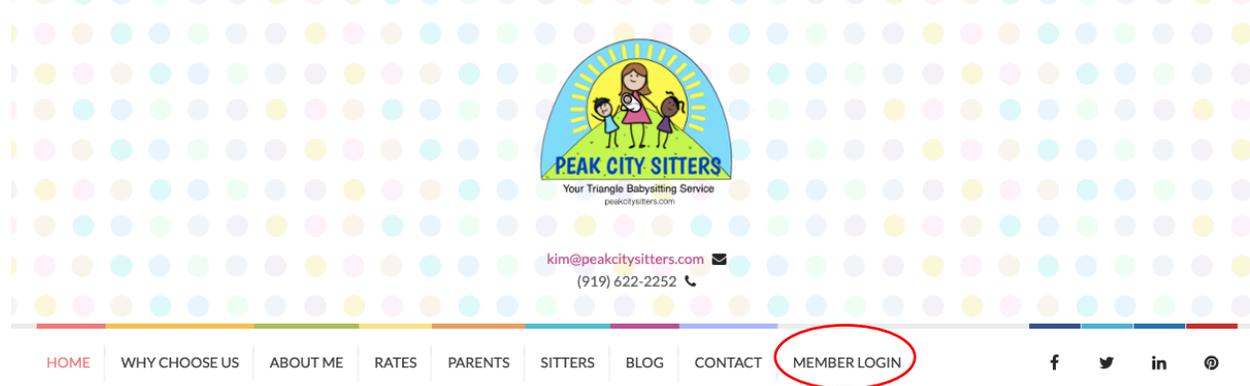




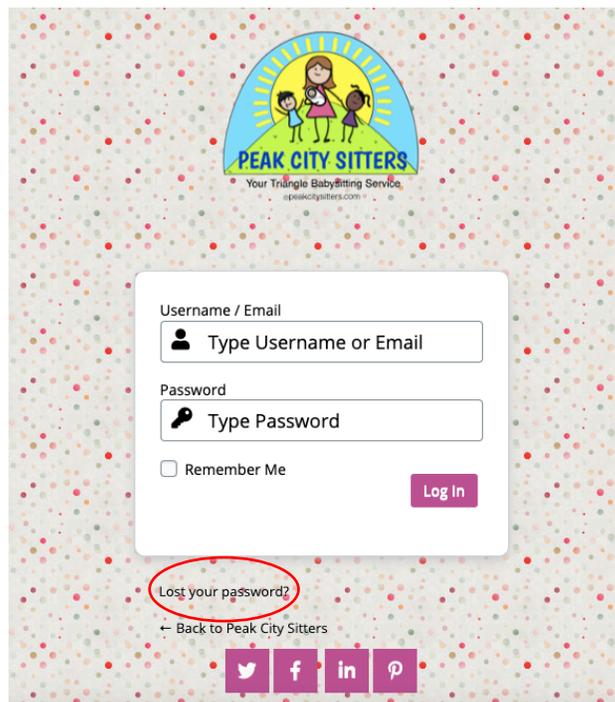
Instructions for Using Peak City Sitters' Website

Welcome to Peak City Sitters! Please refer to this guide for navigating Peak City Sitters' Website. We look forward to working with you!

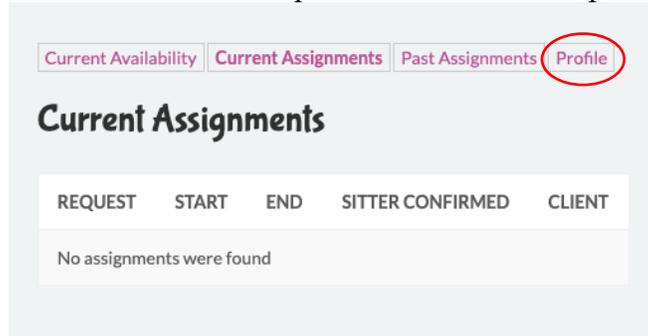
1. Go to www.peakcitysitters.com. Click on "Member Login" to get started.



