



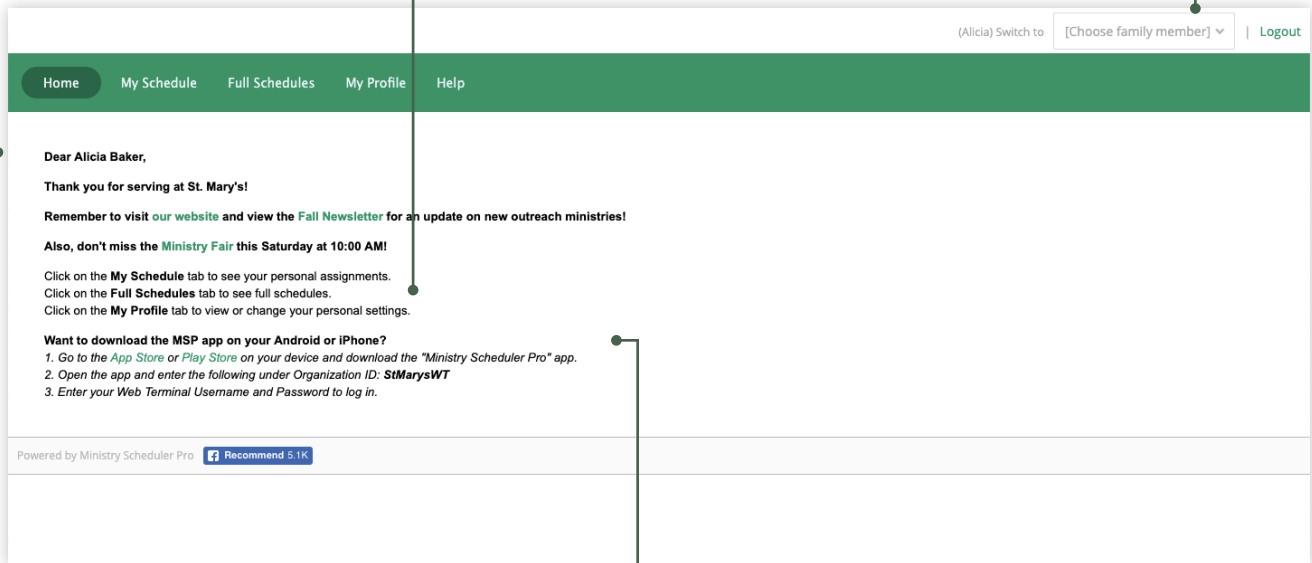
Ministry Scheduler Pro

Effective Ministry Scheduling

Web Terminal & Mobile App
User Guide

Get oriented with a quick overview of the Web Terminal tabs.

Easily switch between family members profiles.



Access your church website, newsletter, and important announcements.

Learn how to download the mobile app and use MSP on-the-go.

Automatically sync your schedule to Google Calendar, Outlook, or iCal.

Request a sub if you cannot make your scheduled service.

Fill in for other volunteers who have a sub and/or propose a trade.

In your list of scheduled services, click on a specific service to see its plan, attachments, or notes.

(Alicia) Switch to [Choose family member] | Logout

Home My Schedule Full Schedules My Profile Help

Export to: Google calendar | iCal / Outlook Print

You are scheduled to serve at the following times.

- Sunday, May 12, 9:00 AM - Usher (B) (request sub)
- Sunday, May 19, 9:00 AM - Altar Server (request sub)
- Saturday, May 25, 5:00 PM - Lector (1) (request sub)
- Saturday, Jun 1, 5:00 PM - Usher (B) (request sub)
- Sunday, Jun 9, 9:00 AM - Usher (B) (request sub)
- Sunday, Jun 16, 10:30 AM - Extraordinary Minister - Cup (request sub)
- Sunday, Jun 30, 10:30 AM - Altar Server (request sub)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

- Saturday, Jun 8, 5:00 PM - Usher (B) (volunteer now)
Sub requested by: Donna Hicks
- Sunday, Jun 16, 9:00 AM - Usher (D) (volunteer now)
Sub requested by: Steven Gordon

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Accept substitute request

Position: Saturday, Jun 8, 5:00 PM as Usher (B)

For: Donna Hicks

I would like to take on this position for Donna without a trade

I would like to trade Donna this position for one of my scheduled positions

Your comments:

