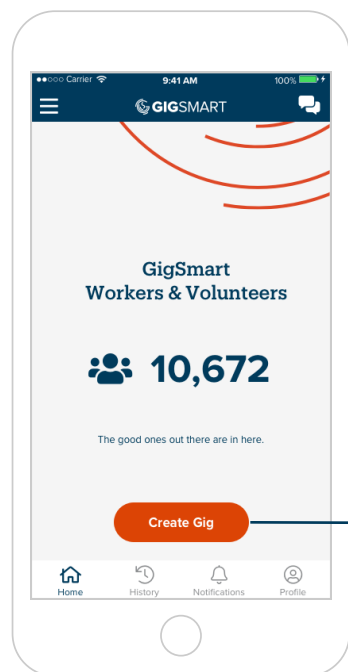# GIGSMART

Get Workers User Guide:
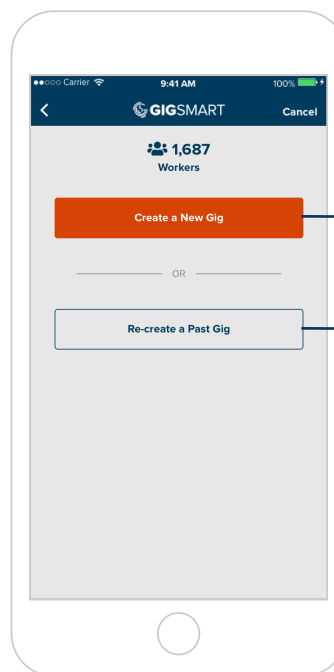# How to Create Your First Gig

How to Create Your First Gig

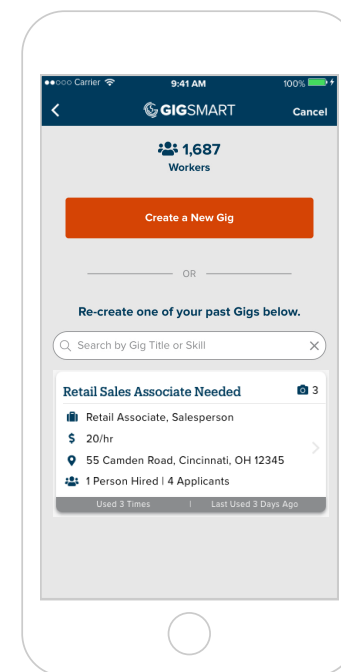Learn how to easily create your first Gig in this step by step guide.

Create Gig

When you open the Get Workers app, you'll be taken to your Home screen. From there, select the orange Create Gig button.
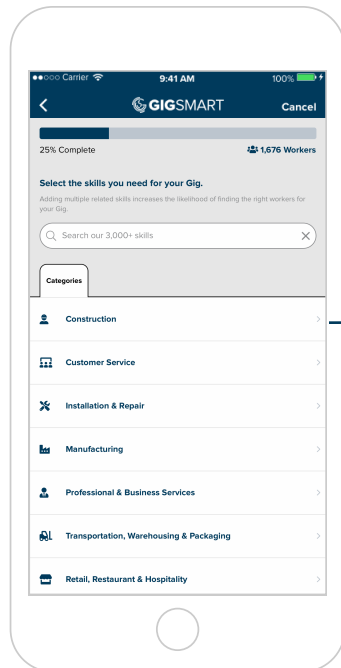
A Create a New Gig

Next, you'll be asked whether you want to: Create a New Gig or Re-create a Past Gig.
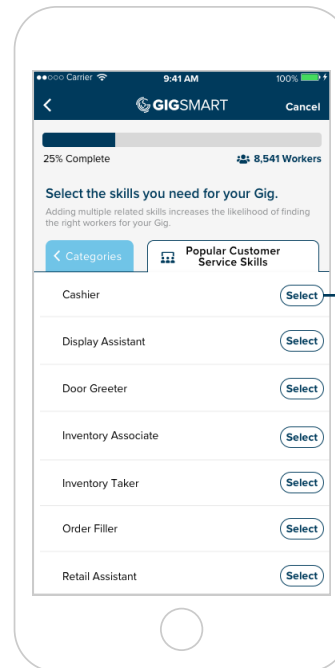
B Re-Create a Past Gig

