How to add an Adhoc shift on Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/how-to-add-an-adhoc-shift-on-cloud-roster/

How to use the Navigation Menu

Learn how to add a shift to the Live Rota and assign it to a staff member.

Takes 2 minutes

For: Managers

Updated: 2nd Nov 2026

Introduction

The **Live Rota** allows you to manage your team's shifts and make changes to the weekly schedule.

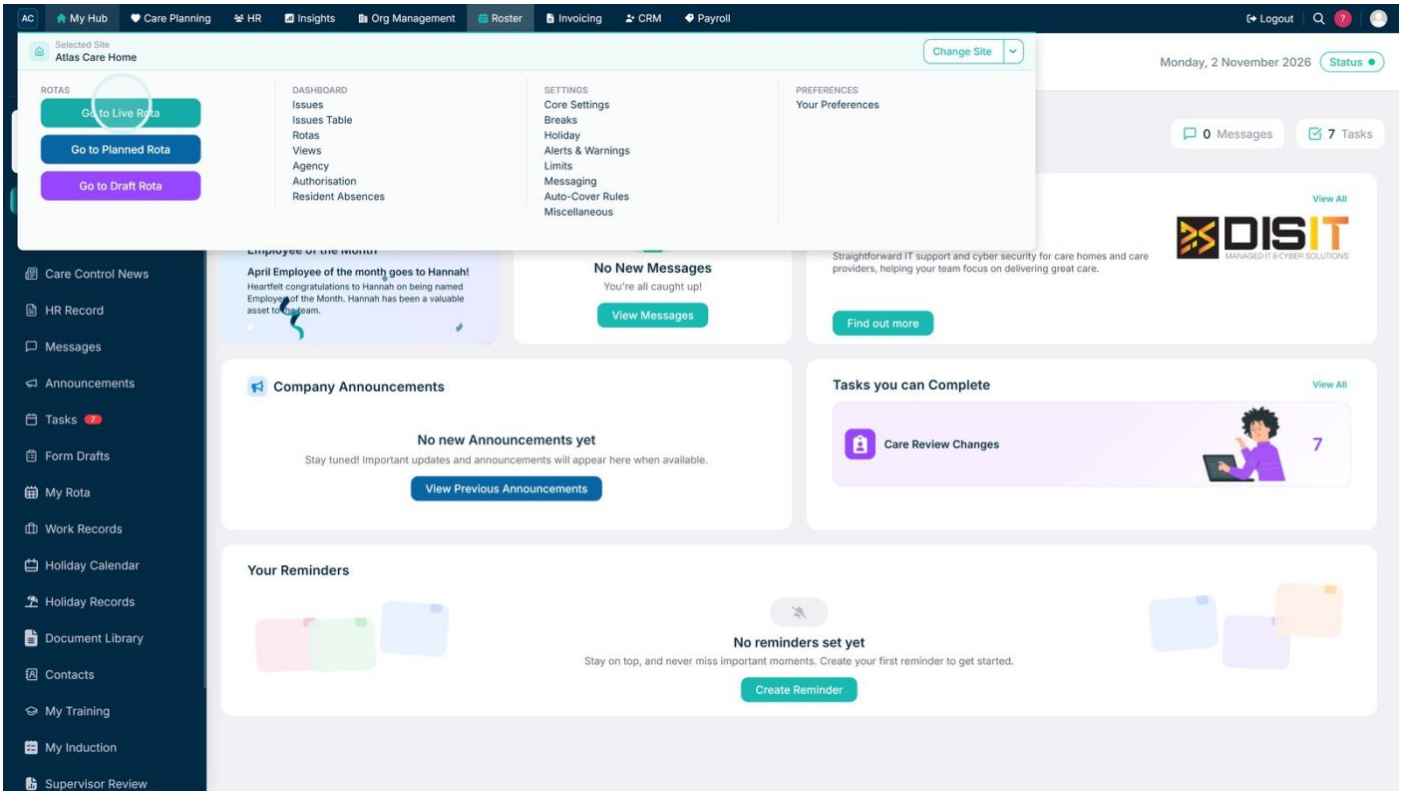
In this guide, you'll learn how to add a new shift to the rota and assign it to a staff member.

In this guide, you'll learn how to:

- Open the Live Rota.
- Select where you want to add a shift.
- Choose a shift and add it to the rota.
- Assign the shift to a staff member.