(Alicia) Switch to [Choose family member] | Logout

Home My Schedule Full Schedules My Profile Help

Schedule Jun 8 - J

June 8 - June 9

		Mass Coordinator	Extraordinary Minister	Usher	Altar Server	Lector
Sat		VOLUNTEER NOW	Howard Carr - Cup Emily Tucker - Host (1)	Dorothy Hicks (A) Donna Hicks (B) (sub requested) - ACCEPT Willie Morris (C)	Melissa Lucas (Experienced) Carl Tucker (Experienced)	Antonio Kim (1) Alice Tucker (2)
Sunday, 9:00 AM	Kathleen Gilbert	VOLUNTEER NOW	Monica Ryan - Cup Francis Castillo - Host (1) Bonnie Scott - Host (2) Eddie Peters - Host (3)	Angela Bradley (A) Patrick Bradley (B) Edna Gilbert (C) Luis Wilson (D)	Jeffrey Bradley (Experienced) Roy Bradley (Experienced)	Norma Wilson (1) Tony Hernandez (2)
Sunday, 10:30 AM	Ray Diaz	VOLUNTEER NOW	Maria Washington - Cup Tina Kennedy - Host (1) Kimberly Jones - Host (2) Judy Owens - Host (3)	Joanne Diaz (A) Ruby Diaz (B) Alicia Baker (C) REQUEST A SUB Randall Rodriguez (D)	Jacob Vargas (Experienced) Judith Vargas (Experienced) Victor Vargas (Experienced)	Shirley Jensen (1) Connie Jones (2)

Print

See other volunteers who requested subs and volunteer to fill their position.

Sign up for an unfilled position.

Click on a specific service to see its plan, attachments, or notes.

Easily find your scheduled services in green and see who is serving with you.

(Alicia) Switch to [Choose family member] | Logout

Home My Schedule Full Schedules **My Profile** Help

Please remember that you **must** click the **Submit button** at the bottom of this page for your request to be processed.

Select another family member's profile to edit.

Change your password as needed.

Enroll in automatic email reminders and decide when you get them.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Select to **ONLY** be scheduled at services listed in your profile.

Add, remove, or reorder your service preferences.

Update times you aren't available to serve.

Type additional notes or comments for your scheduler.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Don't forget to click SUBMIT!

Submit

Please make sure to click the "Submit" button at the bottom of this page when finished.

Mobile App Guide



My Schedule



Full Schedule



Open Positions



My Profile



Settings



Visit the App Store for iOS or the Play Store on Android and search for "Ministry Scheduler Pro."



Enter your church's Organization ID. (Contact your scheduler if you're not sure what this is.)



Enter your Web Terminal Username and Password to log in.

You will be able to easily switch between family profiles once logged in, please see the 'Settings' tab for more information.

Mobile App Guide



My Schedule



Full Schedule



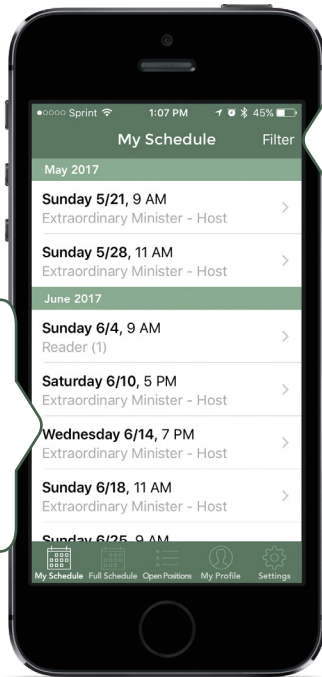
Open Positions



My Profile



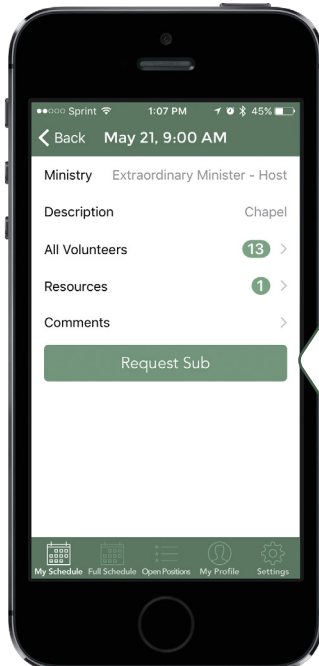
Settings



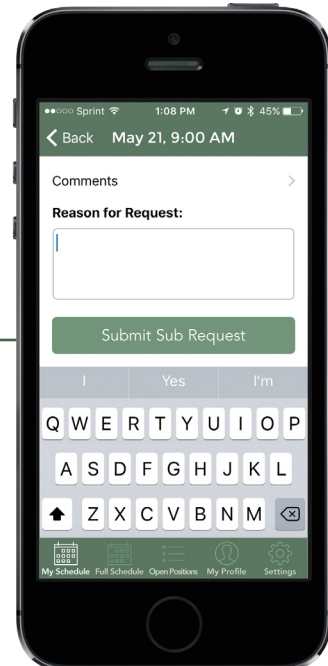
Filter your scheduled assignments by ministry, service or date.

The My Schedule section will list your scheduled services. Click on a service to see more information or request a sub.

To update this list of your assignments, you can place a finger towards the top of the screen and swipe down. You will see the loading icon that tells you the app is checking for any changes.



Request a sub right from your phone!