Re-posting a Gig? Use the Re-Create a Past Gig option to copy the information from a previous Gig into a new one.
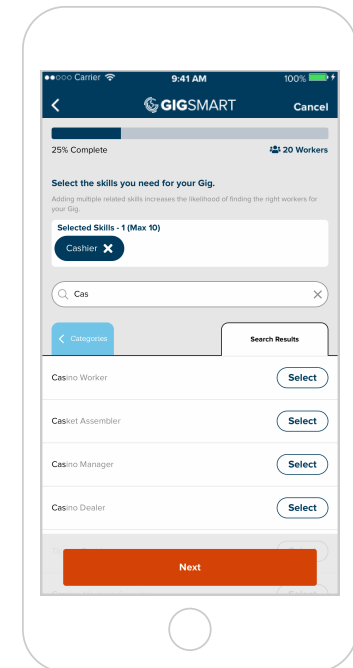
Add Skills

Select a Category

Workers are matched to Gigs by Skill. Select a Skills Category or use the search bar to find related skills for your Gig.

Select Skills

Once you've selected a Skills Category, you'll see specific Skills that belong to that Category. Select up to 10 relevant skills for your Gig.

Review Selected Skills

Adding multiple skills increases your chances of getting more Workers. Once you've added all of the relevant Skills, select Next.

Choose a Payment Type

Select a Payment Type

Next you'll be asked to select a payment type for your Gig. You can choose Hourly Pay or Volunteer.
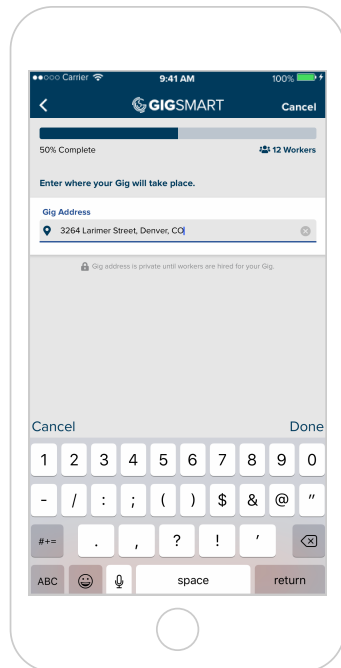
Volunteer Gig

Volunteer Gigs are free to post. Selecting Volunteer Gig does not prompt you to enter any additional payment info.

Add an Hourly Rate

Add an Hourly Rate for your Gig. This rate will be paid to each Worker based off of the time worked. You can also add your Credit Card information in this step.
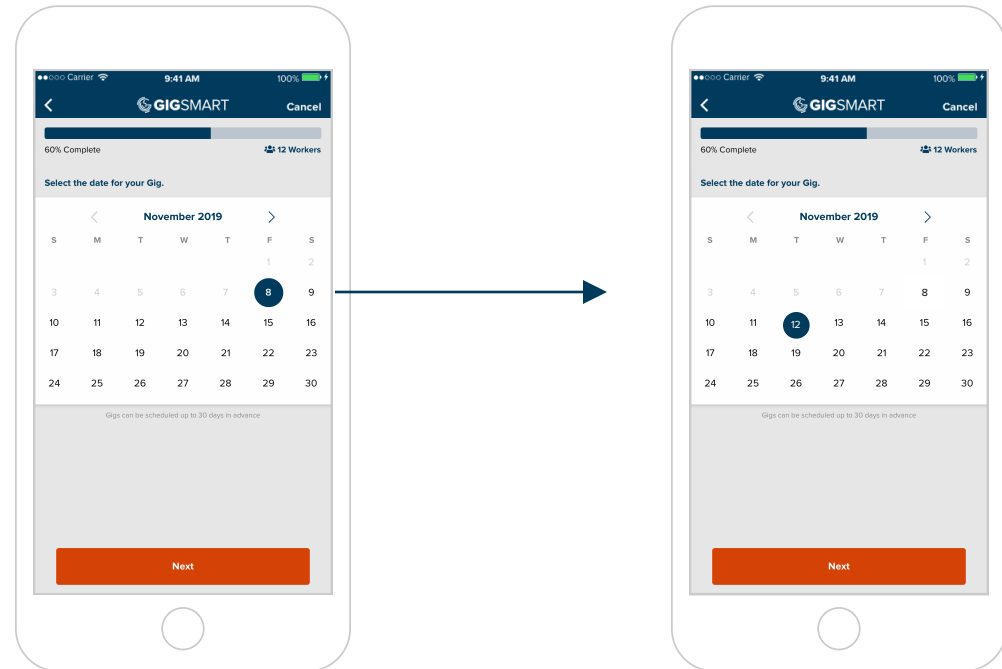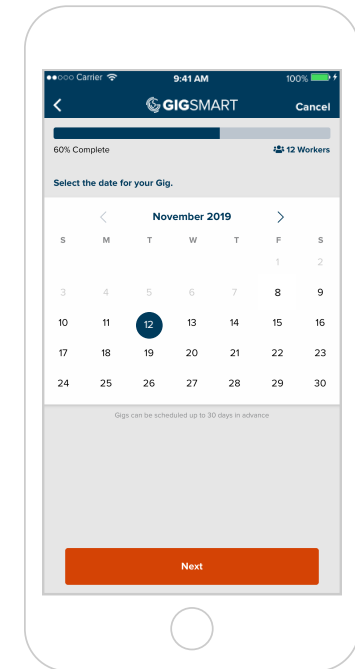
Add the Gig Address

Add the Gig Date

Add the Address

Please provide the address where the Gig will take place. This address is private and is only shared with Workers you have hired.
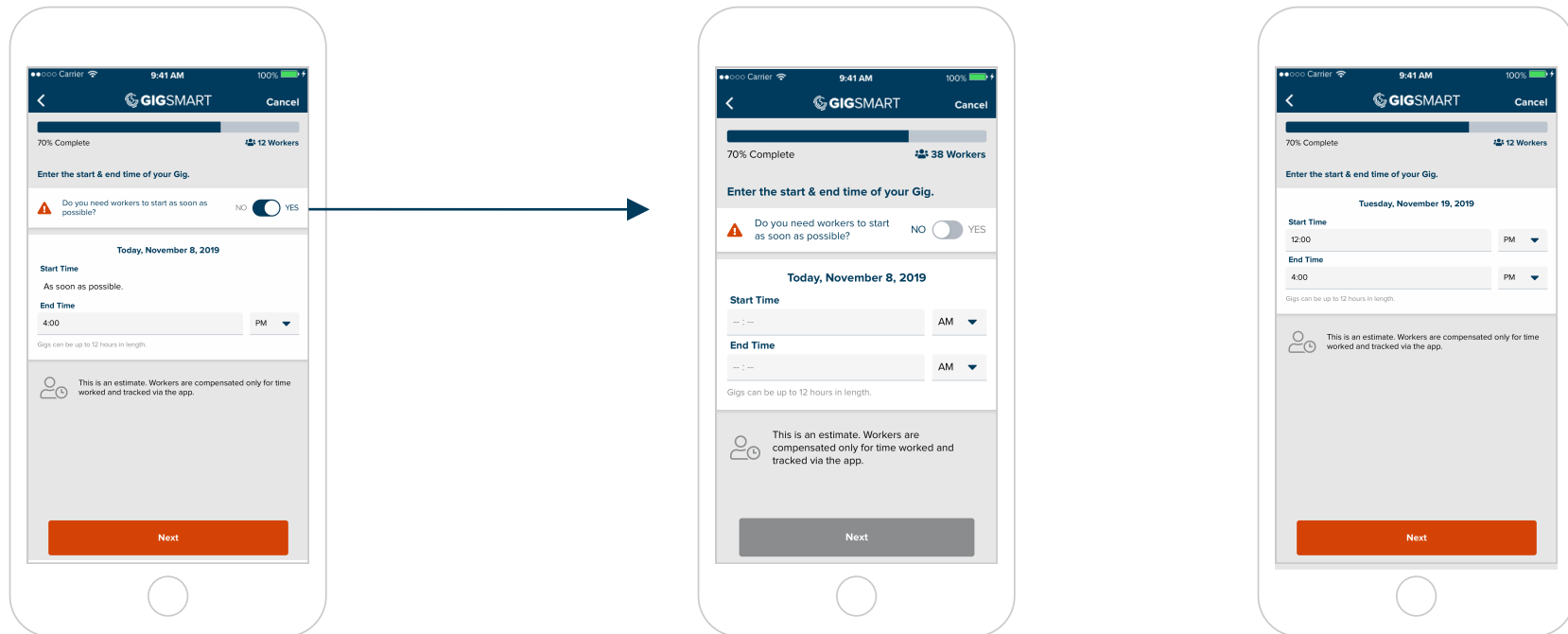
Schedule a Gig Date

