

Basics of Bidding

BIDDING TIMELINE

Primary Bidding:

Primary Bids Open: 2nd of every month by 1200 CT
Primary Bids Close: 5th of every month at 1200 CT
Primary Bid Awards Posted: 6th of every month by 1200 CT
Primary Bid Protest Ends: 7th of every month at 1200 CT

Secondary Bidding:

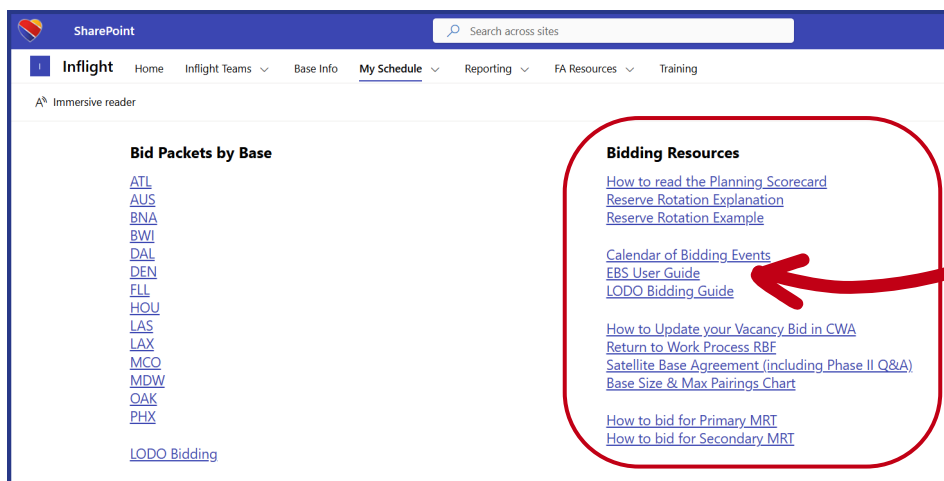
Secondary Bids Open: 11th of every month by 1200 CT
Secondary Bids Close: 14th of every month at 1200 CT
Secondary Bid Awards Posted: 15th of every month by 1200 CT
Secondary Bid Protest Ends: 16th of every month at 1200 CT

LODO Bidding:

LODO Bids Open: 1st of every month by 1200 CT
LODO Bids Close: 3rd of every month at 1200 CT
LODO Bid Awards Posted: 3rd of every month by 1800 CT
LODO Bid Protest Ends: 4th of every month at 1200 CT

For an Electronic Bidding System (EBS) tutorial and other great resources about the bidding process, refer to the Crew Planning link on SWALife.

My Work > Inflight > My Schedule > Crew Planning



The screenshot shows the SharePoint 'Inflight' page. The 'My Schedule' tab is selected. On the left, under 'Bid Packets by Base', there is a list of airport codes: ATL, AUS, BNA, BWI, DAL, DEN, FLL, HOU, LAS, LAX, MCO, MDW, OAK, PHX, and a link for 'LODO Bidding'. On the right, under 'Bidding Resources', there is a list of links: 'How to read the Planning Scorecard', 'Reserve Rotation Explanation', 'Reserve Rotation Example', 'Calendar of Bidding Events', 'EBS User Guide', 'LODO Bidding Guide', 'How to Update your Vacancy Bid in CWA', 'Return to Work Process RBF', 'Satellite Base Agreement (including Phase II Q&A)', 'Base Size & Max Pairings Chart', 'How to bid for Primary MRT', and 'How to bid for Secondary MRT'. A red circle highlights the 'EBS User Guide' and 'LODO Bidding Guide' links, with a red arrow pointing from the text on the right towards them.

The EBS User Guide has step-by-step instructions on how to use the only official SWA method of submitting bids - the Electronic Bidding System (EBS).

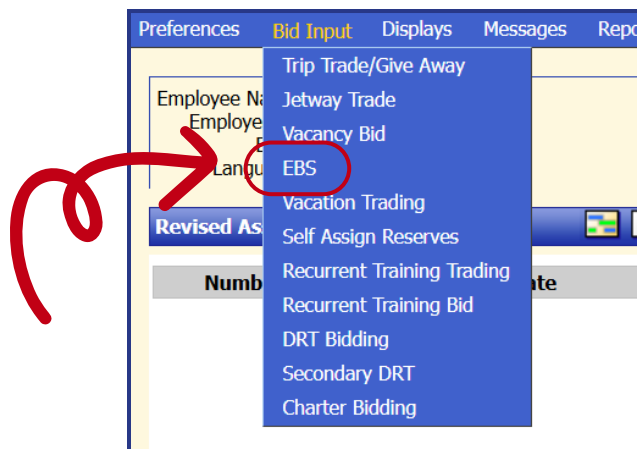
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“How do I even go about bidding?”

Primary, Secondary, and Recurrent Training Bidding takes place on Crew Web Access (CWA) in EBS.

www.swacrew.com > Bid Input > EBS



“I’m new to the Inflight family. Should I really bid for a line? And how many lines should I add to my bid?”

It’s always a good idea to bid for a line. For new Flight Attendants, it’s a great way to practice using the filters and getting used to the bidding system. It is also smart to get into the habit of bidding so you are less likely to forget. A helpful tip is to always “dream bid” and keep adding until you reach your bidding seniority.

“What if I believe I was awarded the wrong line?”

Every time you successfully submit a bid, you will receive a confirmation email to your work account (first name.last name@wnco.com). It is always a good idea to save this list to double check that you were awarded the correct line for your seniority. If you feel that you have a valid protest, call Crew Planning before Noon CT on the 7th for Primary Bids, 16th for Secondary/Reserve Bids and 4th for LODO Bids.

Inflight.Planning@wnco.com -or-
(214) 792-4441



IMPORTANT NOTE: A lot of Flight Attendants use a non-SWA app for Primary and Secondary Bidding. Regardless of how you submit your bid, it’s imperative that you make sure you receive a Bid Receipt. This receipt is your proof of the order of your specific bid and that it was submitted. This receipt provides a valuable piece of proof if you want to challenge a bid award with a valid protest.