Mobile App Guide



My Schedule



Full Schedule



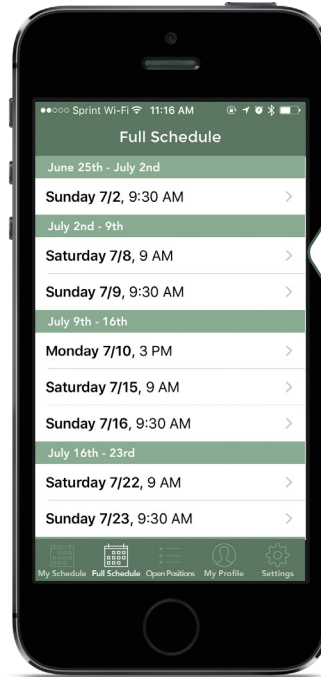
Open Positions



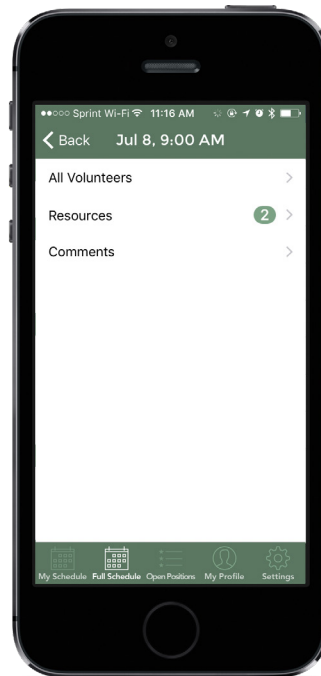
My Profile



Settings



See all scheduled services from today forward directly in the mobile app.



By clicking on the date and time of a service you can see the scheduled volunteers, any attached resources, and see or leave a comment for the service.



Mobile App Guide



My Schedule



Full Schedule



Open Positions

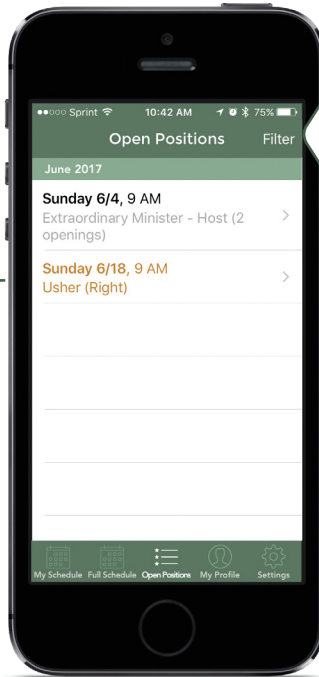


My Profile



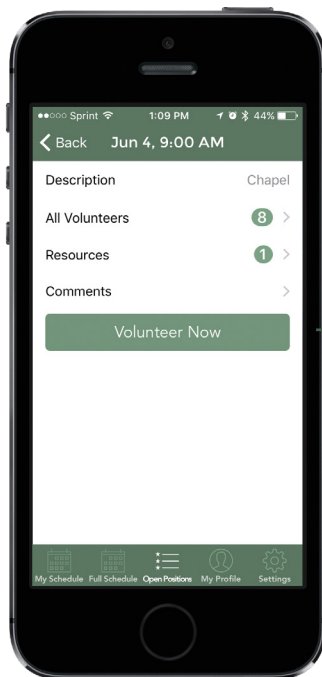
Settings

The Open Positions tab will show available assignments you are able to sign up for.

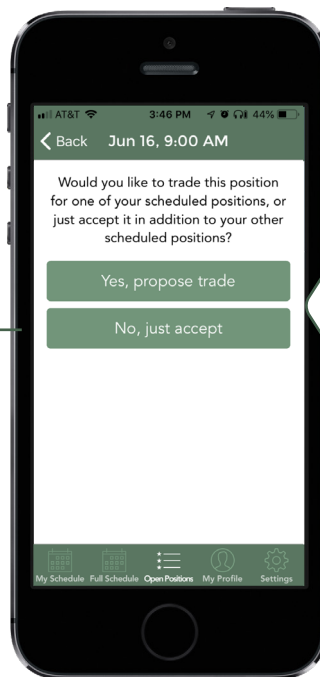


Filter open opportunities by ministry, service or location.

See who is volunteering and what resources are available before you volunteer.



Fill in for other volunteers who have requested a sub, or propose a trade.



Mobile App Guide



My Schedule



Full Schedule



Open Positions

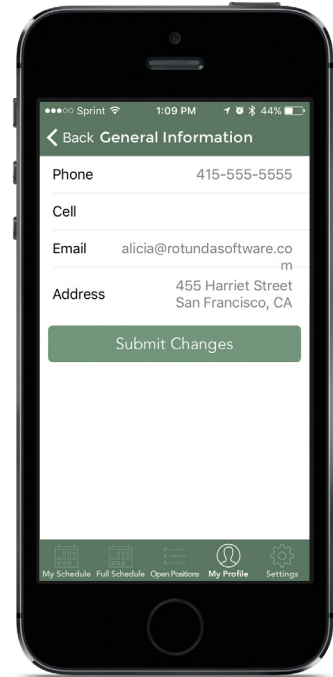
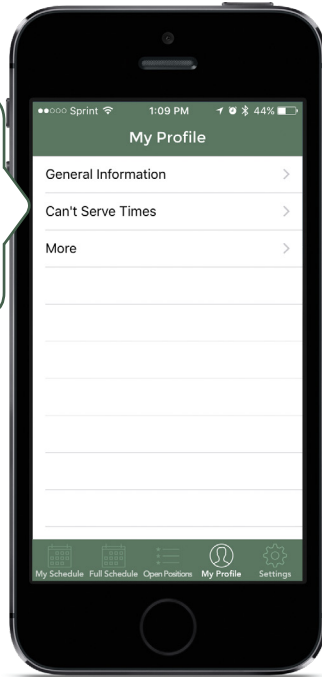


