How to Assign a Substitute Requestor

Left navigation selection “Shop” > “My Carts and Orders” > “View Carts”

Click “Assign Substitute”

A new window pops up which will allow you to search for your Substitute:

Click [select] under Action when the correct person populates. That person is now set as your Current Substitute.

To end: Click “End Substitution” next to their name