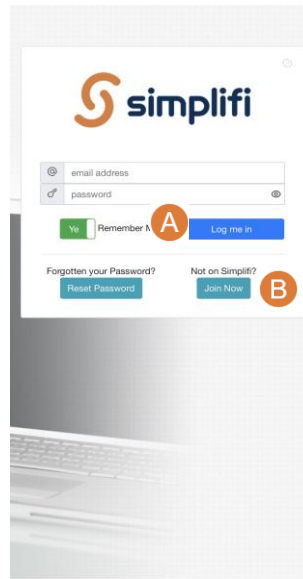
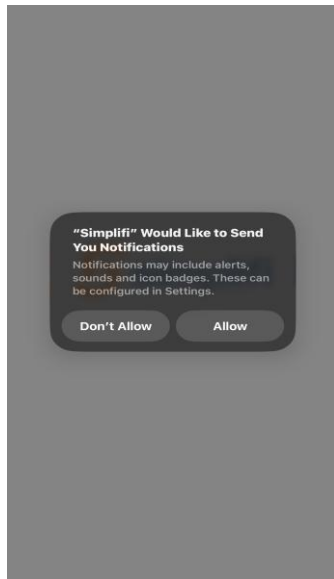
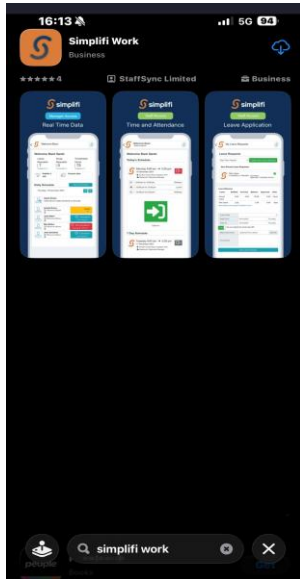


GETTING STARTED



Workforce Management Made **Simple**

We use Simplifi to manage our relievers.
You will need to download the FREE Simplifi app.

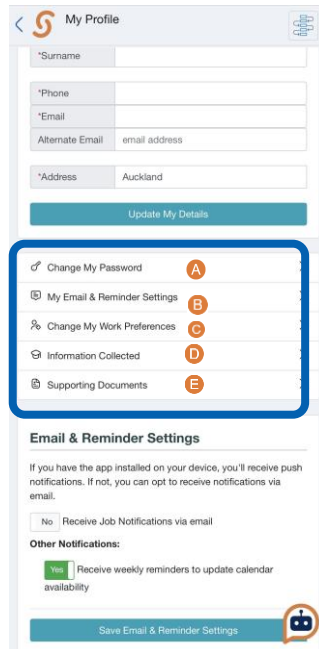
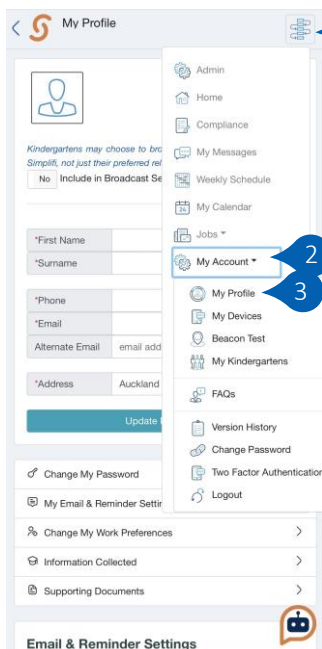


3. If you are registered with a Kindergarten Association you can enter your email address and your password (initially set up to be welcome), select **Log me in [A]**. Otherwise, select **Join Now [B]**.

If you're wanting to register to work with **DUNEDIN KINDERGARTENS**, you can search for them and complete the required registration details. This will send a request to the organisation. If they don't appear in the search, it means they're not accepting online registrations, and you'll need to contact them directly.

1. **Download** the Simplifi App from your App Store / Play Store

2. **Allow** the app to send you notifications



(A) **Change My Password** – By default your first password is welcome (lowercase), you will be prompted to change this to a more secure password

(B) **My Email & Reminder Setting** – Select this option to edit how your reminders are sent. You can also set how many hours prior to the job you wish to receive a reminder.

(C) **Change My Work Preferences** – Select this option to add or remove centres, roles and work area.