My Profile

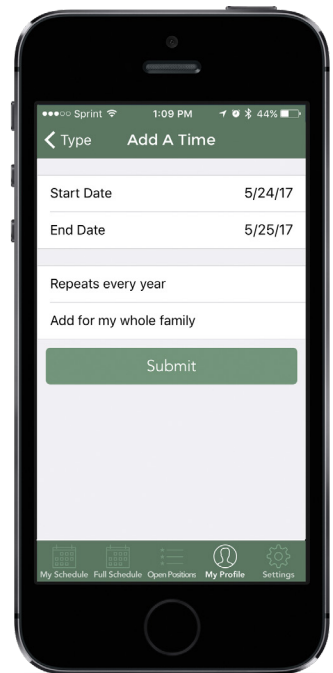
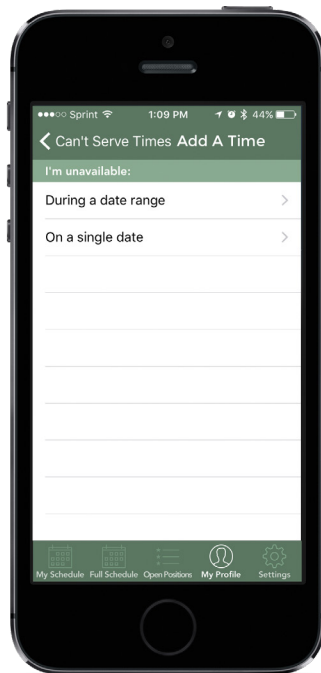


Settings

Make changes to your general contact information and submit dates you're unavailable to serve.



Submit single or multiple dates and even add yearly or family preferences.



Mobile App Guide



My Schedule



Full Schedule



Open Positions

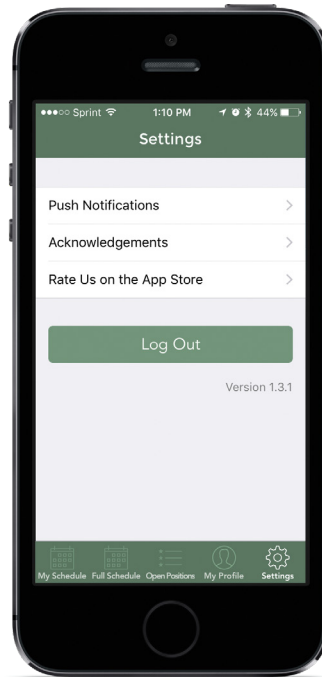


My Profile

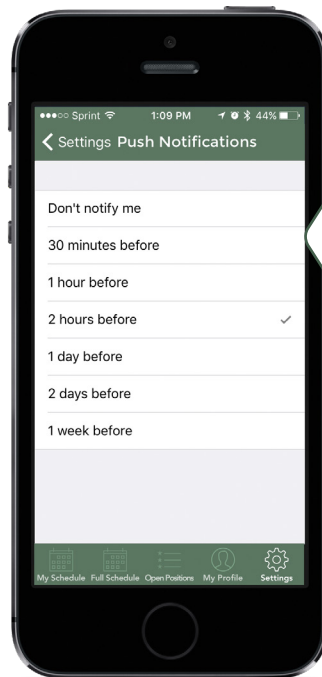


Settings

Manage your Push Notifications, easily switch into the profiles of other members of your family, or log out of the app.



Control your push notifications to alert you of upcoming assignments.





