

# Ministry Scheduler

## Getting Started

You will receive an email containing your login Username and Password. The email will also be a link to website. When you click on the link to the website, you might want to bookmark the page.

The home page will display 5 tabs. The first time you come into the software you will need to check your **Profile** and make sure that the information loaded onto the software is correct and current. Just click on the Profile tab.

**The Profile tab** has three main parts.

1. The first contains your personal contact information. To revise any information, just type in the corrections.

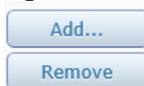
After revising the information, you need to **click on the Submit button** at the bottom of the page.

Also in the General Information box are two communication settings for you to review. The software is set up to send you a reminder before the day you are scheduled to serve. In the example, the box shows a 2 day reminder. You can increase or decrease this to suit your needs.

The second is to turn on or off the sub request emails that the system will send out.

## Ministries and Scheduling

The next box contains the mass times during which you wish to serve. You can add, delete or change mass times or days by clicking on the Add or Remove buttons on the right side.

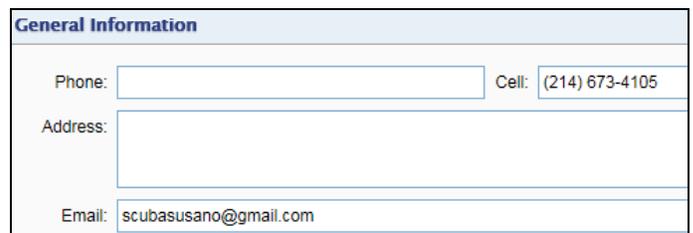
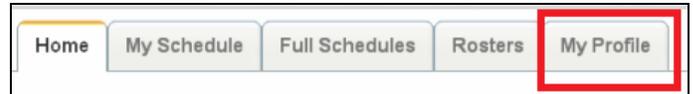
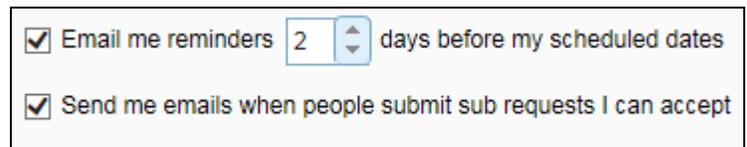


## Unavailable Dates and Times

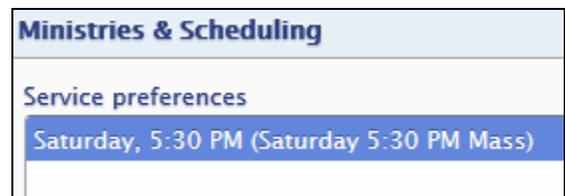
The last box on the page allows you to enter the dates you are NOT available to serve. You will be asked to update this about a week before the monthly schedule is generated. An email will be sent asking you to enter those dates. You can also enter any date in the future that you know you are not available to serve.

If you need a sub after the schedule is generated you can follow the need a Sub directions below.

After revising the information, you need to **click on the Submit button** at the bottom of the page.

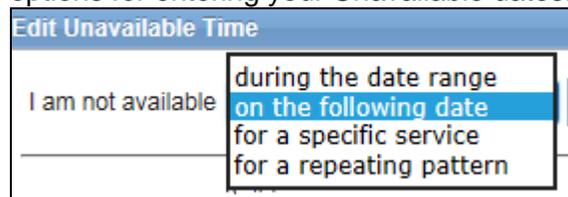
A login form for St. Rita Catholic Church. It has a title "St. Rita Catholic Church" and subtitle "Ministry Scheduling Login". There are two input fields: "Username: sowens" and "Password: .....". Below the password field is a checkbox labeled "Remember me on this computer" which is checked. A "Login" button is at the bottom right.A form titled "General Information". It contains three input fields: "Phone:" (empty), "Cell: (214) 673-4105", and "Address:" (empty). Below these is an "Email:" field containing "scubasusano@gmail.com".A form with two checked checkboxes. The first is "Email me reminders" followed by a spinner box set to "2" and the text "days before my scheduled dates". The second is "Send me emails when people submit sub requests I can accept".

After revising the information, you need to **click on the Submit button** at the bottom of the page.

A form titled "Ministries & Scheduling". It has a sub-section "Service preferences" with a blue highlighted entry: "Saturday, 5:30 PM (Saturday 5:30 PM Mass)".

After revising the information, you need to **click on the Submit button** at the bottom of the page.

Start by clicking on the  button on the right side. In the dialogue box there will be several options for entering your Unavailable dates.

A dialog box titled "Edit Unavailable Time". It has a text input field containing "I am not available". To the right of the input field is a list of options: "during the date range", "on the following date", "for a specific service", and "for a repeating pattern". The "on the following date" option is highlighted in blue.

## Monthly Schedule

After the monthly schedule is generated, an email will be sent to you stating that the next month's schedule is posted to the website. You can go to the **My Schedule** tab to see your assignments for the month.

*This is an example:*

[Sunday, Aug 12, 9:00 AM](#) - Extraordinary Minister - Host (1) [\(request sub\)](#) ←

[Sunday, Aug 26, 9:00 AM](#) - Extraordinary Minister - Cup [\(request sub\)](#)

\*\*\* Note the **request sub** link on the right.

The Scheduling software will make a different set of assignments for each week.

The software allows us to identify couples who wish to serve at the same mass. It also allows us to identify couples who are not able to serve at the same mass so they will not be scheduled together.

## Needing a Sub

If you are unable to serve for a scheduled service, go to the **My Schedule** tab and click the [\(request sub\)](#) next to the date of the assignment.

An email will be sent to everyone who is not scheduled to serve that day. You will receive an email once someone accepts your request. Please note that *You* are still responsible to make sure that there is a sub for you.

## Responding to a Sub Request email

The sub request works on a first to respond basis. You will receive a confirmation email if you are the first to respond and the Schedule will be updated to show your name in the time slot.

The **Roster** tab contains the contact information of both the Extraordinary Ministers, Altar Servers, CLOW and the Mass Readers.

## Position Assignment for Extraordinary Ministers:

For each weekend mass there will be five defined positions **which will be assigned** (Key, Transfer, Left Tray, Right Tray and Regular). **Regular is all other positions**, When you arrive for the mass you will sign in for either **your** assigned position or a Left, Right, Deacon Left or Choir Right position. This will be on a first come basis.

Please remember to contact your Ministry Leaders for all your questions.