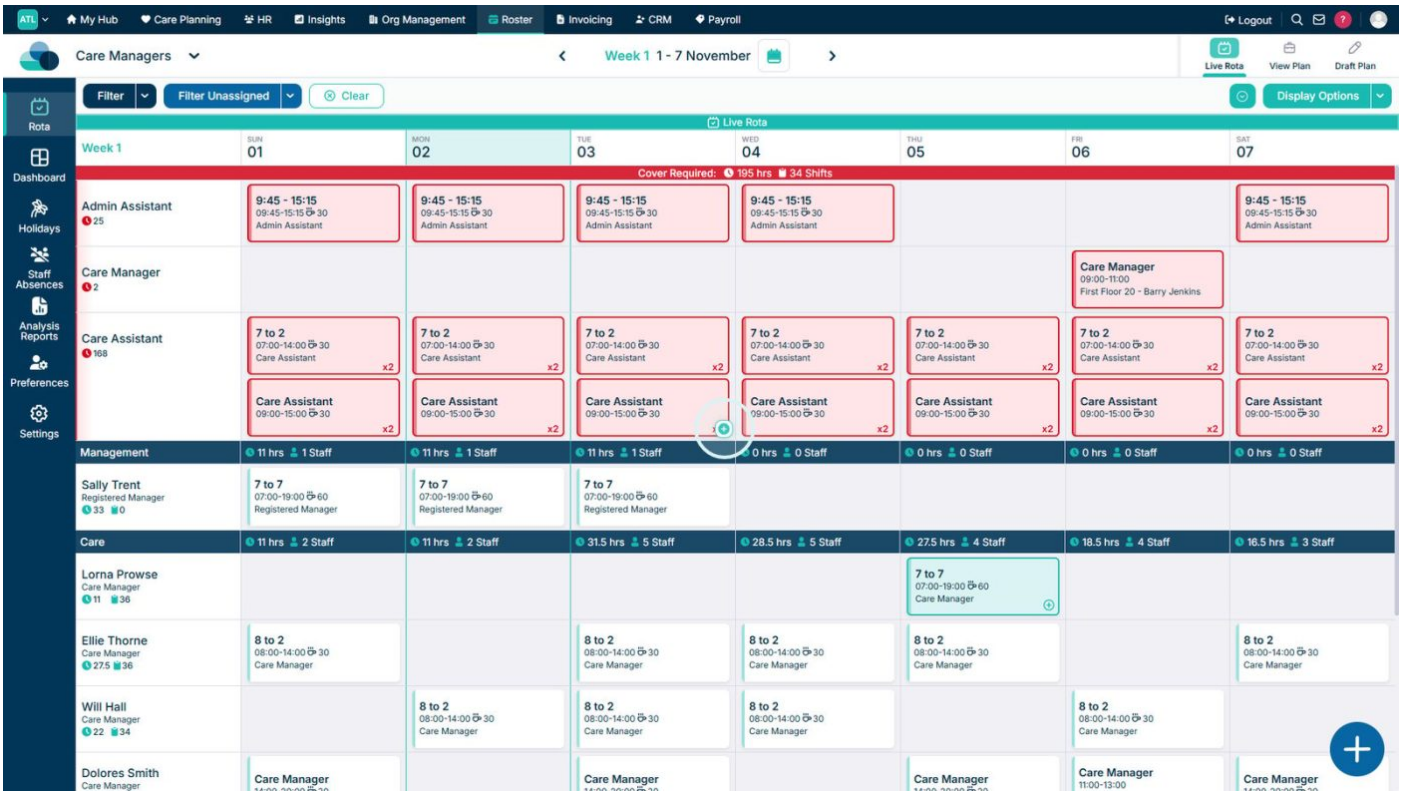
Open the Live Rota

Navigate to the **Live Rota** to view and manage your team's weekly shifts.