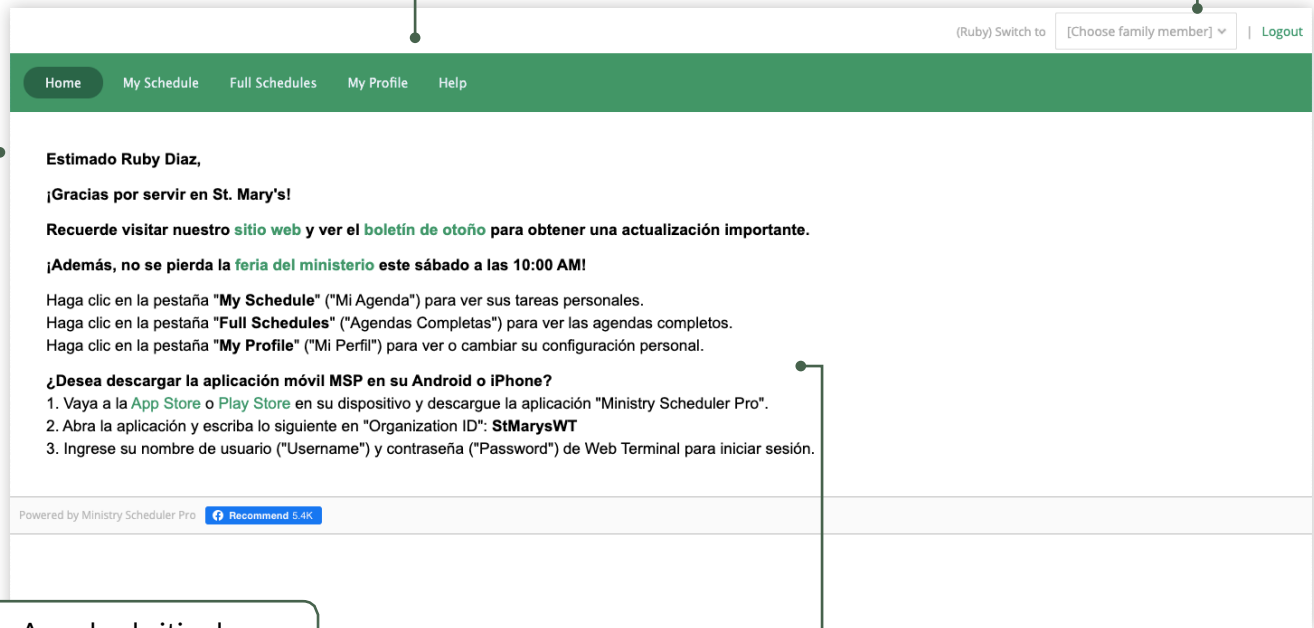
Ministry Scheduler Pro

Planificación eficaz para el apostolado.

Guía del Usuario del Web Terminal
y la aplicación móvil.

Obtenga una rápida visión general sobre las pestañas de la Web Terminal.

Cambie fácilmente entre los perfiles de los miembros de la familia.



Acceda al sitio de su iglesia, el boletín informativo y los anuncios importantes.

Aprenda cómo descargar la aplicación móvil y empezar a usar MSP.

Sincronice automáticamente su agenda con Google Calendar, Outlook o iCal.

(Ruby) Switch to [Choose family member] | Logout

Home My Schedule Full Schedules My Profile Help

Export to: Google calendar | iCal / Outlook Print

Está programado para servir en las siguientes fechas y horas.

- Sunday, Dec 15, 10:30 AM (Domingo, 10:30 AM, SP) - Lector (SP) (2) (request sub)
- Sunday, Dec 29, 10:30 AM (Domingo, 10:30 AM, SP) - Monaguillo (request sub)
- Sunday, Jan 5, 10:30 AM (Domingo, 10:30 AM, SP) - Ujier (request sub)
- Sunday, Jan 12, 10:30 AM (Domingo, 10:30 AM, SP) - Monaguillo (request sub)
- Sunday, Jan 26, 10:30 AM (Domingo, 10:30 AM, SP) - Ministro de Eucaristía (request sub)

Si no puede servir en uno de las fechas programadas, es muy importante que encuentre un sustituto con anticipación para tomar su lugar. Puede hacer una solicitud sustitución haciendo clic en uno de los enlaces "(request sub)" (solicitud sustitución) de arriba.

Se han realizado solicitudes de sustitución en los siguientes fechas. Para ser voluntario para ocupar un puesto, haga clic en el enlace "(volunteer now)" (voluntario ahora).

- Sunday, Dec 8, 10:30 AM (Domingo, 10:30 AM, SP) - Lector (SP) (1) (volunteer now)
Sub requested by: Victoria Bowman
- Sunday, Dec 22, 10:30 AM (Domingo, 10:30 AM, SP) - Ministro de E
Sub requested by: Craig Burke

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Accept substitute request

Position: Sunday, Dec 8, 10:30 AM (Domingo, 10:30 AM, SP) as Lector (SP) (1)
For: Victoria Bowman

I would like to take on this position for Victoria without a trade
 I would like to trade Victoria this position for one of my scheduled positions

Your comments:

Solicite un sustituto si no puede cumplir con su fecha y hora programada.

Apúntese por otros voluntarios que solicitaron una sustitución o proponga un intercambio.

En la lista de sus fechas programadas, haga clic en una fecha y hora específica para ver su plan, archivos adjuntos o notas.

Vea a otros voluntarios que solicitaron sustituciones y apúntese para cubrir su posición.

1 de Diciembre - 31 de Ene

Print

Sunday, December 8, 10:30 AM

	Coordinador de la Misa	Ministro de Eucaristía	Monaguillo	Lector (SP)	Ujier	Nursery
	Craig Burke	Todd Burns Joanne Diaz Ray Diaz VOLUNTEER NOW	Patrick Bradley Sarah Brooks Laura Campbell	Victoria Bowman (1) (sub requested) - ACCEPT Annie Bowman (2)	Shannon Anderson Angela Bradley Roy Bradley Amy Brewer	Jeffrey Bradley

Apúntese para una posición sin cubrir.

