



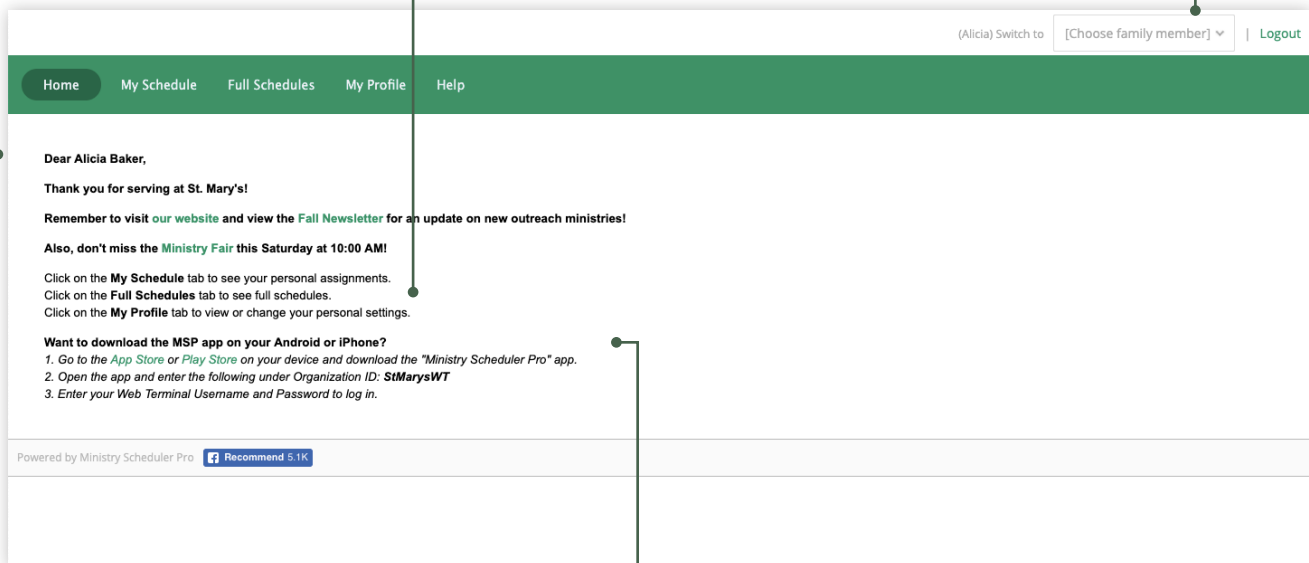
Ministry Scheduler Pro

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

Powered by Ministry Scheduler Pro

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:

Nevermind

Accept sub request



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

Home My Schedule Full Schedules My Profile Help

Schedule Jun 8 - June 9

June 8 - June 9

Sign up for an unfilled position.

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

Print

		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)

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!

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

Submit



Mobile App Guide



My Schedule



Full Schedule



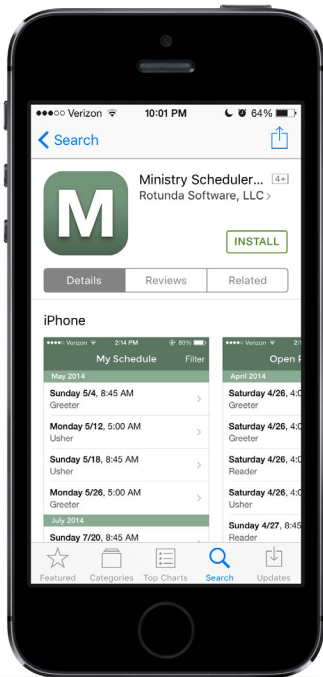
Open Positions



My Profile



Settings



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



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



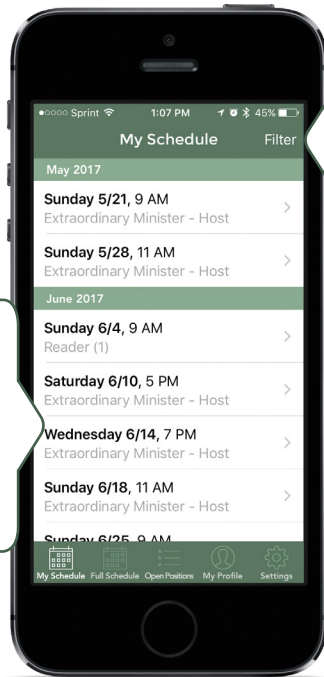
Open Positions



My Profile



Settings

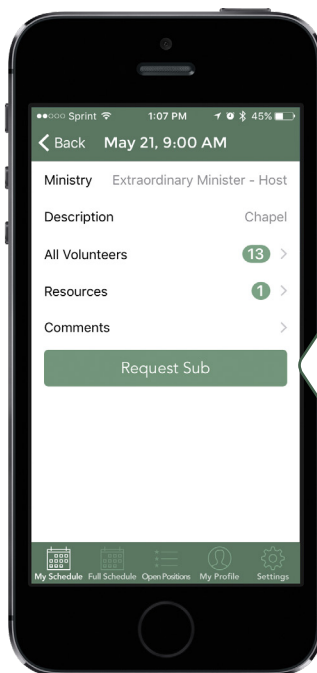


Filter your scheduled assignments by ministry, service or date.