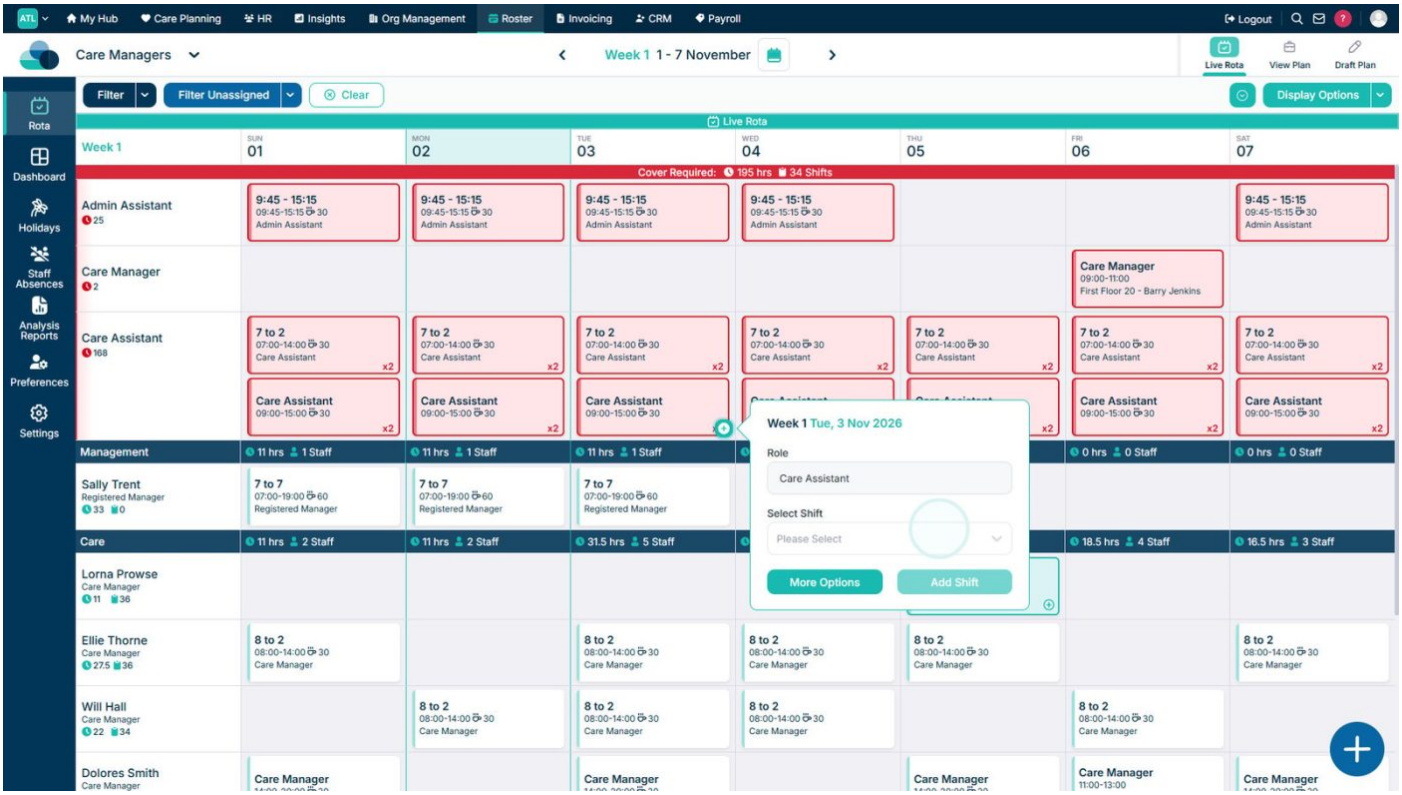
Select Where to Add a Shift

Find the day and role you want to add a shift to, then select the **tick icon**.