Sunday, December 15, 10:30 AM

	Coordinador de la Misa	Ministro de Eucaristía	Monaguillo	Lector (SP)	Ujier	Nursery
Sunday, 10:30 AM (Domingo, 10:30 AM (D))	Shannon Anderson	Clifford Baker Earl Carr Howard Carr Julia Carr	Alicia Baker Allen Bennett Ray Diaz	Joanne Diaz (1) Ruby Diaz (2) REQUEST A SUB	Theresa Brown Martin Campbell Pauline Chapman Sylvia Cox	Kathleen Gilbert

Haga clic en una fecha y hora específica para ver su plan, archivos adjuntos o notas.

Encuentre fácilmente sus fechas programadas, en verde, y vea quién está sirviendo con usted.



Recuerde que debe hacer clic en el botón "Submit" (Enviar) en la parte inferior de esta página para que se procese su solicitud.

General Information

Phone: 888-622-0949 Cell: 888-622-0949

Address: 718 William St
San Francisco, CA 94563

Email: example@rotundasoftware.com

Change my login password...

Email me reminders 2 days before my scheduled dates

Cambie su contraseña si así lo requiere.

Seleccione el perfil de otro miembro de la familia para editarlo.

Inscríbese en recordatorios automáticos por correo electrónico y decida cuando recibirlos.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Ministries & Scheduling

Service Preferences

1. Sunday, 10:30 AM (Domingo, 10:30 AM, SP)

Add Remove Options...

Schedule me only at the services in this list

Unavailable dates / times

Sunday, March 1, 2020

Add... Remove Edit...

Seleccione SOLO para ser programado en las fechas y horas que figuran en su perfil.

Agregue, elimine o reordene sus preferencias de servicio.

Actualice los horarios en los que no estará disponible para servir.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Escriba notas o comentarios dirigidos a su administrador.

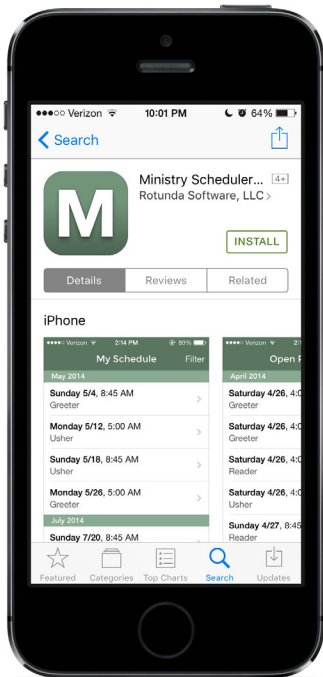
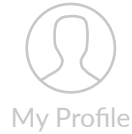
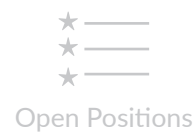
Additional notes or comments

Please make sure to click the "Submit" button at the bottom of this page when finished.

Submit

¡No olvide en hacer clic en "SUBMIT"!

Guía Para la Aplicación Móvil



Visite App Store para iOS o Play Store en Android y busque "Ministry Scheduler Pro".



Introduzca el "Organization ID" correspondiente a la iglesia. (Comuníquese con su administrador si no está seguro de lo que es esto).

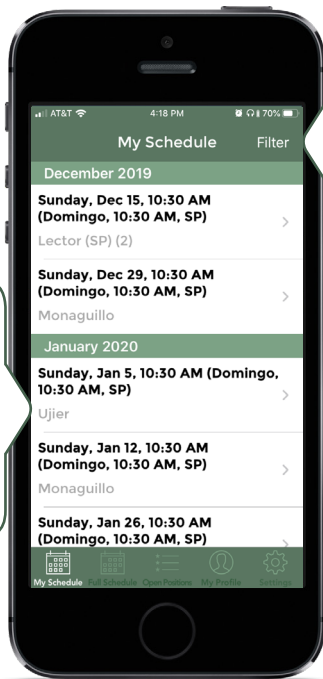
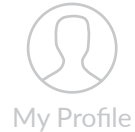
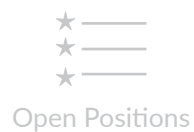


Ingrese su nombre de usuario y contraseña de terminal web para iniciar sesión.



Usted podrá cambiar fácilmente entre los perfiles de los miembros de la familia una vez que haya iniciado sesión. Visite la pestaña "Settings" para más información.

Guía Para la Aplicación Móvil

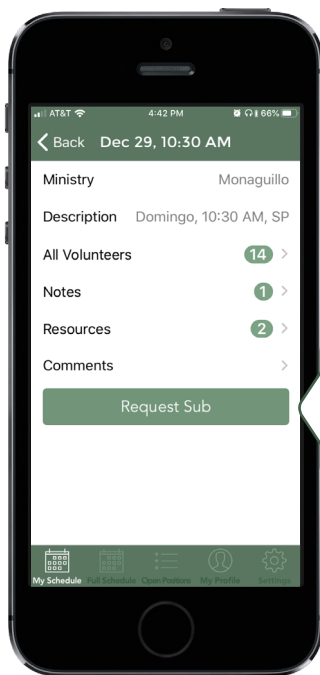


Filtre sus asignaciones programadas por apostolado, servicio o fecha.

