

Use these emails to onboard your new hires to When I Work. The first email is for you new managers and supervisors. The second version is for new employees.

Hello Team,

Welcome to When I Work! Here are a few resources that will help you get started with the app as a **Manager or Supervisor**.

- [Get Training](#)
- [Video Tutorial Library](#)
- [Download Resource Guide](#)
- [Download Mobile App Resource Guide](#)

If they haven't already, a manager will send you a registration invite so you can join the account. The invite will be sent to you via email and/or text message. You'll use the invite to create a password, then you can log in using your email and password.

If you have any questions about the app or would like technical support, please feel free to reach the Care team via live chat or submit a ticket: [Contact Us](#)

Cheers!

Hello Team,

Welcome to When I Work! Here are a few resources that will help you get started with the app.

- [Help Center](#)
- [Download Employee Onboarding Checklist](#)

If they haven't already, your manager will send you a registration invite so you can join the account. The invite will be sent to you via email and/or text message. You'll use the invite to create a password, then you can log in using your email and password.

If you have any questions about the app or would like technical support, please feel free to reach our Care team by submitting a ticket: [PC](#) / [iPhone](#) / [Android](#)

Cheers!