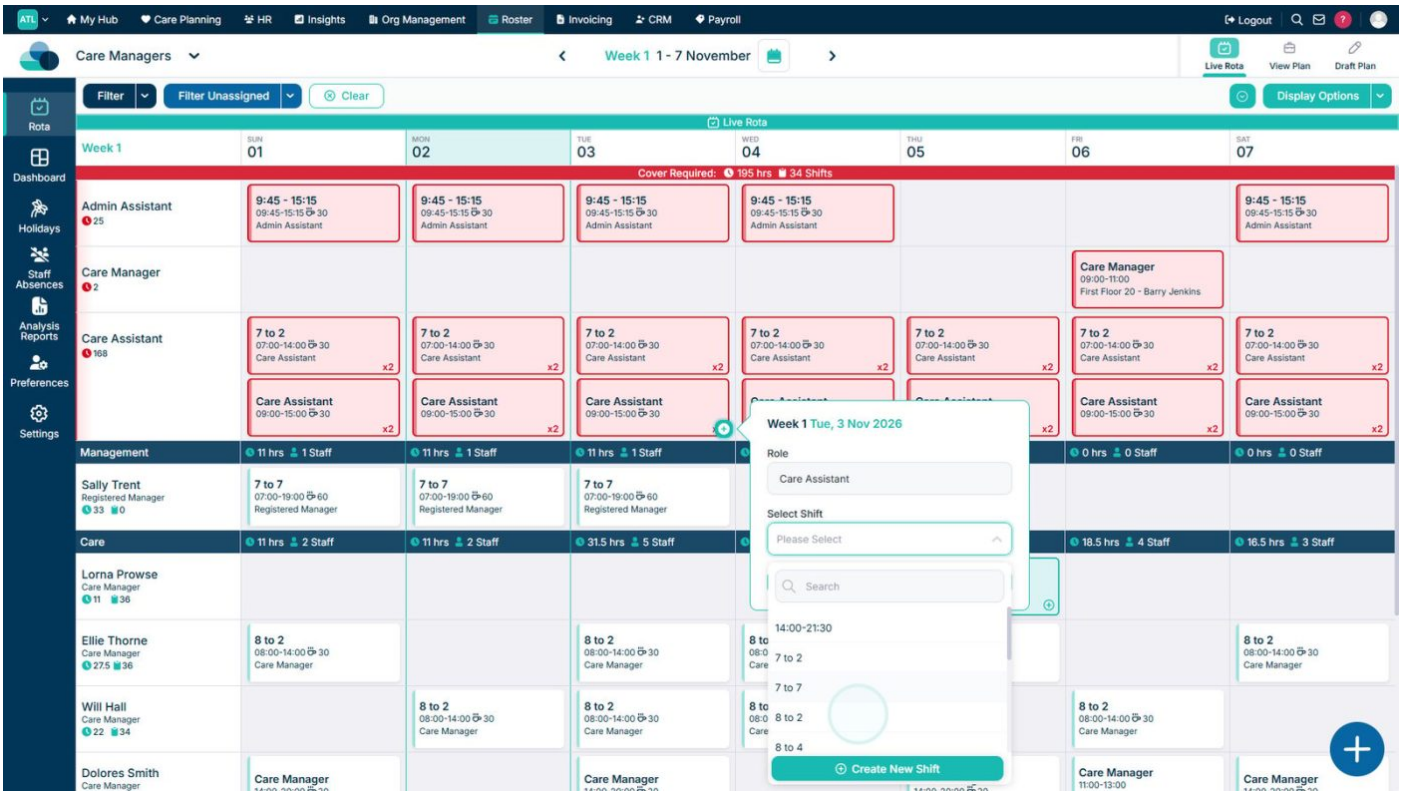
Choose a Shift

Open the **shift dropdown** to view the available shift times.