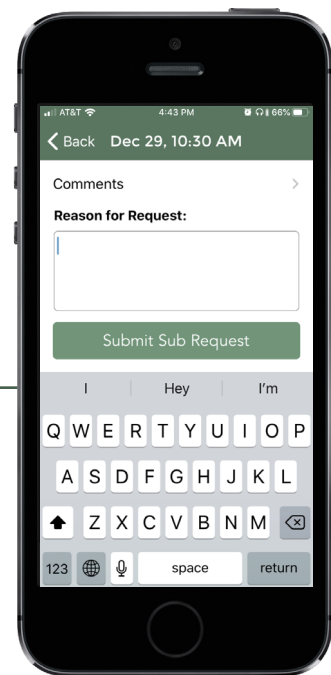
La sección "My Schedule" listará sus fechas programadas. Haga clic en una fecha para ver más información o solicitar un sustituto.



Para actualizar esta lista, coloque un dedo en la parte superior de la pantalla y deslice hacia abajo. Verá el ícono de recarga que indica que la aplicación está buscando cambios.



¡Solicite un sustituto directamente desde su teléfono móvil!



Guía Para la Aplicación Móvil



My Schedule



Full Schedule



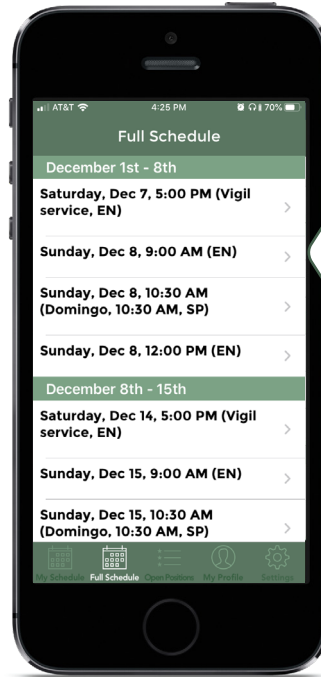
Open Positions



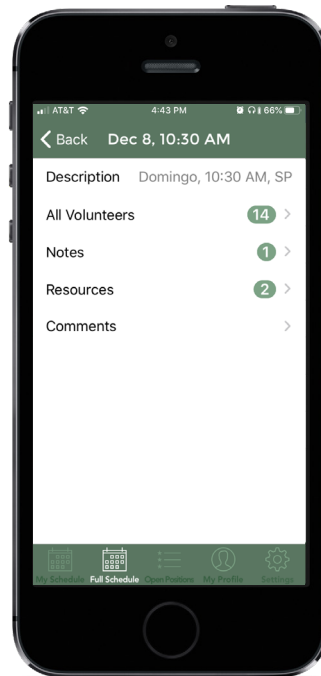
My Profile



Settings



Vea todas las fechas programadas desde hoy en adelante directamente en la aplicación móvil.



Al hacer clic en la fecha y hora, usted puede ver los voluntarios programados, los recursos adjuntos y ver o dejar un comentario para el servicio.



Guía Para la Aplicación Móvil



My Schedule



Full Schedule



Open Positions

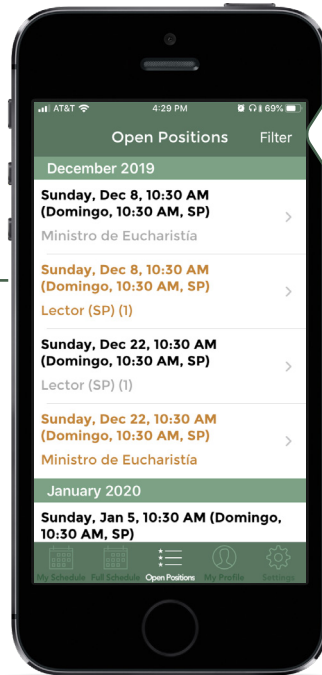


My Profile



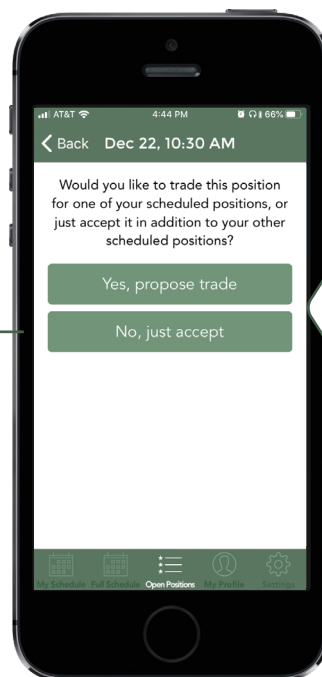
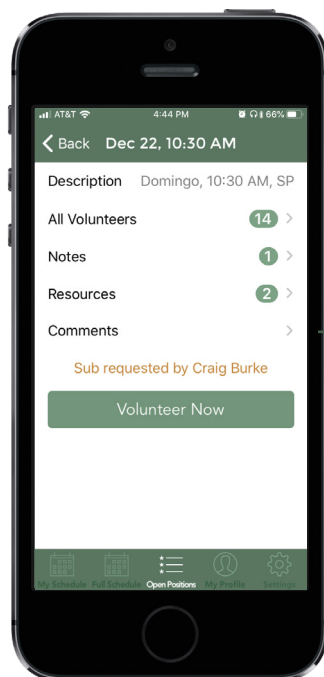
Settings

La pestaña "Open Positions" muestra las posiciones disponibles para la que puede apuntarse.