Select the date for your Gig. You can schedule Gigs up to 30 days in advance.

Select a Gig Date

Once you've selected your Gig date, select Next.

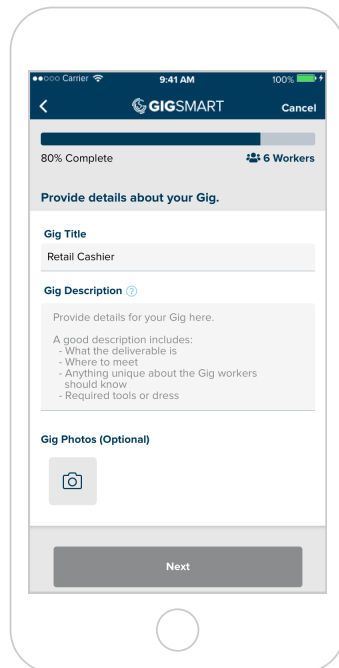# Add the Gig Start Time & End Time

Do you need Workers to start ASAP?

Yes If your Gig Start Date is today, the app will ask you if you need Workers ASAP. If yes, the Start Time will be set to as soon as possible.

No If your Gig Start Date is today, but is further out than one hour, you'll be prompted to enter your Gig Start Time and End Time.
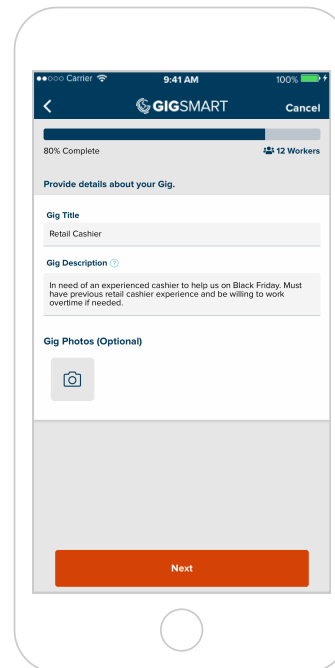
Add the Gig Time

If your Gig Start Date is in the future, you'll be prompted to enter a Gig Start Time and End Time. Gigs can be up to 12 total hours in length.
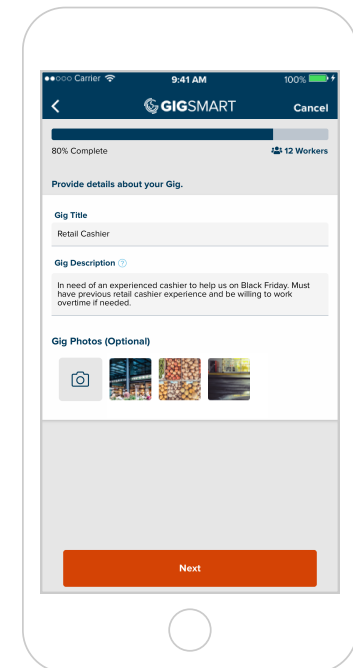
Add the Gig Information