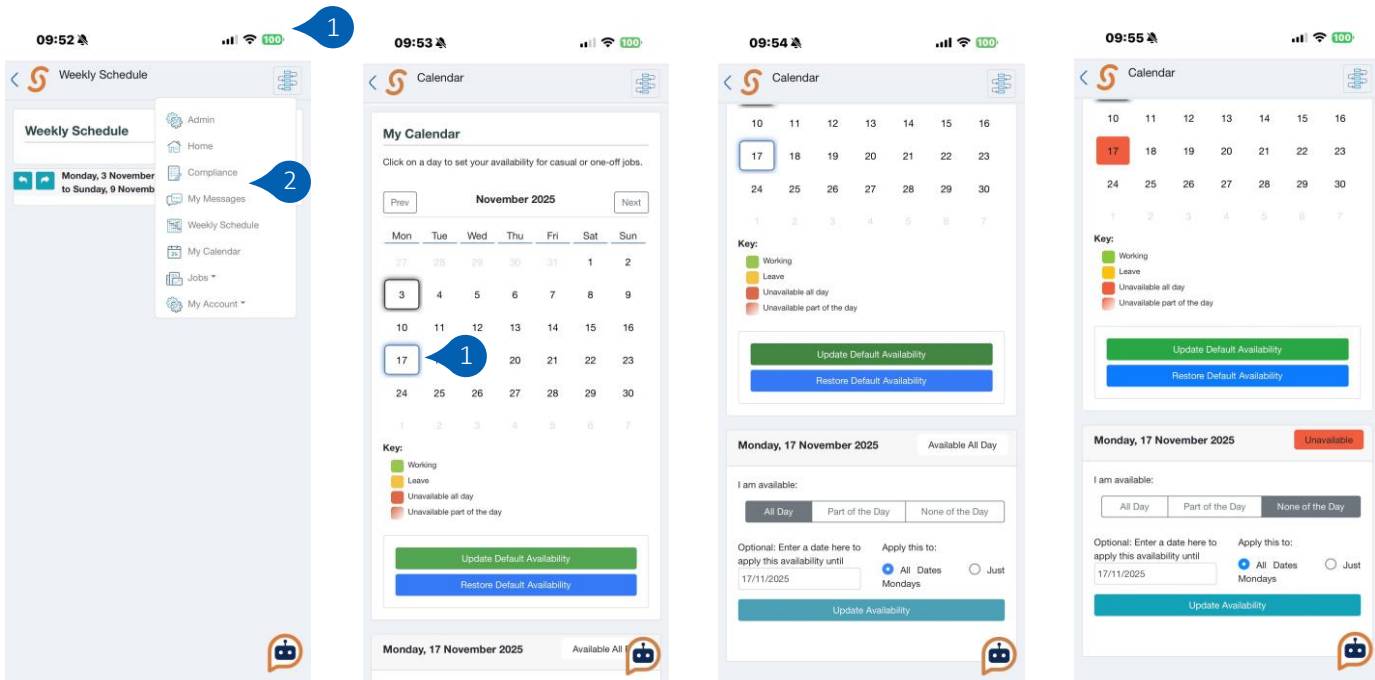
(D) **Update My Registration Details** – Please complete all fields in this section to ensure centres have your information on file.

(E) **Update My CV and Files** – Here you can upload your CV, a photo of your, Drivers Licence or Qualification (you may prefer to do this on the computer – <https://nz.simplifi.work>)

6. You will now need to update your details. You can do this by selecting the **Menu Icon (1) → My Account (2) → My Profile (3)**

7. **Scroll down** to find the 5 options shown above. By clicking on each of them you can manage your profile. Schools require you to have your registration details and other key information entered into Simplifi. Please make sure your profile is complete and up to date.

Managing your Calendar



To view or manage your calendar select the **Menu Icon (1)** then **My Calendar (2)**.

To block out a date on your calendar, select the date that you are unavailable (**1**).


Scroll Down. Select '**None of the Day**' (**1**), then select **Update Availability (2)**.

If you scroll up you will now see the day has turned red – i.e. unavailable. To undo this, simply repeat the same steps again however this time select **All Day** instead.

Applying for a Job


 **Simplifi** now


Simplifi
XYZ Kindergarten have published a new job: 'HT Release' Monday, 1 December 2025: 08:15am to 2:45pm

 **New Jobs**
Nancy Baker

New Jobs

New jobs are jobs that you have been asked to work, but you have not yet responded to.

 **Simplifi Kindergarten - Auckland** Job # 29945
SB: HT Release (Job only offered to you, please respond!)
Monday, 1 December 2025
Reliever Full day (8:15 am to 2:45 pm)
Job Role: Relieving Teacher


 **New Job Offer**
Nancy Baker

Relieving Teacher Job # 2994541

Monday, 1 December 2025
8:15 am → 2:45 pm
6.00 hours paid

HT Release (Job only offered to you, please respond!)

Job Details:
• Room Current Enrolments

 **Simplifi Kindergarten - Auckland SB [Simplifi Kindergarten - Auckland SB]**
100 Parnell Road, Auckland 1052

You have yet to respond to this job. Please select the appropriate response below:

Yes I would like to apply for the job

Yes... but only if you really need me

Yes... but with an alternate response

Sorry I can't work

[How do these options work?](#)

You will be notified whether or not you have been successful (as below).

If successful, this job will now be added to your calendar.

Congratulations, you have been successful in your application to undertake the position: 'HT Release' Monday, 1 December 2025: 08:15am to 2:45pm

You will receive a notification when a job has been posted. Click on the notification to view the job.

Click on the Job to view full details and Respond

Select one of the possible responses.