Filtre oportunidades disponibles por apostolado, servicio o ubicación.

Vea quiénes son los voluntarios y qué recursos están disponibles antes de apuntarse.



Apúntese por otros voluntarios que solicitaron un sustituto o proponga un intercambio.

Guía Para la Aplicación Móvil



My Schedule



Full Schedule



Open Positions

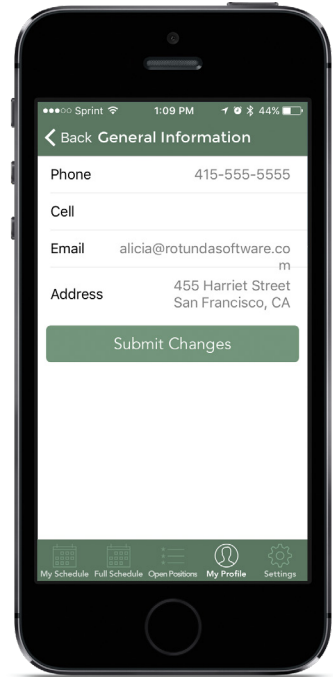
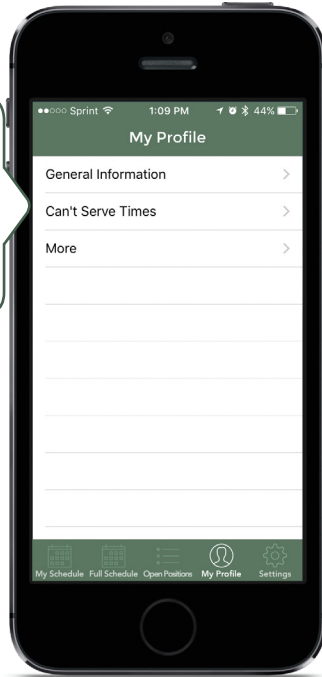


My Profile

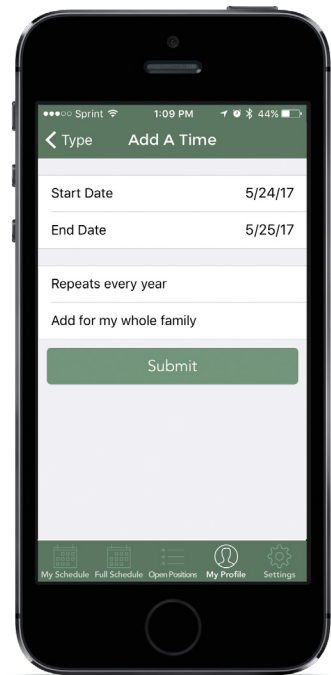
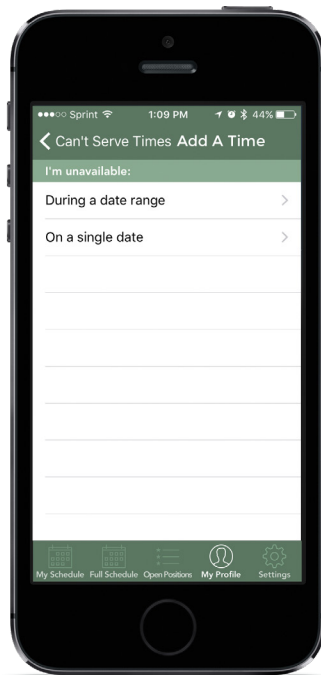


Settings

Haga cambios en su información de contacto y envíe fechas en las cuales no está disponible para servir.



Envíe fechas, individuales o múltiples, e incluso agregue preferencias anuales o para el grupo familiar.



Guía Para la Aplicación Móvil



My Schedule



Full Schedule



Open Positions

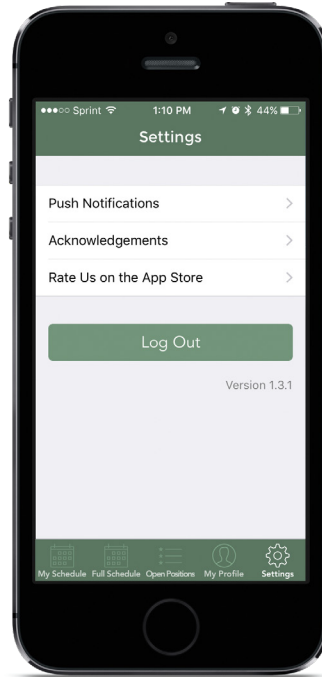


My Profile



Settings

Administre las notificaciones push, cambie fácilmente entre perfiles de miembros de la familia, o cierre sesión.



Controle sus notificaciones push para estar al tanto de las próximas asignaciones.