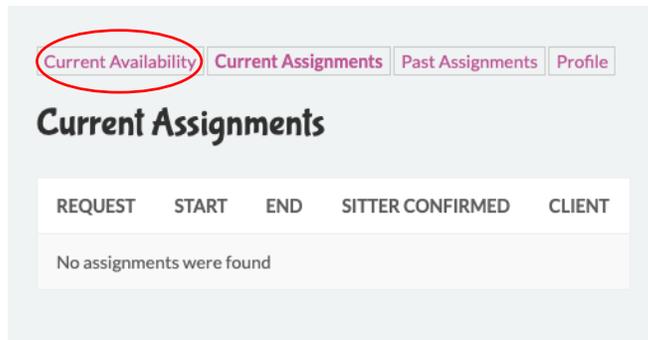
2. Log into your account using the e-mail and password you created when you completed your application. If you do not remember your password, please click "Lost your password."



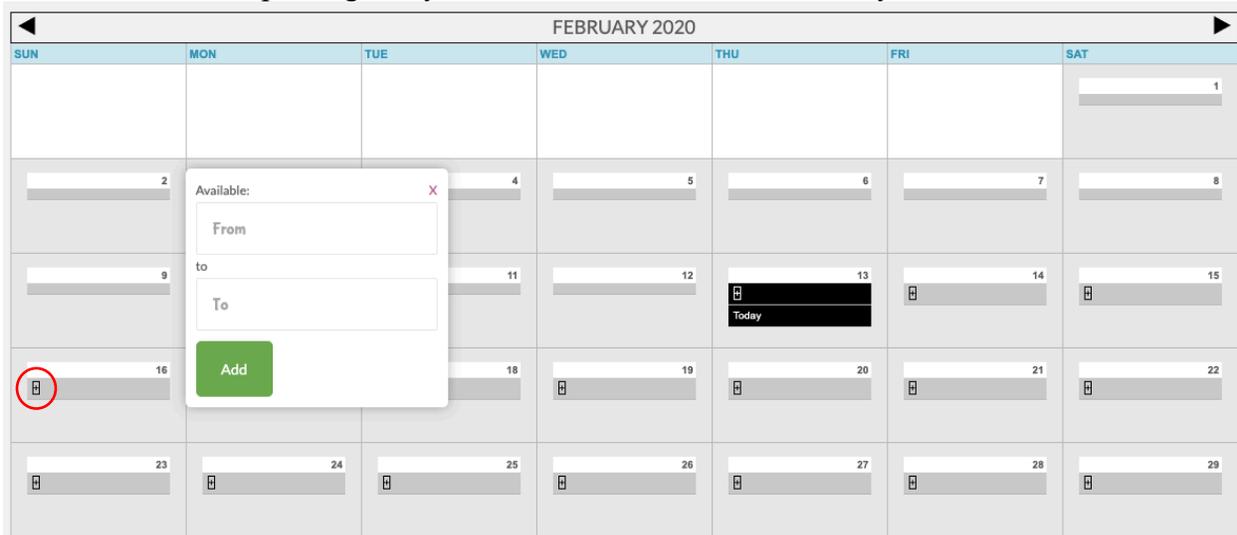
- Once you log in, it will bring you to “Current Assignments.” This is where your jobs will be listed. To update your bio and upload your picture, click on “Profile.” Please make sure that your picture is current and represents an accurate depiction of yourself



- Next, select “Current Availability” to enter the days and times you are available to babysit.



- Click on the plus sign on your desired dates to add availability.



- To change your availability, click “Edit” or “Delete.” It is important to keep your availability current each month.

10	11	12
17 8:00 AM-6:00 PM Edit Delete	18 12:00 PM-5:00 PM Edit Delete	19 1:00 PM-7:00 PM Edit Delete
24	25	26

7. You will receive an e-mail and text message with the details of the job you have been assigned. Please click the link to confirm on either the e-mail or text message.

Peak City Sitters Sitter,

Thank you for being available to babysit.