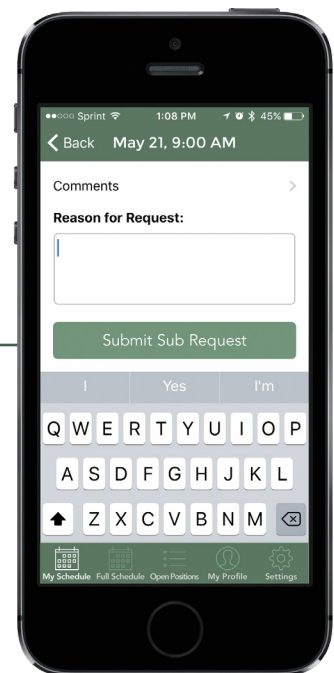
The My Schedule section will list your scheduled services. Click on a service to see more information or request a sub.



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



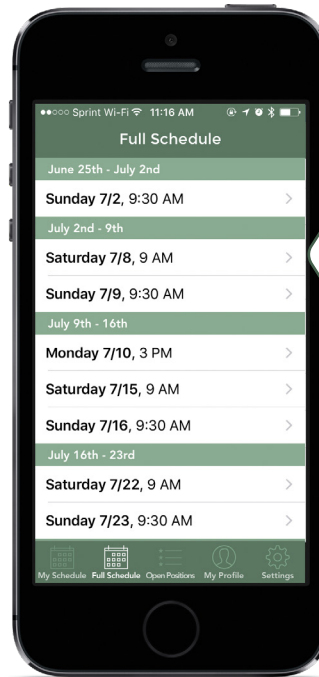
Open Positions



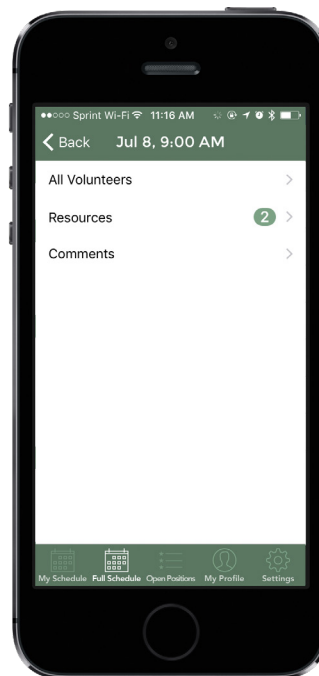
My Profile



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



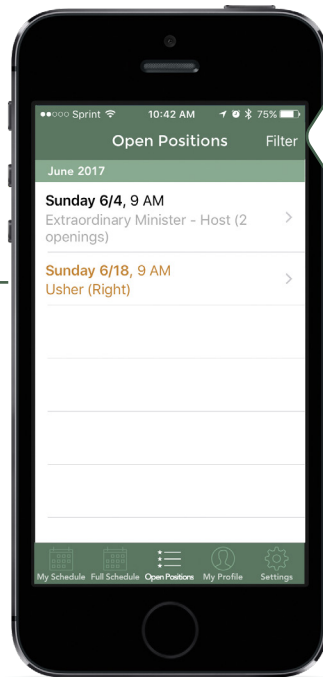
My Profile



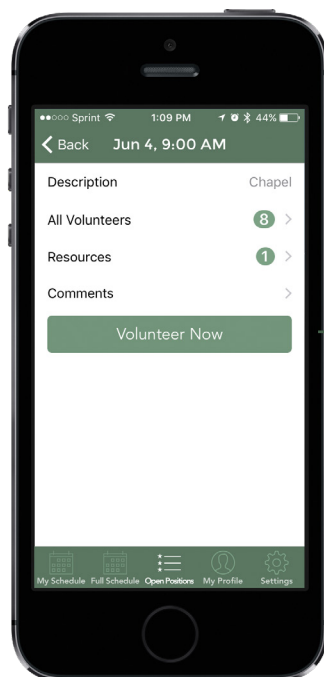
Settings

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