Add a Gig Title

Add a Title to your Gig. This will be the first thing Workers see so make it as relevant as possible.
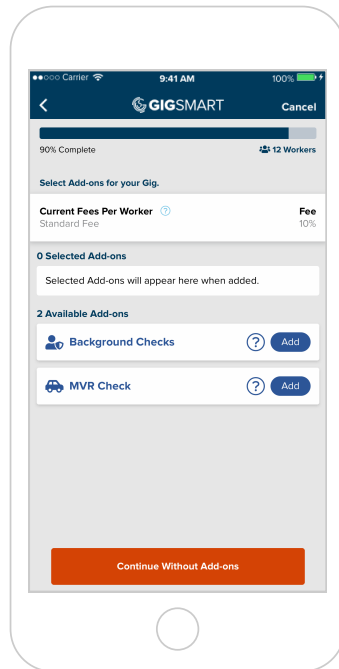
Add a Gig Description

Add more details, like what the Worker should wear or bring. Provide as much information as you can to reduce the number of questions from Gig applicants.
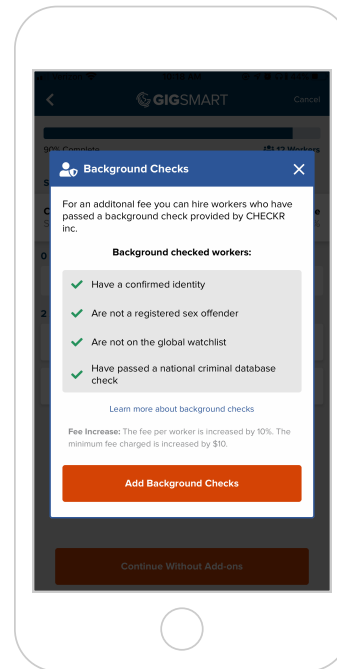
Add Gig Photos (Optional)

Add relevant photos, such as examples of appropriate uniforms, photos of the jobsite, or photos of Gig equipment.
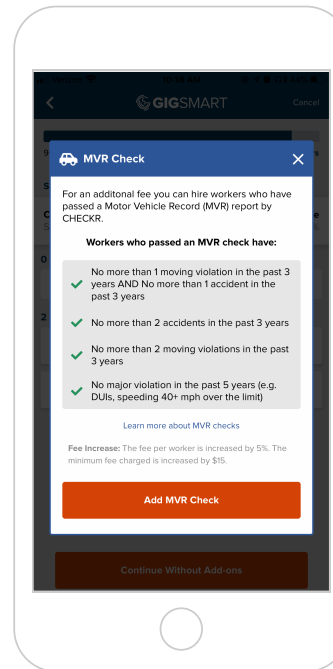
Choose Your Optional Gig Add-ons

Add Add-ons

There are two types of Gig Add-Ons: Background Checks and Motor Vehicle Records (MVR) Checks. Gig Add-Ons are optional and increase your Gig fees.
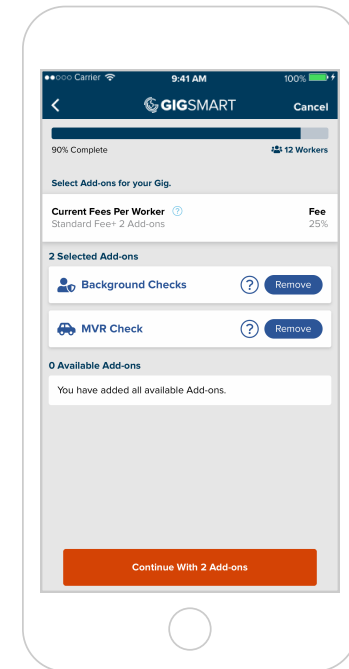
Backround Check