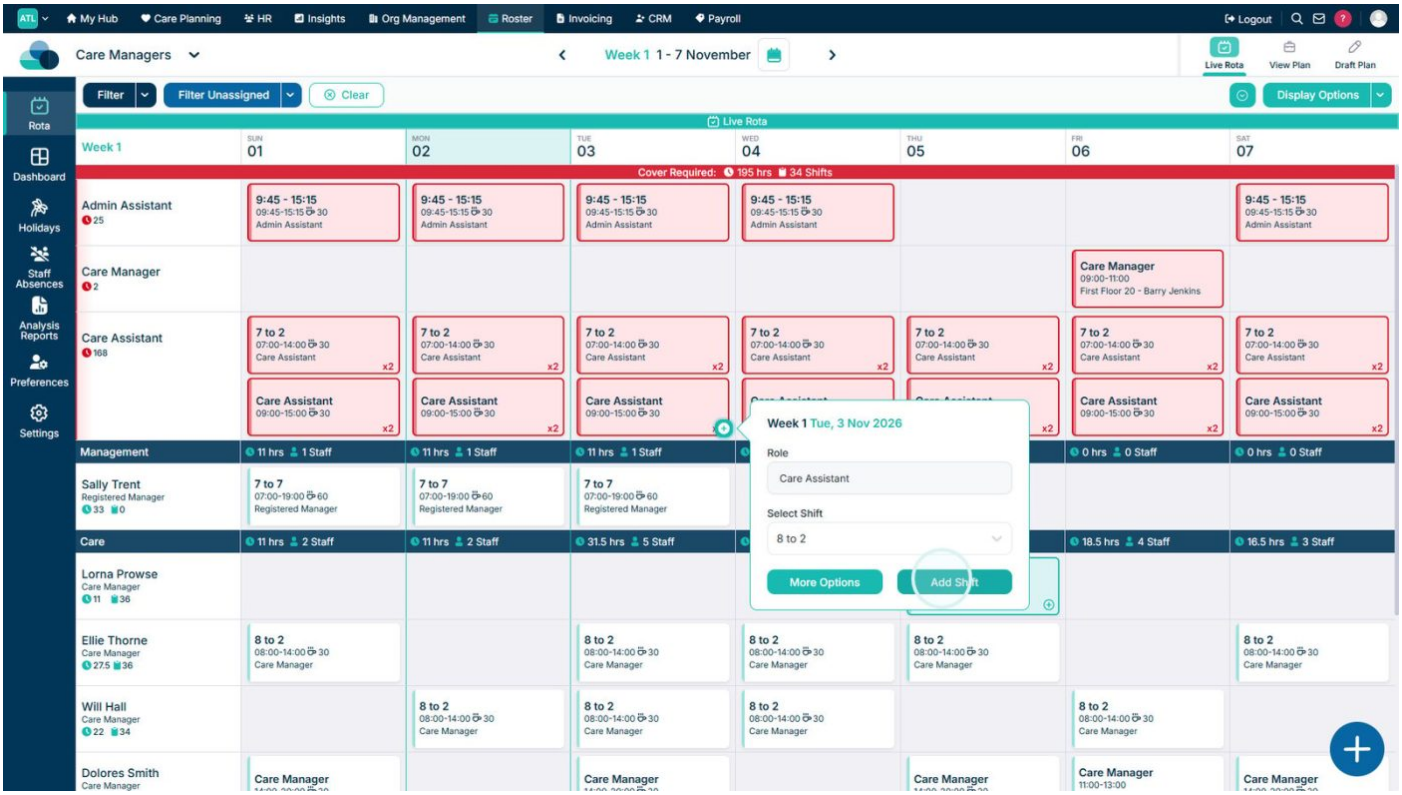
Select the Shift Time

Select the shift you want to add. In this example, we're choosing the **8 to 2** shift.



