

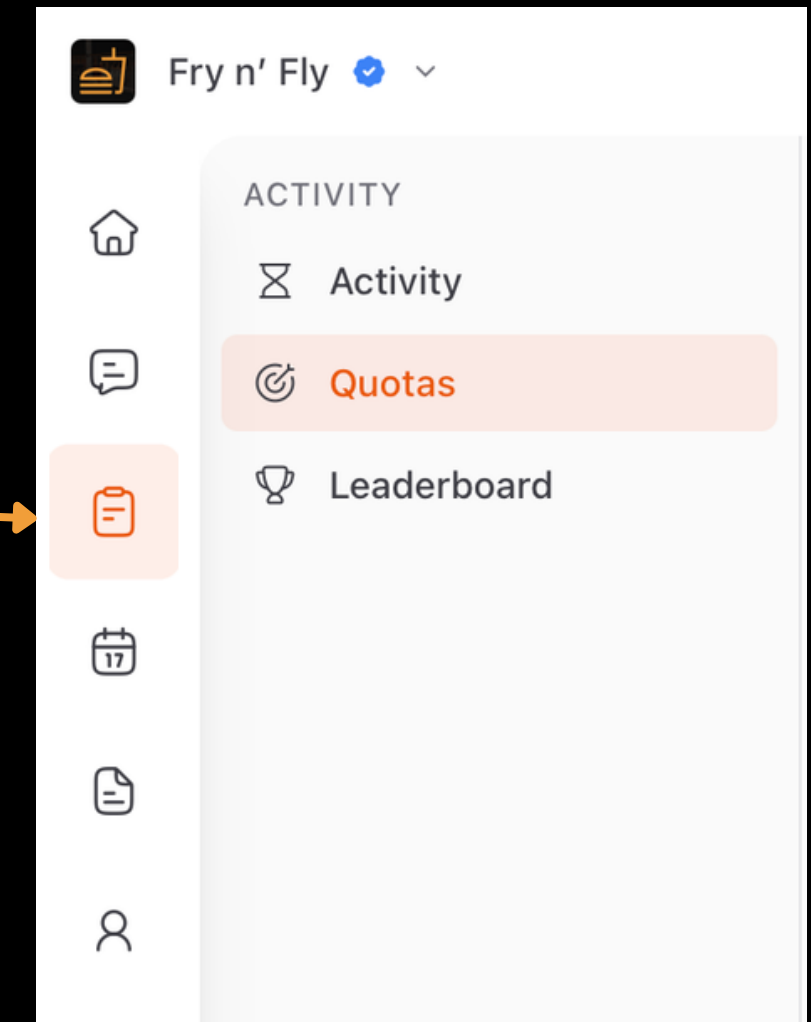
Activity

We utilize the platform “Firefli” to track staff activity, manage sessions, and record any strikes or warnings in your logbook.

You can access Firefli by visiting <https://frynfly.firefli.net> and logging in with your Roblox account. Please note that after your promotion, it may take up to 24 hours for your account to be registered.

Once logged in, you can review your activity quota and its status by navigating to the Activity module and selecting the “Quotas” section. These requirements are consistent and must be maintained weekly. If you are unable to meet them, you must submit a LOA. However, during special occasions such as holidays or announced events, requirements may be temporarily reduced or removed.

It is your responsibility to regularly monitor your quota and ensure all requirements are met. Failure to do so may result in strikes or further disciplinary action.



Booking a Session (Shift | Training)