Please click on the following link and then the "Click this Button to Confirm" button that comes up to confirm with Peak City Sitters that you received this email.

<https://peakcitysitters.com/sitter-confirm-assignment/?id=29005197869c812032b410f9ba3adbc7fb23b72390f2ee52>

Please CALL the client to confirm and introduce yourself within the next 24 hours.

You were placed with this job based on your listed availability on the website. Therefore, it is expected that you will accept this job. We appreciate your professionalism. We hope you have a great time babysitting. Please let us know if you have any questions or concerns.

NOTES:

02/17/2020 from 9:00 AM to 5:00 PM

Client Information
Kim Client, Chuck Burnside
919-622-2252
[2575 Spurwood Court](#)
[Apex, NC 27502](#)

Names and ages of kids: Haiden 5-6-05 Leo 5-5-08

Special Needs: n

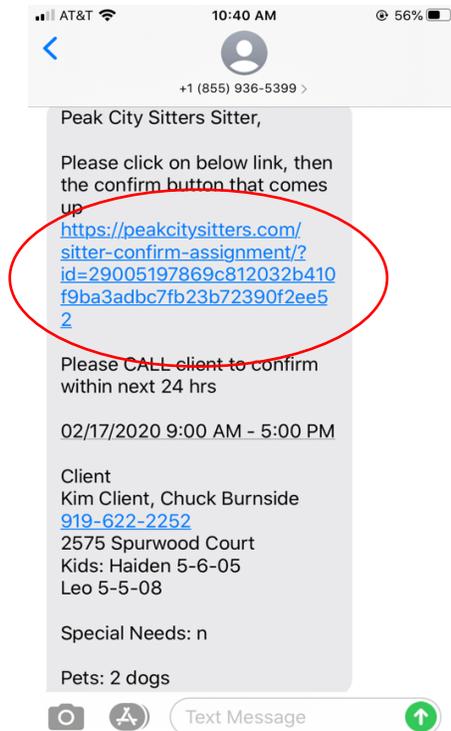
Pets: 2 dogs

Sincerely,
Peak City Sitters
Kim Burnside

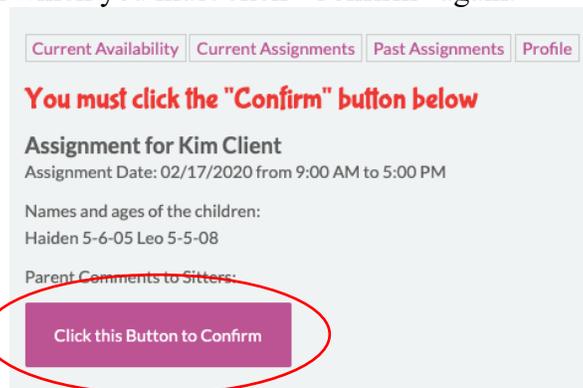
Phone: 919-622-2252
Website: <https://peakcitysitters.com/>
Email: kim@peakcitysitters.com

[Google Calendar](#)

[Yahoo Calendar](#)



8. After you click the link to confirm on the e-mail or text message, you will be redirected to another page in which you must click "Confirm" again.



9. After you click the "Confirm" button again, you will receive a thank you message. Once you receive this message, you can select "Click here to go to your current assignments" to view all your current babysitting assignments.



The screenshot shows a web interface with four navigation tabs: 'Current Availability', 'Current Assignments', 'Past Assignments', and 'Profile'. The 'Current Assignments' tab is highlighted with a red circle. Below the tabs is a section titled 'Current Assignments' containing a table with the following data:

REQUEST	START	END	SITTER CONFIRMED	CLIENT
02/17/2020	9:00 AM	5:00 PM	Yes	Kim Client

10. After you confirm the position online, **call and text** the client to confirm within 24 hours of being placed on the job. Please make sure that you leave a voicemail when you are able so that the client is aware that you attempted to contact them.

Please make sure that your online availability is up to date each month. We rely on this system for assigning sitters to babysitting jobs. We appreciate your hard work and look forward to having you as one of our professional sitters!