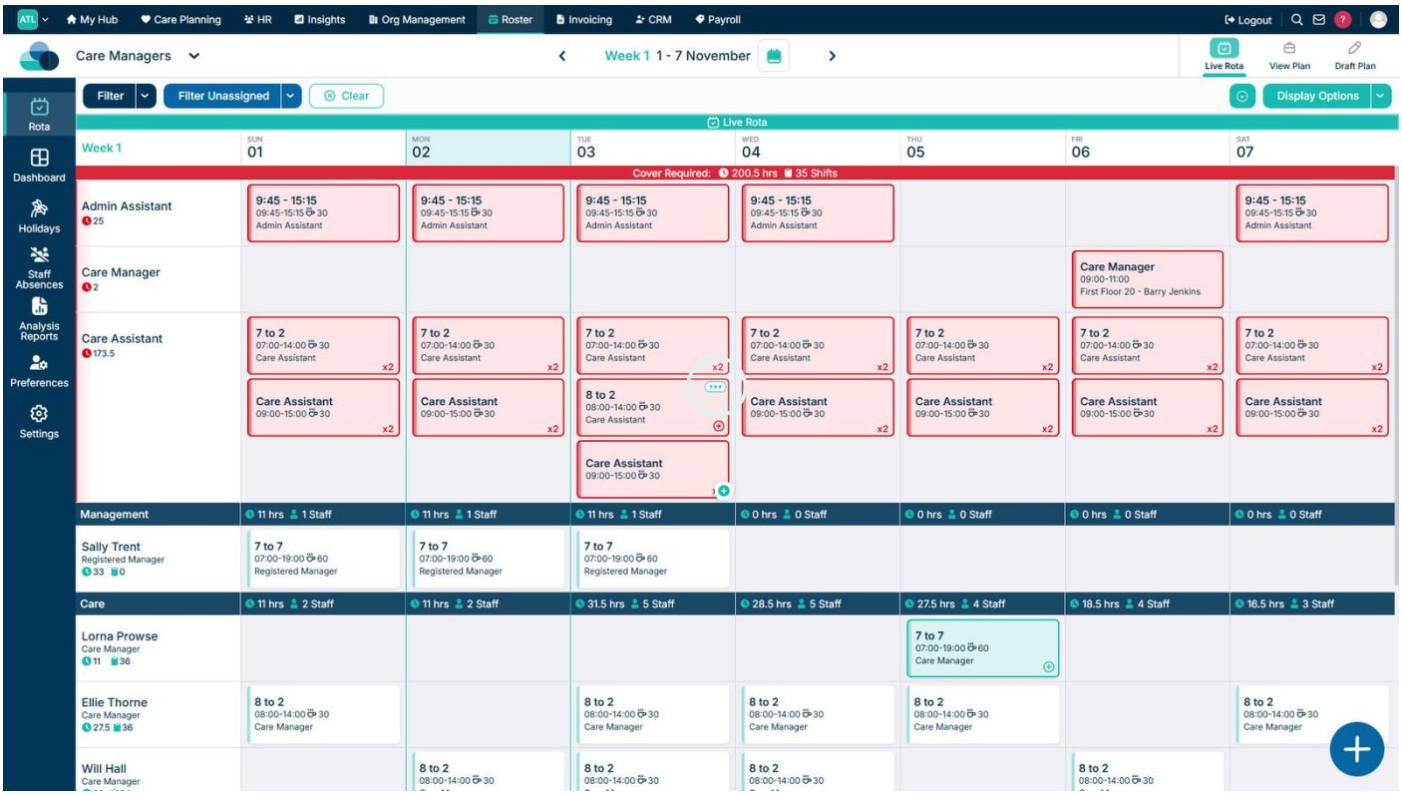
Add the Shift

Select **Add Shift** to add your chosen shift to the rota.



