

# Shift Trades

The Shift Trade system is specifically built to allow members to communicate quickly and easily about shift trades. The system allows members to post their own trades, view current trades, and respond to other members shift trade requests. The Shift Trade system is designed to be responsive, ensuring it works well on mobile devices and the feature integrates directly into the UnionActive Mobile App, allowing for easy access on the go.

## Activating the Shift Trade Feature

To get started, log into your UnionActive admin area and navigate to Features Tab > Add/Remove Features.

<b>Shift Trade Settings:</b>	<b>YES</b>	<b>NO</b>
Send App message to ALL members for new trades?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show Trade menu?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Shift Trades

Find the Shift Trades option and click the link next to it to activate the feature. This will automatically add it to the member resources menu.

## Using the Shift Trade Feature

Once enabled, the Shift Trades page displays a dedicated calendar showing days when shift trades have been requested. Days with open shift trades will appear on the calendar with a blue box, making it easy to keep track of available shifts at a glance. Members will also receive automatic email and text message notifications regarding shift trades so nothing falls through the cracks.

# Shift Trades

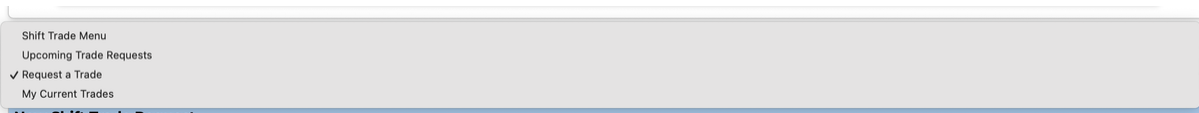
Help

May 2026							>>
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Upcoming Trade Requests

0 Upcoming Trade Requests Found

Members have access to the following tools and features by selecting the forms.



## Posting Shift Trades:

Members can submit their own shift trade requests using simple web-based forms.

**New Shift Trade Request**

Megan D

Trade: **Shift Location:**  
location 2

**Shift Start:** 5/26/2026 1:00am  
**Shift End:** 5/26/2026 6:00am

**Short Message:**  
Looking to replace a 5 hour morning shift  
(limit 120 characters)

**Additional Details:**  
Additional details

**Contact Me By:**  
Email  Text  Phone

Save Trade Request

## Viewing Current Trades

Members can browse through existing shift trades posted by others.

Shift Trade Menu

2 Upcoming Trade Requests Found

**Shift Trade Requested By:**  
Megan D [Respond](#)

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**Trade:** **Shift Location:**  
location 2

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**Shift Start:** **Shift End:**  
05/26/2026 01:00AM 05/26/2026 06:00AM

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**Message:**  
Looking to replace a 5 hour morning shift

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**Additional Details:**  
Additional details

Days with open shift trades will display on the calendar with a blue box:

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Shift Trade Menu

1 Trade Found on Jul 10, 2026

**Shift Trade Requested By:**  
Megan D [Edit/View](#) [Delete](#)

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**Trade:** **Shift Location:**  
location 3

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**Shift Start:** **Shift End:**  
07/10/2026 07:00PM 07/10/2026 11:45PM

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**Message:**  
Trying to get the evening off 7/10

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**Additional Details:**

## Responding to Requests

Members can respond directly to shift trade requests from their peers by clicking the Respond button.

2 Upcoming Trade Requests Found

**Shift Trade Requested By:** Megan D [Respond](#)

**Shift Trade Response**

**From:** megan2 durham2 **To:** Megan D  
( )

**Subject:** Shift Trade 05/26/2026 01:00AM Response

**Do you want to accept this shift trade now?**  
[Yes](#) ↕

**Message:**  
Happy to help!

[Send Message](#)

Once a response has been sent, the member will see a confirmation message letting them know that if their request is accepted they will receive an email notification and the shift will appear under "My Trades."

Members can check their current trades by going to My Current Trades, where any available responses will be listed. Selecting Edit/View will show the response and give the option to confirm or decline the trade.

My Current Trades

2 Trades Found for megan

[Edit/View](#) [Delete](#) \*1 response

**Shift Start:** 05/26/2026 01:00AM **Shift Location:** location 2

**Responses**

**From:** megan2 durham2

**Message:** Happy to help!

This member would like to accept this trade now. Please confirm or say no thanks using the links below. Clicking the Confirm link will notify the member who accepted the trade that their request has been accepted and it will remove this shift trade request from the open trade list.

Clicking the No Thanks link will notify the member that you have already filled the trade request.

[Confirm](#) [No Thanks](#)

Confirming the trade will send an email notification to the other member and update the calendar to remove the blue open trade box.

**From:** megan2 durham2

**Message:** Happy to help!

The shift trade response has been confirmed!

An email has been sent to the member confirming that they have accepted the shift trade. A copy of the message has been sent to you also.

With the Shift Trade system in place, members have everything they need to coordinate trades quickly and efficiently, while making sure that nothing falls between the gaps.