Add this Add-On if you'd like to hire Background Checked Workers.
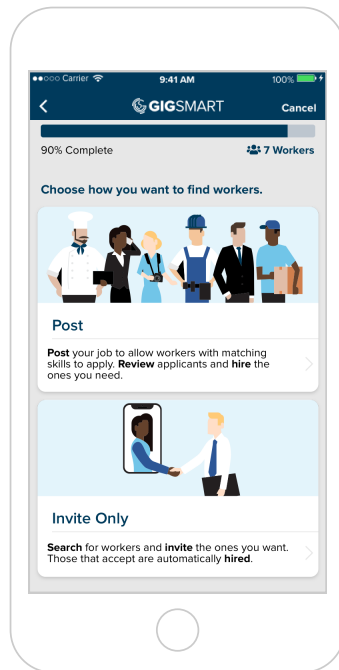
MVR Check

Add this Add-On if you'd like to hire Motor Vehicle Records Checked Workers.

Remove Add-ons

Once added, you can remove a Gig Add-On by selecting the blue Remove text next to the Add-On you wish to remove.

Select How You'd Like to Find Workers for the Gig

Post

Select Post if you want Workers with matching Skills to be able to apply for your Gig. As Workers apply, you'll be able to review and hire the ones you want.

Invite Only

Select Invite Only if you want to be able to search for and invite specific Workers to your Gig. Once an invited Worker accepts their invitation, they will be automatically hired for your Gig. Invite only is not available for Gigs with Gig Add-Ons.
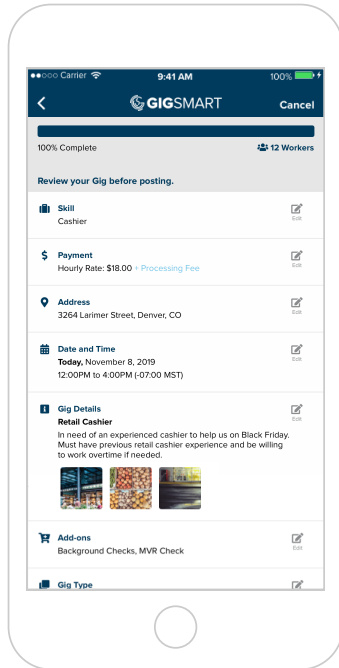
Select a Gig Type

There are two ways to find Workers: Post and Invite Only. Select the method you'd like to use for your Gig.
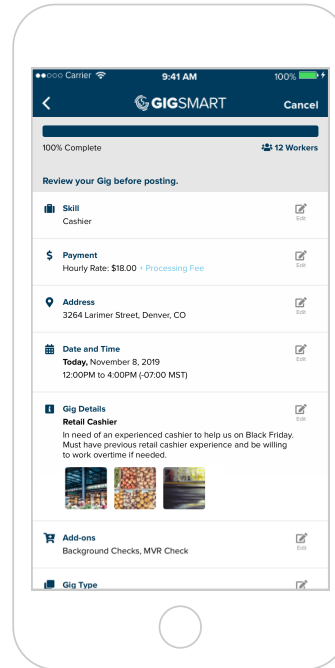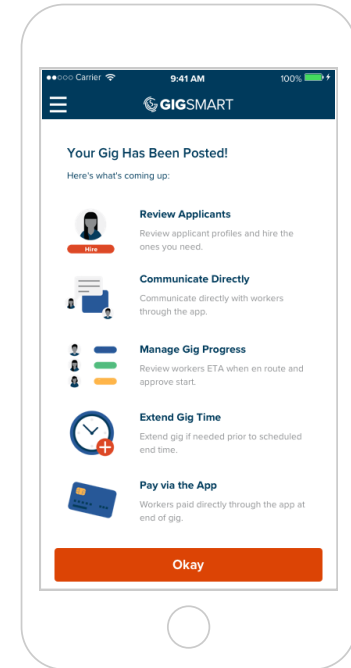
Review & Edit the Gig

Next Steps

Review

Do all of your Gig details look correct? If yes, select Post Gig or Save Info to publish your Gig.

Edit

Need edits? Click the edit icon to make changes. After updating, select Post Gig or Save Info to publish your Gig.

Next Steps

Congratulations, your Gig is now live! Posted Gigs will be available for matching Workers to apply to, and Invite Only Gigs will show you matching Workers you can invite.