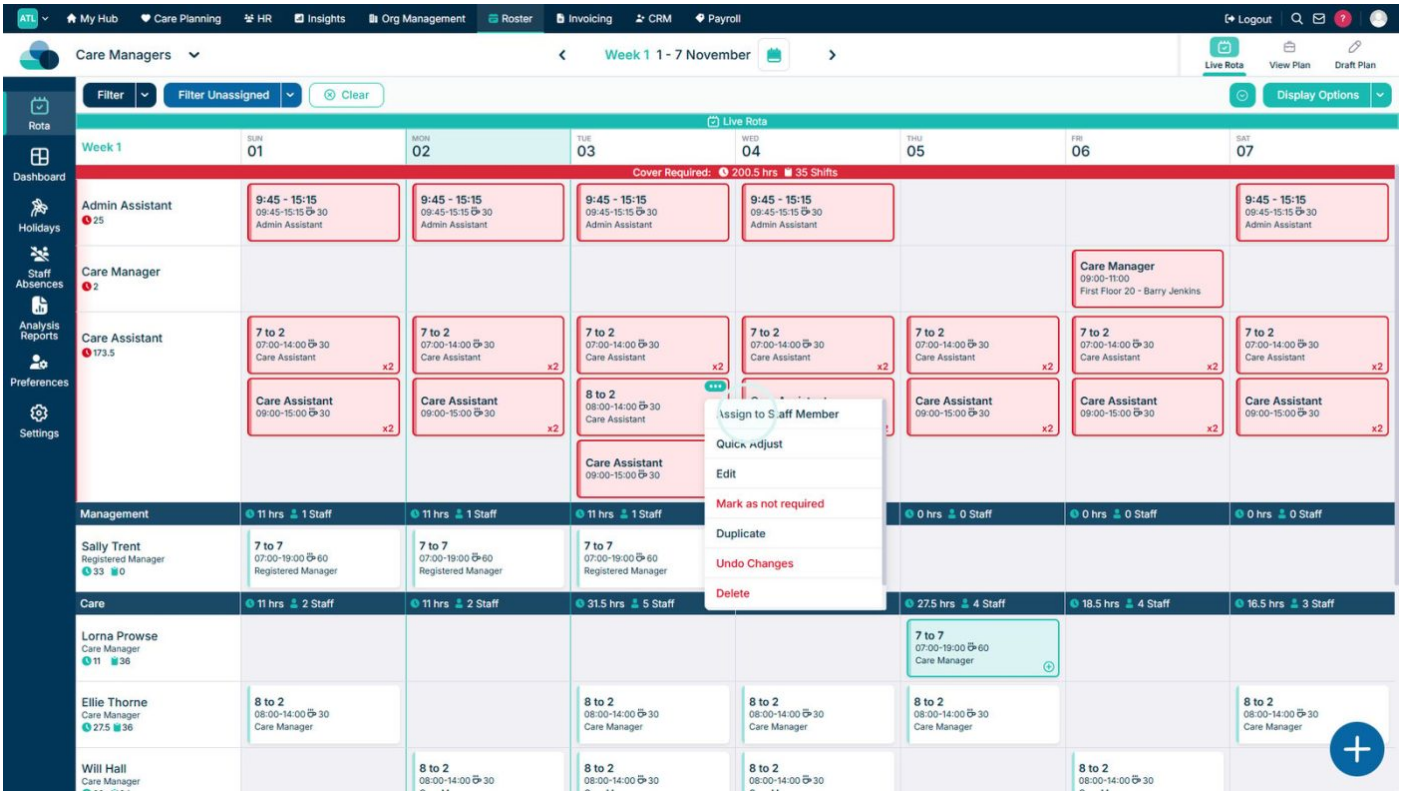
Open the Shift Options

Find the shift you've just added and select the **three-dot menu** to view the available options.



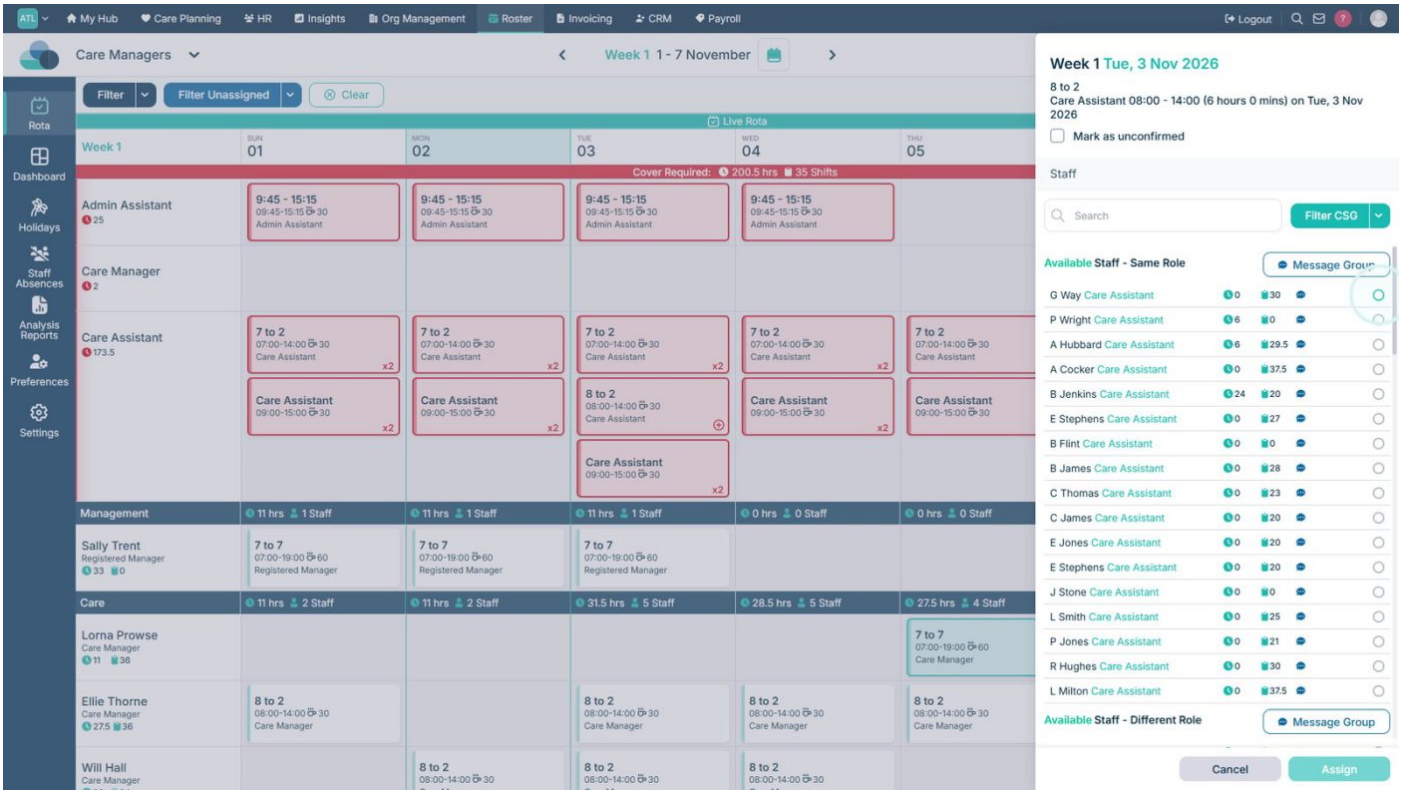
Assign the Shift to a Staff Member

From the menu, select **Assign to Staff Member**.