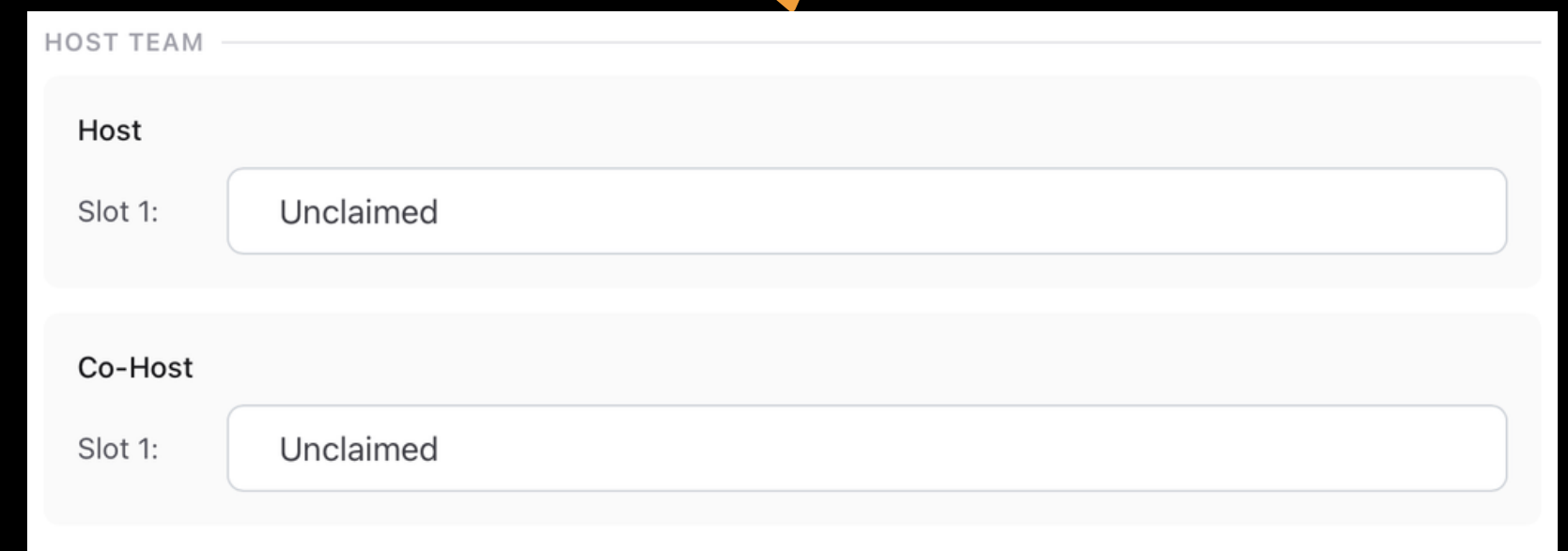


Use the Sessions module in Firefli to access the sessions booking page. Here, you can view all available sessions to book.

All session times are shown in your local time. To claim a session (Host or Co-Host), select the session you would like to claim.

After selecting a session, you will see the current claimers. If the session shows “Unclaimed”, click on it and select your username to book the position.

You must book the session a minimum of 20 minutes before. It is recommended you book a session 12 hours before.



A screenshot of the 'HOST TEAM' booking form in Firefli. The form is divided into two main sections: 'Host' and 'Co-Host'. Each section has a 'Slot 1' label followed by a large, rounded rectangular button labeled 'Unclaimed'. An orange arrow points from the text 'Here, you can view all available sessions to book.' to the 'Unclaimed' button in the 'Host' section.

HOST TEAM	
Host	
Slot 1:	Unclaimed
Co-Host	
Slot 1:	Unclaimed

Guides and Documentation



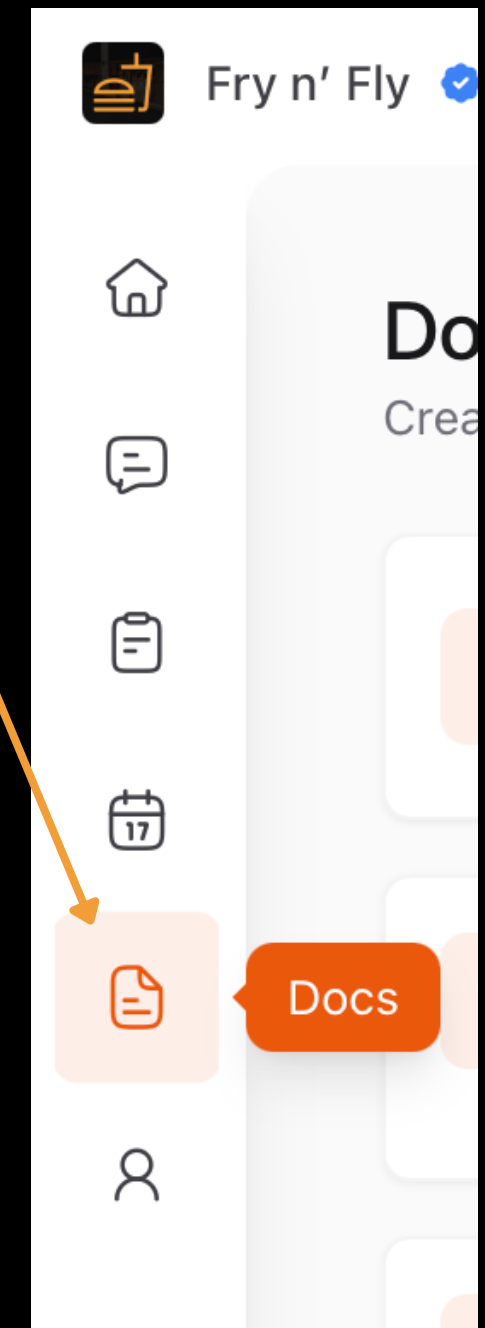
All important documents and guides can be found directly in the Firefli platform. To access them, navigate to the “Docs” module, which is located on the left side of the interface.

The Docs module contains all essential information you need as a staff member, including guides such as the Training Guide, and other important procedures. These documents are regularly updated, so it is important to check them frequently to stay informed.

You are expected to use the Docs module as your main source of information.

Failure to follow information provided in the Docs may result in mistakes, warnings, or other consequences. Staying informed and up to date is part of your responsibility as a management member.

All of these documents are confidential and may not be shared by you to other people.



Slide Information



These slides are intended to provide a general introduction and overview of the main systems and expectations. They are designed to give you a basic understanding, but they do not cover every detail.

For more in-depth information, including full guidelines, procedures, and rules, you must refer to the Staff Guides. These guides contain everything you need to fully understand your role and responsibilities.

It is your responsibility to review the Staff Guides and stay informed. Relying only on these slides may result in missing important information.