St. Bernard's Parish On-Line Scheduling System
for Extraordinary Ministers, Lectors, Altar Servers & Greeters

Logging In:
- Log-In link to "Web Terminal" is available via the parish website at www.st-bernards.org
- The "Minister Log-In" link is located at the top of the home page.
- Each person (minister) will have their own username and password (sent via introductory email).
- Once logged in you may change your password.
- Family members will be able to "switch" back and forth between each family member.

Web Terminal Home Screen

Verify & update personal profile information
- Click the "my Profile" tab
- Edit/update your personal information as necessary.
- Press SUBMIT at the bottom of the page for your requests/changes to be processed
- You may edit the profile information of your other family members by using the "Switch to" feature located in the upper right hand corner
• If your son or daughter is an Altar Server and he/she does not have a personal email, you may enter your own email to receive their information.

Email & Text Message Reminders
• The system is automatically set up to send you an email reminder 4 days prior to your scheduled service date. This should allow you ample time to request a sub if necessary. If you wish to change the email reminder setting, go to the "My Profile" tab and adjust accordingly.
• If you wish to receive a text message reminder two hours prior to your scheduled service time, go to the "My Profile" tab and enter your cell number (including area code) in the cell number field. Check the box that says "Send me text message reminder..."
• BE SURE TO PRESS "SUBMIT" AFTER MAKING ANY CHANGES TO YOUR PROFILE

Exporting Schedule to your Google or Outlook Calendar
• Click on "My Schedule" tab
• To export your schedule to your personal calendar, click the Google (Android), iCal (iPhone) or Outlook calendar icon and follow the prompts. (When exporting into your phone calendar, log-into the Web Terminal from your phone.)
Requesting a Substitute

- Click on "My Schedule" tab
- Click "Request Sub" next to the day in which you are unable to serve (see illustration above)

- Providing a comment or reason for needing a sub is optional
- Press "Request sub" to send
- Your sub request will only be sent (via email) to those who are qualified to fill that position and who are available to serve on that day and time.
- You will be notified via email when someone volunteers to fill your request. The live schedule will be automatically updated to reflect the changes
- If additional people volunteer to fill position after it has already been filled, they will receive an immediate response saying position is already filled

Viewing Live Schedules for all Masses when logged into the Web Terminal

- Click the "Full Schedules" tab
- "Volunteer Now" indicates volunteers are still needed for unfilled positions
- "Sub Request" next to someone's name means they are still in need of a substitute

Viewing Live Schedules for all Masses via the parish website

- Go to www.st-bernards.org
- Click on the "Resources" tab
- Click on "Schedules"

Entering "Can't Serve" Dates & Times

- Click on the "My Profile" tab
- Scroll down page to "Can't serve dates/time" and click "Add"
Select how you would like to enter your "can't serve date(s)"

- **Do not schedule me** (choose one of the following four options):
  - On the following date: [ ]
  - Between these dates: [ ]
  - At this service time: [ ]
  - the first [ ] weekend [ ] of every month [ ]

- **Add this can't serve time to myself as well as to all of my family members**

- If you would like the "can't serve" date to apply to all of your family members, simply check appropriate box.
- Click "OK+Add Another" for each additional can't serve date, otherwise click "OK"

**IMPORTANT:** Be sure to press "SUBMIT" after you have finished entering all your "can't serve" dates. This will save your requests.