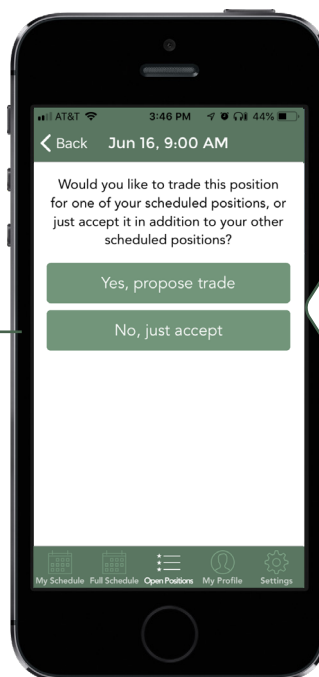
Filter open opportunities by ministry, service or location.



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

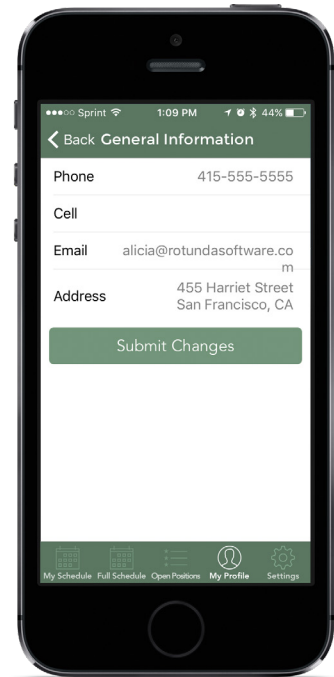
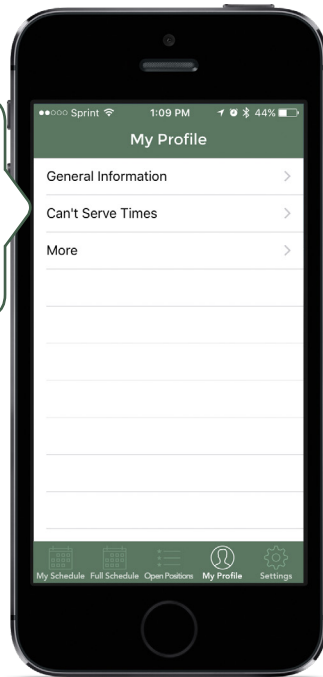


My Profile

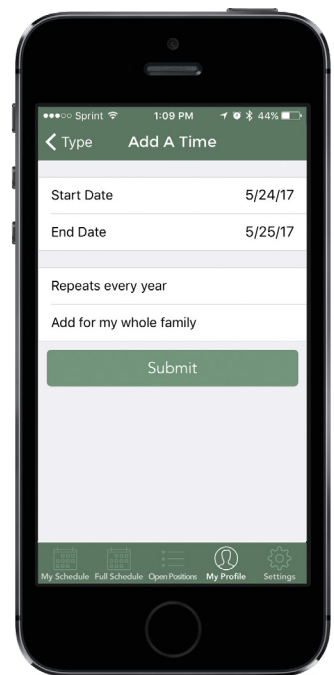
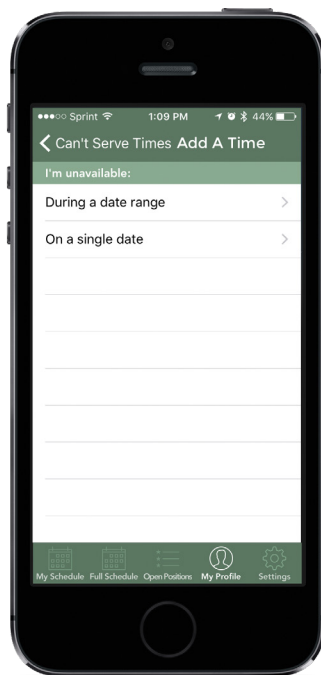


Settings

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

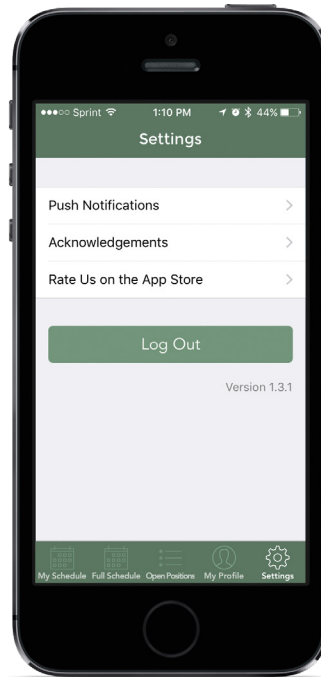


My Profile



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.