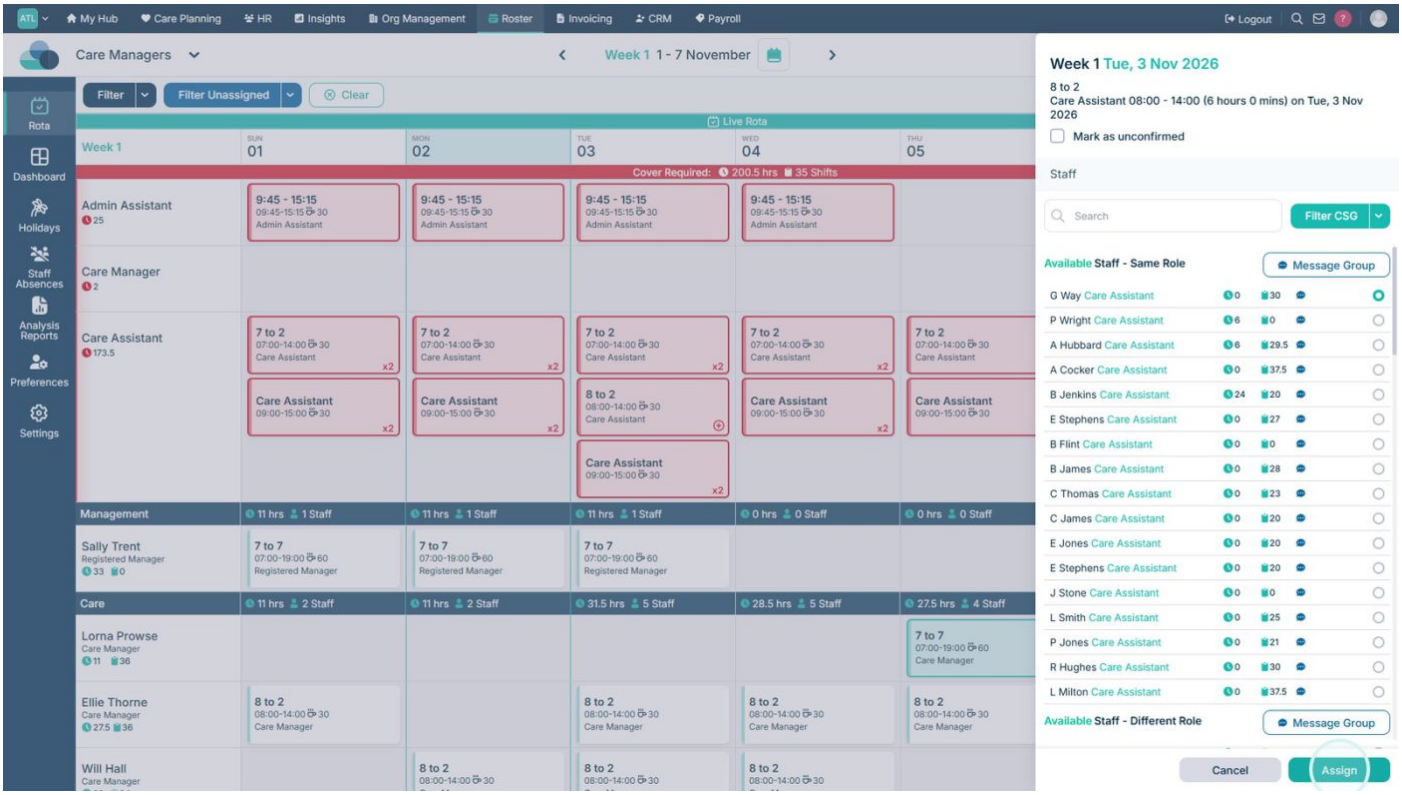
Select a Staff Member

Choose the **staff member** you want to assign to the shift.



Confirm the Assignment

Select **Assign** to confirm your selection. The shift will now be assigned to your chosen staff member on the Live Rota.



Top tip

You can add shifts to the Live Rota before assigning them to staff members. This is useful when planning ahead, as you can create the shifts you need and assign them once you've confirmed who is available.

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