SCHEDULING WORK SHIFTS

Event Services uses an internet-based scheduling system called TMSS Mastermind. The system takes each employee's individual monthly availability and creates personalized work schedules based on factors such as:

- Employee Ranking
- % of Games Worked
- Primary Position
- Work Skills

Each month we will announce when a new scheduling period opens. Reminders will be made via email as well as in person during pre-game staff briefings. Once a scheduling period is open you will have a designated window of time to go online and input your available dates for the upcoming month. The following are step-by-step instructions on how to navigate the scheduling process:

Step 1: Notification of Schedule Opening – You will receive an email when the calendar becomes available for the coming month. If you do not have email, you will have the opportunity to be notified in person during pregame briefings.

Step 2: Navigate to the scheduling page. It can be found directly at https://ess.abimm.com

Step 3: Input your Venue Id. The venue ID for ESLLC is: **ROCKIES**

Pro Tip: If you would like to skip this step in the future, check the "Remember Venue" box!

abi master mind®

WELCOME TO
ENTERPRISE SELF SERVICE

VENUE LOGON

VENUE
Please enter your Venue ID to proceed.
If you do not have one, contact your Department Manager.

Venue Id : ROCKIES

☐ Remember Venue

Submit

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Step 4: Enter your User ID & Password. These are unique to you.

- **User ID:** Your Last name, followed by last four digits of SSN (ex: Arenado1234)

- **Pin:** Your first login will have a default pin of 12345. You will then be prompted to change it. If you have changed it and do not remember it, please call (303)312-2030 to have the PIN reset.
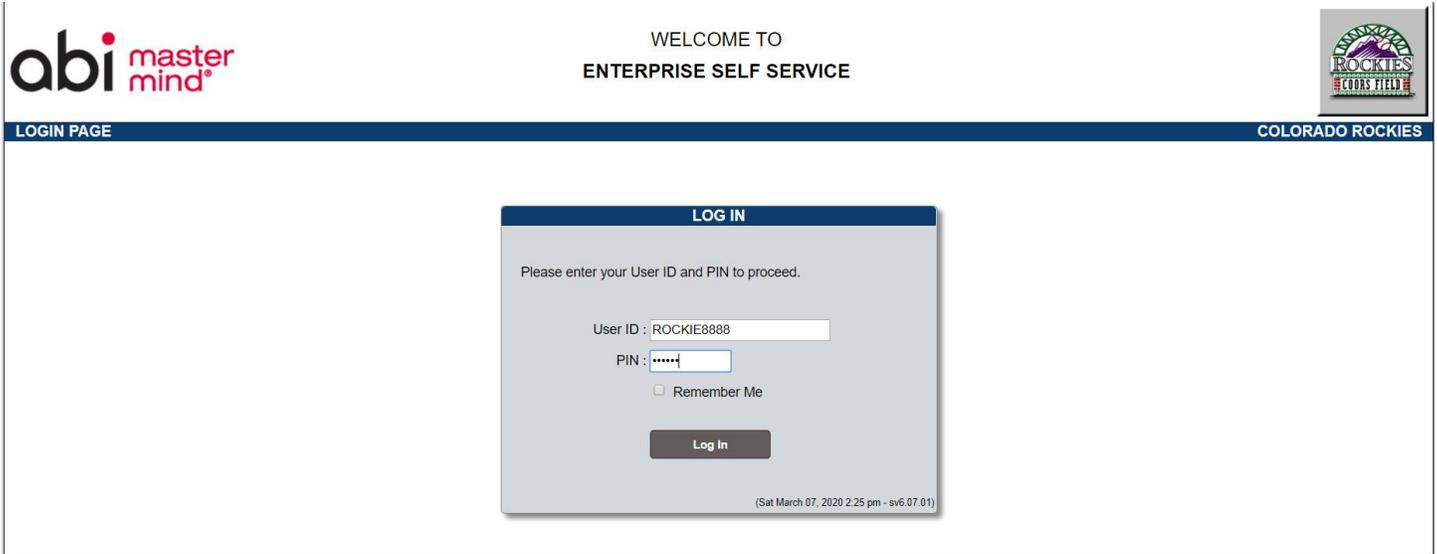
Step 5: It is now time to tell us which dates you're available to work. In the Navigation pane on the left side of the screen, select **"Availability by Event"**
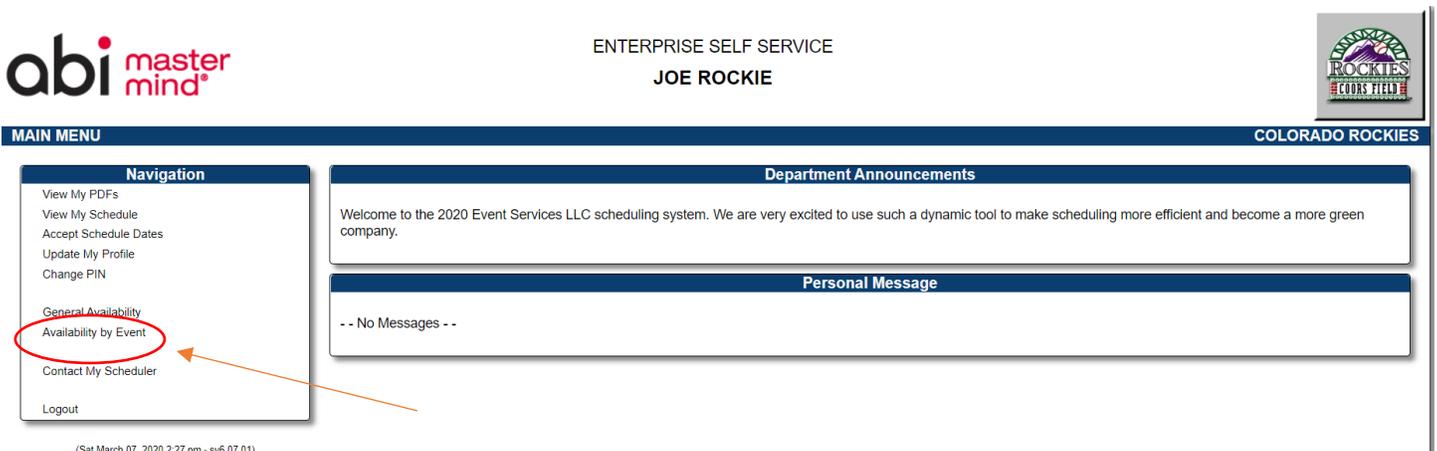
Step 6: Submitting Available Dates:

- In the "Available Column" on the left, check the boxes next to all of the events that you are available and would like to work. (Remember, there is no "maybe" option, so be absolutely sure you can work. If you are not available for an event, please leave it blank.

  Note that the listed event time is the Game Time, not the report time.

- In the "Available Times" column, there are two options in a drop-down menu. These refer to the specific call times for each event.

  - **All Shifts –** Means "I am available for either the first or second call time"

  - **Second Call (ex: 5:30 or later) –** Select this option if you are only available for the later of the two call times and need the extra time to get to the ballpark.

- Once you have selected the dates and call times that you want, make sure to hit the **"Submit Selections"** button at the bottom. If you do not, your available dates will not be saved.

| AVAILABILITY BY EVENT | | | | | COLORADO ROCKIES |

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Availability Message

== No Message ==

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Category Filter :
- ALL CATEGORIES -

Available	Available Times	Date	Time	Event Name	Facility
☐	All Shifts ▾	04/01/2020 Wed	6:00 pm	ROCKIESVISION RUN THRU	COORS FIELD
☑	All Shifts ▾	04/03/2020 Fri	2:00 pm	SAN DIEGO PADRES (A)	COORS FIELD
☑	All Shifts ▾	04/04/2020 Sat	6:00 pm	SAN DIEGO PADRES (A)	COORS FIELD
☑	All Shifts ▾	04/05/2020 Sun	1:00 pm	SAN DIEGO PADRES (A)	COORS FIELD
☐	All Shifts ▾	04/07/2020 Tue	6:30 pm	TEXAS RANGERS (C)	COORS FIELD
☑	All Shifts ▾	04/08/2020 Wed	1:00 pm	TEXAS RANGERS (C)	COORS FIELD
☐	All Shifts ▾	04/17/2020 Fri	6:30 pm	ST LOUIS CARDINALS (A)	COORS FIELD
☑	All Shifts ▾	04/18/2020 Sat	6:00 pm	ST LOUIS CARDINALS (A)	COORS FIELD
☑	All Shifts ▾	04/19/2020 Sun	1:00 pm	ST LOUIS CARDINALS (A)	COORS FIELD
☐	All Shifts ▾	04/24/2020 Fri	6:30 pm	MILWAUKEE BREWERS (B)	COORS FIELD
☑	All Shifts ▾	04/25/2020 Sat	6:00 pm	MILWAUKEE BREWERS (B)	COORS FIELD
☑	All Shifts ▾	04/26/2020 Sun	1:00 pm	MILWAUKEE BREWERS (B)	COORS FIELD
☑	5:30 pm and After ▾	04/28/2020 Tue	6:30 pm	CHICAGO WHITE SOX (C)	COORS FIELD
☑	All Shifts ▾	04/29/2020 Wed	1:00 pm	CHICAGO WHITE SOX (B)	COORS FIELD

Submit Selections

Step 7: Confirm that your available dates were successfully submitted. You may do this by selecting the **"View My Schedule"** option from the Navigation pane on the home page. **If you were successful, your selected dates will appear as "On-Hold" in the Calendar.**

VIEW MY SCHEDULE - CALENDAR   **COLORADO ROCKIES**

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 On Hold (CF) SAN DIEGO PADRES (A)	4 On Hold (CF) SAN DIEGO PADRES (A)
5 On Hold (CF) SAN DIEGO PADRES (A)	6	7	8 On Hold (CF) TEXAS RANGERS (C)	9	10	11
12	13	14	15	16	17	18 On Hold (CF) ST LOUIS CARDINALS (A)
19 On Hold (CF) ST LOUIS CARDINALS (A)	20	21	22	23	24	25 On Hold (CF) MILWAUKEE BREWERS (B)
26 On Hold (CF) MILWAUKEE BREWERS (B)	27 On Hold (CF) CHICAGO WHITE SOX (C)	28 On Hold (CF) CHICAGO WHITE SOX (B)	29	30		

Step 8: We will send out notification when the Scheduling period is closed and locked for editing. After this point any changes will need to be requested via phone or email with your department manager. **Check back periodically to view your schedule. Once the system has assigned positions the words "On Hold" will be replaced with a specific call time to be here at the park ready to go as well as a briefing area**

If the event says On Hold, there could be one of two things happening:

- o If you are On Hold for every game, Management probably hasn't processed the schedules yet.
- o If you are scheduled for other events and only On Hold for one or two days, this means all positions are full for that game and you are on a standby list. As soon as a position becomes available you will be contacted.