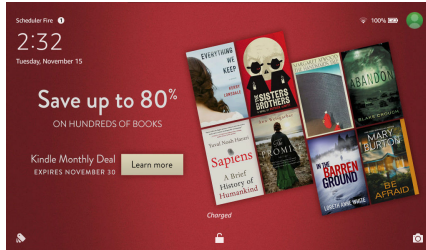


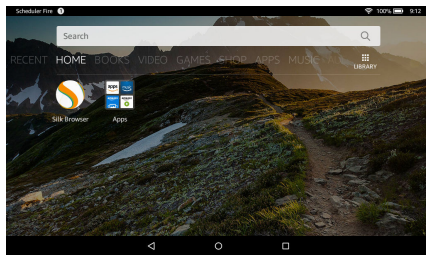
## Scheduler Sign-In Kiosk

To sign into your scheduled ministry use the following steps:

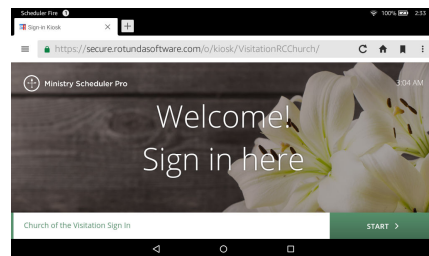
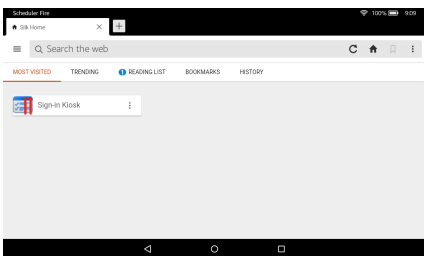
1. If the tablet screen is blank, press the button on the bottom RIGHT side. The screen will power up and you will see a lock screen similar to the following:



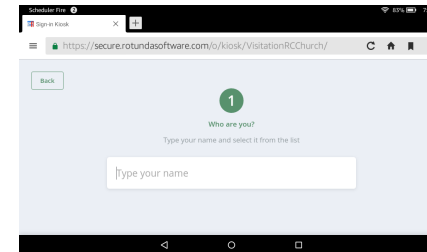
2. Press on and slide your finger on the padlock symbol on the bottom. The screen will unlock and you will see the tablet desktop screen:



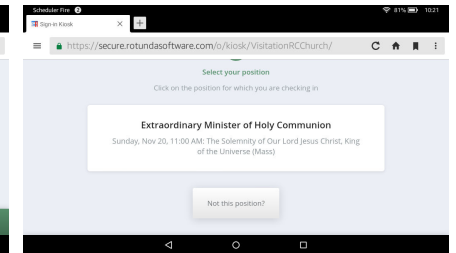
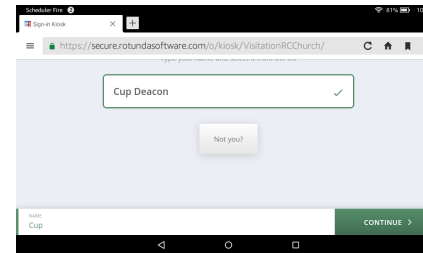
3. Tap on the SILK BROWSER icon and, if necessary, start the SIGN-IN KIOSK bookmark. You should see the sign-in screen:



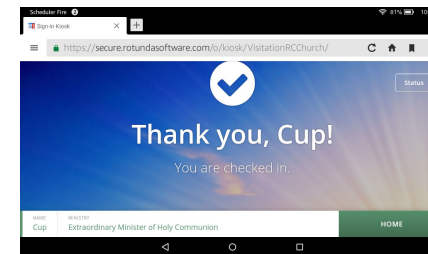
4. Press the START> button. You will be asked to give your name:



5. Start typing your first name using the on-screen keyboard. As the system recognizes your name, it will display on a drop-down list. Simply tap on it to fill it in and press CONTINUE. You will be asked to confirm your ministry:



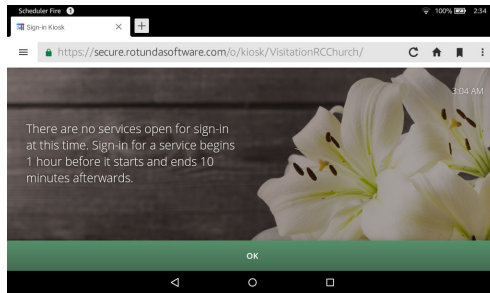
6. Tap SIGN IN to confirm. You are signed in (the Kiosk will return to the Check in screen after a few seconds)!



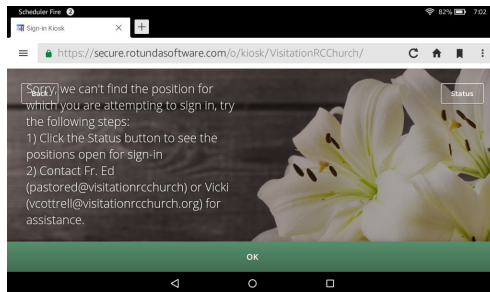
If you have problems signing in, please see the back of this reference.

## COMMON TROUBLESHOOTING ISSUES

Sometimes you may see a different screen. Here's what some of them mean:



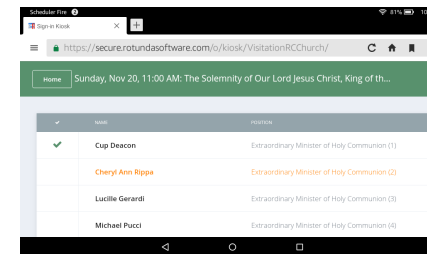
The Scheduling Kiosk will only recognize ministry positions 1 hour before up to 10 minutes after Mass begins and does not allow attempting to sign in before or after these times. Either wait until you can sign in (if early) or see the priest or deacon if you are late to sign in.



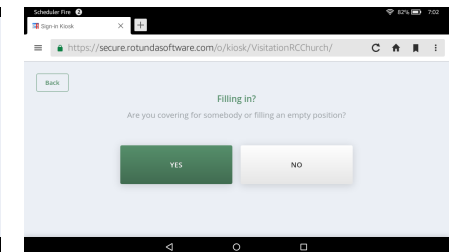
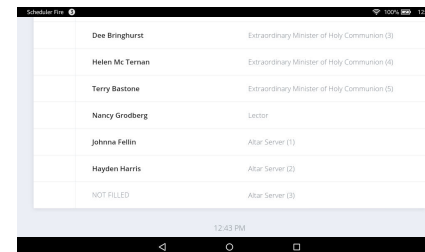
The system could not find you for the position. Either your name has been mis-spelled or a substitute was not properly arranged. If you are substituting for someone and did not do so using the Scheduling system, try the following **within 10 minutes of the start of Mass** (when unfilled positions become available):

## MAKING A LAST-MINUTE SUBSTITUTION

If you are substituting for someone and did not make prior arrangement by requesting/accepting a sub position in the Scheduling system, you must wait until unfilled positions become available 10 minutes before Mass. To do so, tap the STATUS button on the Sign in Screen (see step 3 above). You will see a list of ministries for that Mass:



Select an unfilled stop (one without a check in front) by tapping the NOT FILLED text. The Scheduling system will confirm the substitution:



It will then ask you for your name and place you in that spot, completing the substitution:

