



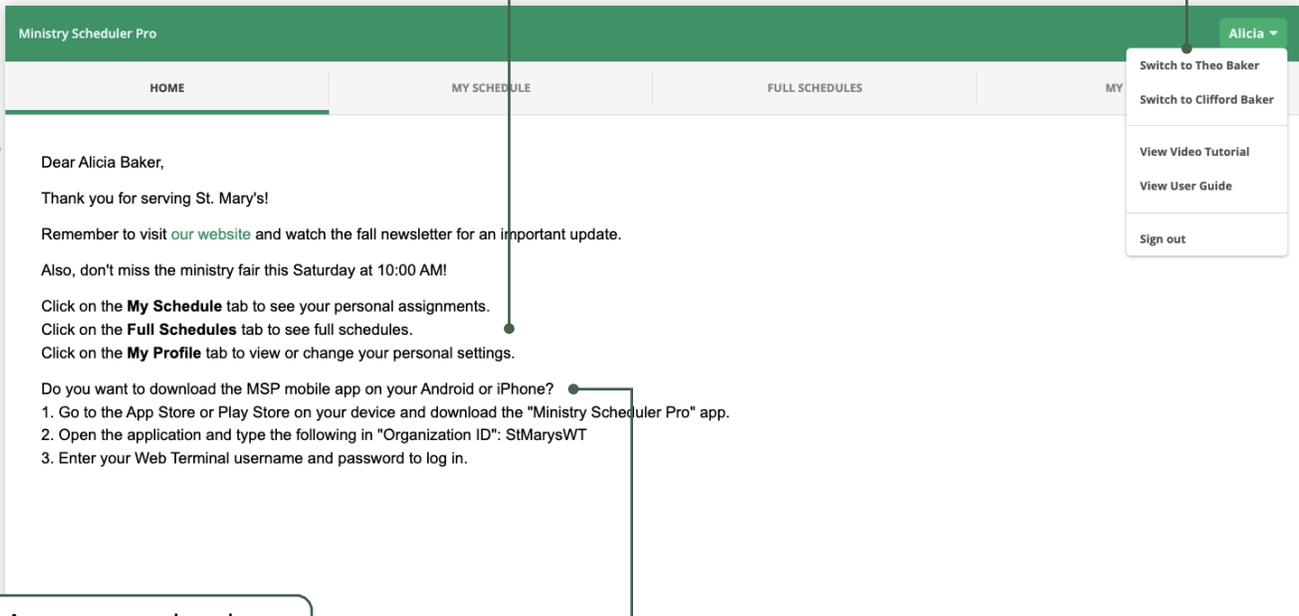
# Ministry Scheduler Pro

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.

Ministry Scheduler Pro Alicia ▾

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE

Export to: [Google calendar](#) | [iCal / Outlook](#) Print

You are scheduled to serve at the following times.

- Sunday, Feb 6, 9:30 AM - Usher ([request sub](#))
- Sunday, Feb 13, 9:30 AM - Usher ([request sub](#))
- Sunday, Feb 20, 9:30 AM - Usher ([request sub](#))
- Sunday, Feb 27, 9:30 AM - Usher ([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.

We are in need of people to serve in the following positions. To volunteer for a position, click on the ([volunteer now](#)) link.

- Saturday, Feb 5, 5:00 PM (Vigil service) - Mass Coordinator ([volunteer now](#))
- Saturday, Feb 5, 5:00 PM (Vigil service) - Reader (2) ([volunteer now](#))
- Sub requested by: Aaron Jennings
- Sunday, Mar 6, 9:30 AM - Usher ([volunteer now](#))
- Sunday, Mar 6, 9:30 AM - Reader (1) ([volunteer now](#))
- Sub requested by: Theresa Brown
- Sunday, Mar 20, 9:30 AM - Usher ([volunteer now](#))
- Sunday, Mar 27, 9:30 AM - Usher ([volunteer now](#))

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.

Accept substitute request

Position  
Sunday, Mar 6, 9:30 AM

Ministry  
Reader (1)

Sub requested by  
Theresa Brown

I would like to take on this position for Theresa Brown without a trade.

I would like to trade Theresa Brown this position for one of my scheduled positions.

Your comments

Nevermind

Ministry Scheduler Pro Alicia ▾

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE Print

February 5 - February 6 Feb 1 - Mar 31

	Mass Coordinator	Extraordinary Minister	Altar Server			Greeter
	<a href="#">VOLUNTEER NOW</a>	Mark Griffin Arthur Harper Andrea Murray Stephanie Smith	Bradley Jennings Linda Mitchell	Sarah Brooks (1) Aaron Jennings (2) (sub requested) - <a href="#">ACCEPT</a>	Larry Lewis Alice Tucker Emily Tucker	
Sunday, 9:30 AM	Craig Burke	Roger Elliott Daniel Ellis Anthony Green Willie Morris	Kathryn Fisher Jack Young	Theresa Brown (1) Elizabeth Reynolds (2)	Nancy Austin <b>Alicia Baker</b> - <a href="#">REQUEST A SUB</a> Francis Castillo	Barry Nichols Eddie Peters Lee Peterson
Sunday, 12:30 PM	Erin Richards	Harold Fields Debra Romero Bonnie Scott Ryan Wagner	Jimmy Frazier Anita Holland	Randy Ryan Brandon M...		

Sign up for an unfilled position.

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

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

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

Ministry Scheduler Pro

Alicia

HOME

MY SCHEDULE

FULL SCHEDULES

Select another family member's profile to edit.

General Information

Name\*   Title

Phone  Cell

Address

Email

Change your password as needed.

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

Ministries & Scheduling

Service Preferences

- Sunday, 10:30 AM (Domingo, 10:30 AM)
- Saturday, 5:00 PM (Vigil service)

Add, remove, or reorder your service preferences.

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

Schedule me only at these times

Can't serve dates / times

Wednesday, February 2, 2022

Jun 1, 2022 thru Jun 8, 2022

Update times you aren't available to serve.

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

Additional notes or comments

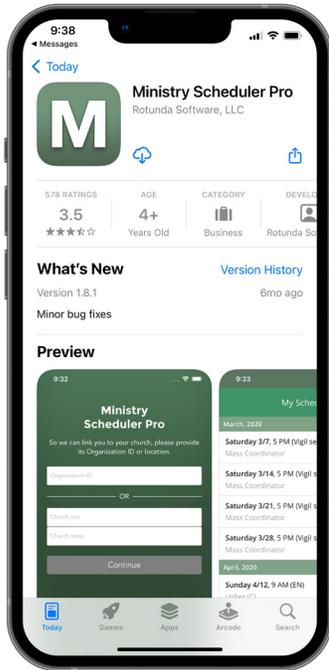
Type additional notes or comments for your scheduler.

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

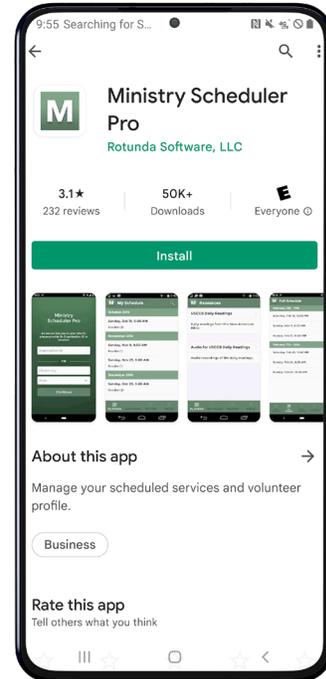
Don't forget to click **SUBMIT!**



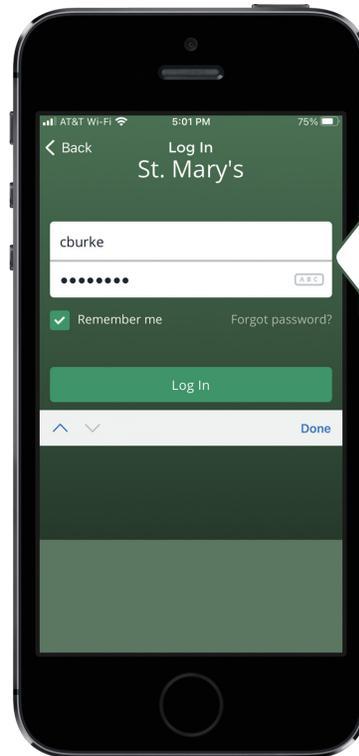
# Mobile App Guide



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



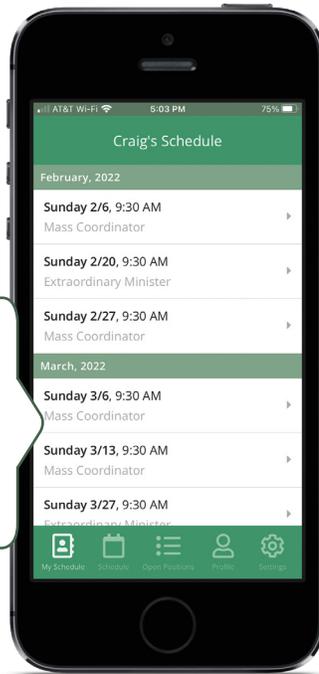
Open Positions



My Profile

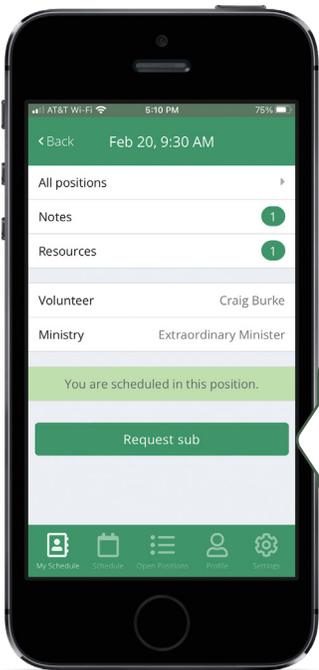


Settings

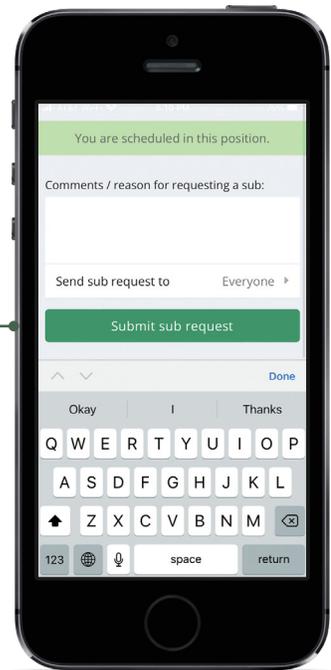


The My Schedule section will list your scheduled services. Click on a service to see more information or request a sub.

 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



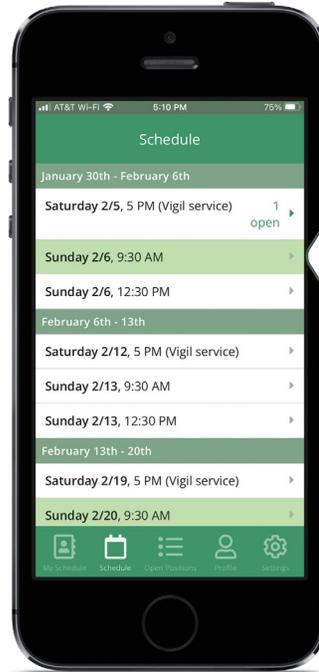
Open Positions



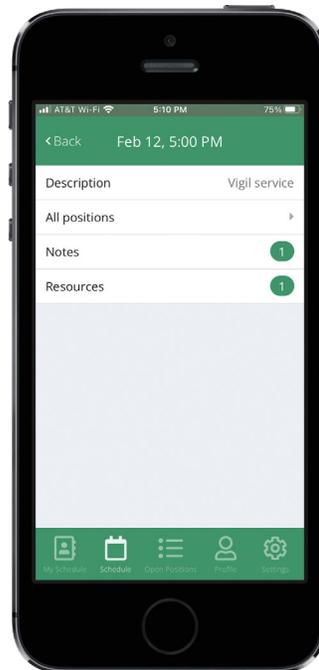
My Profile



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

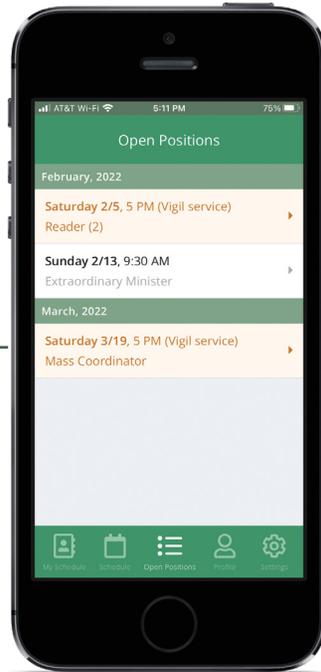


My Profile

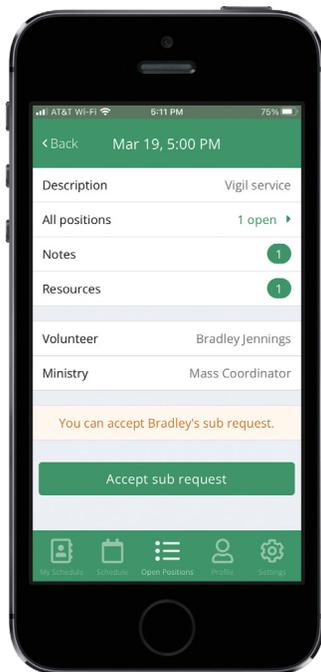


Settings

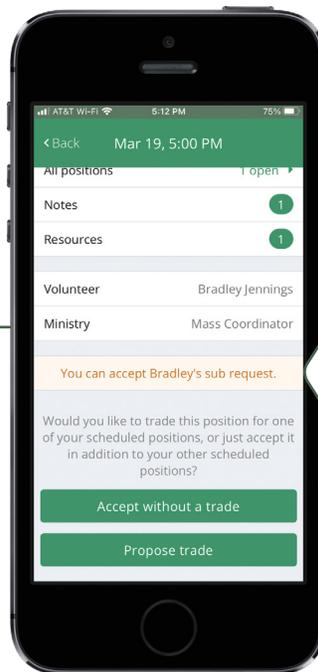
The Open Positions tab will show available assignments you are able to sign up for.



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

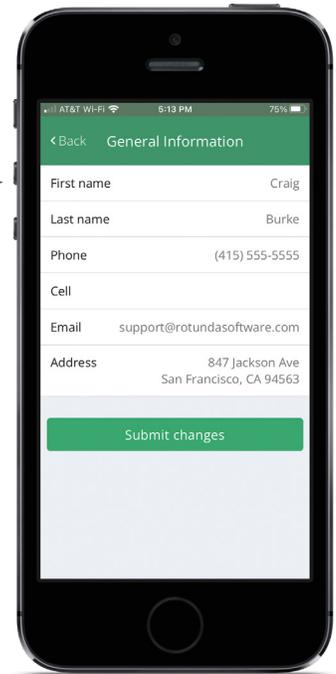


My Profile

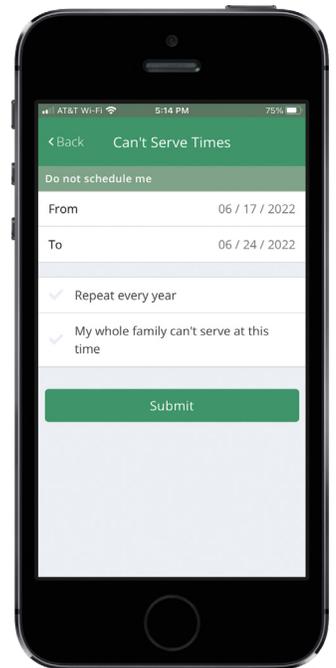
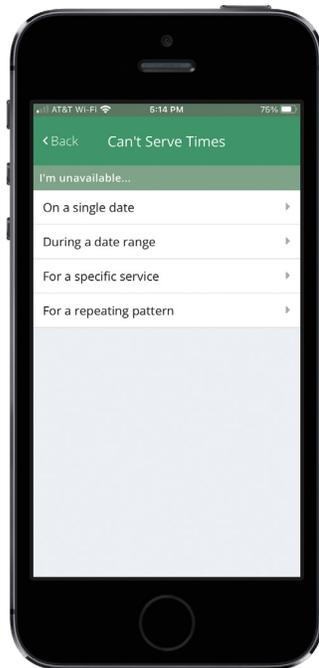


Settings

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

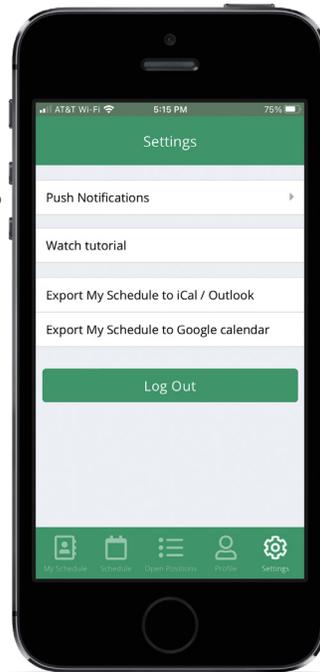


My Profile

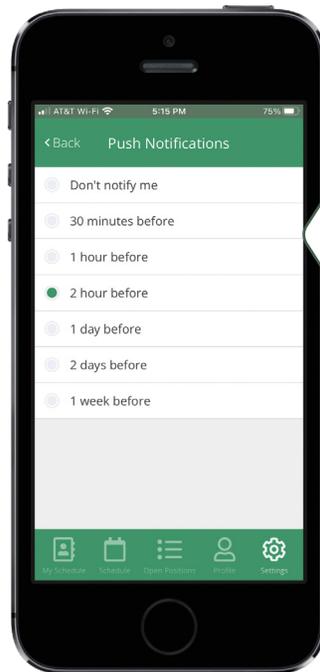


Settings

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.

The screenshot shows the Ministry Scheduler Pro web interface. At the top, there is a green header with the title "Ministry Scheduler Pro" and a user profile dropdown menu for "Ruby". Below the header is a navigation bar with four tabs: "HOME", "MY SCHEDULE", "FULL SCHEDULES", and "MY PROFILE". The "HOME" tab is currently selected. The main content area displays a personalized message to "Estimado/a Ruby Diaz," including a welcome message, a reminder to visit the website and check the autumn bulletin, and a notice about a ministerial holiday on Saturday at 10:00 AM. It also provides instructions on how to use the different tabs and offers a link to download the mobile app. A dropdown menu on the right side of the page allows the user to switch between profiles: "Switch to Ray Diaz", "Switch to Joanne Diaz", "View Video Tutorial", "View User Guide", and "Sign out".

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.

Ministry Scheduler Pro Ruby ▾

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE

Export to: Google calendar | iCal / Outlook  Print

Está programado para servir en las siguientes fechas y horas.

- Sunday, Apr 24, 10:30 AM (Domingo, 10:30 AM) - Ujier (request sub)
- Sunday, May 1, 5:00 PM (Domingo, 5:00 PM) - Coordinador de la Misa (request sub)
- Sunday, May 8, 5:00 PM (Domingo, 5:00 PM) - Monaguillo (request sub)
- Sunday, May 15, 5:00 PM (Domingo, 5:00 PM) - Coordinador de la Misa (request sub)
- Sunday, May 29, 10:30 AM (Domingo, 10:30 AM) - Lector (2) (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, Apr 17, 10:30 AM (Domingo, 10:30 AM) - Lector (1) (volunteer now)

Sub requested by: Alicia Baker

- Sunday, May 8, 10:30 AM (Domingo, 10:30 AM) - Coordinador de la Misa (request sub)
- Sunday, May 8, 10:30 AM (Domingo, 10:30 AM) - Ministro de la Misa (request sub)

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.

Accept substitute request

Position  
Sunday, Apr 17, 10:30 AM (Domingo, 10:30 AM)

Ministry  
Lector (1)

Sub requested by  
Alicia Baker

I would like to take on this position for Alicia Baker without a trade.

I would like to trade Alicia Baker this position for one of my scheduled positions.

Your comments

Ministry Scheduler Pro Ruby ▾

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE

1 abril - 31 mayo 2022

Week of April 3 - April 10

	Coordinador de la Misa	Ministro de Eucaristía	Monaguillo	Lector	Ujier
Sunday, Apr 3, 5:00 PM (Domingo, 5:00 PM)	Todd Burns	Joshua Collins Martin Campbell Francis Castillo <a href="#">VOLUNTEER NOW</a>	Julia Carr Joanne Diaz Ray Diaz	Sylvia Cox (1) (sub requested) - <a href="#">ACCEPT</a> Amy Brewer (2)	Martin Campbell Joshua Collins Amy Brewer Francis Castillo
Sunday, Apr 10, 10:30 AM (Domingo, 10:30 AM)	Joanne Diaz Theresa Brown Julia Carr	Ray Diaz Sarah Brooks Alicia Baker Francis Castillo	Joshua Collins Martin Campbell Ruby Diaz - <a href="#">REQUEST A SUB</a>	Sylvia Cox (1) Amy Brewer (2)	Alicia Baker Sarah Brooks

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

Apúntese para una posición sin cubrir.

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.

Ministry Scheduler Pro Ruby ▾

HOME MY SCHEDULE FULL SCHEDULES

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**

Name\* Ruby Diaz Title

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

Address 718 William St  
San Francisco, CA 94563

Email phoebe@rotundasoftware.com

Change my login password...

**Ministries & Scheduling**

Service Preferences

1. Sunday, 10:30 AM (Domingo, 10:30 AM) Add ▾  
Remove Edit

Schedule me **only** at these times

Can't serve dates / times

Sunday, March 1, 2020 Add ▾  
Remove Edit

**Additional notes or comments**

Submit

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

Cambie su contraseña si así lo requiere.

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

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

Agregue, elimine o reordene sus preferencias de servicio.

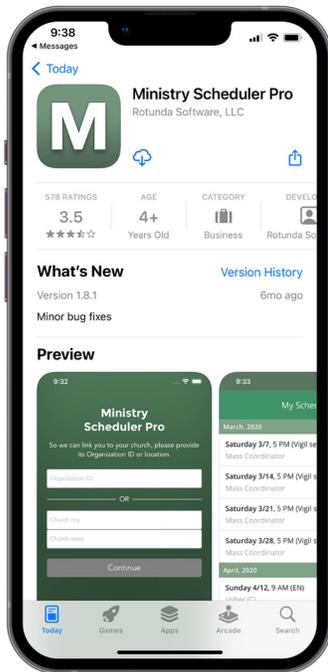
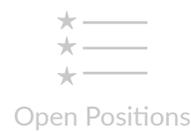
Actualice los horarios en los que no estará disponible para servir.

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

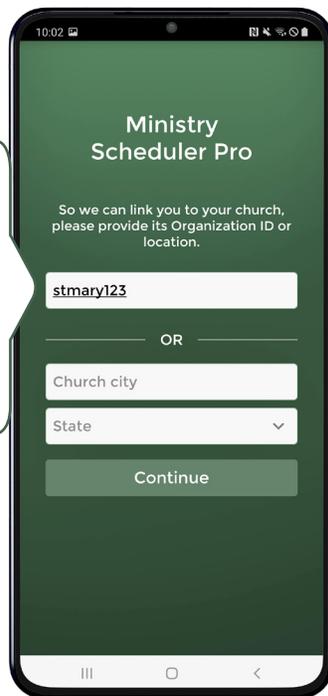
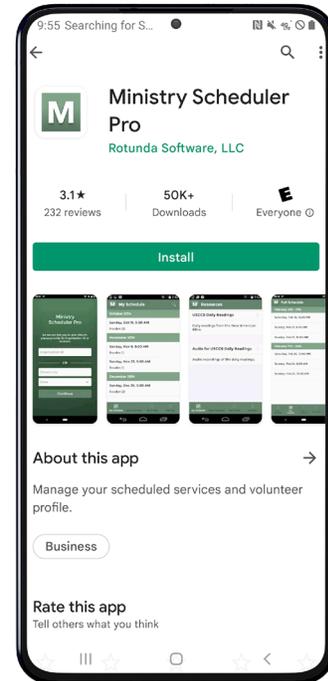
Escriba notas o comentarios dirigidos a su administrador.

¡No olvide en hacer clic en "SUBMIT"!

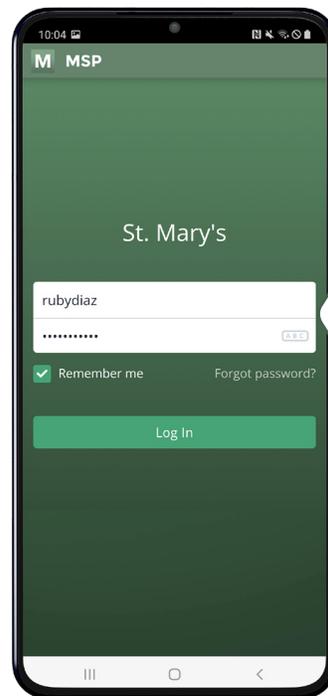
# Guía Para la Aplicación Móvil



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



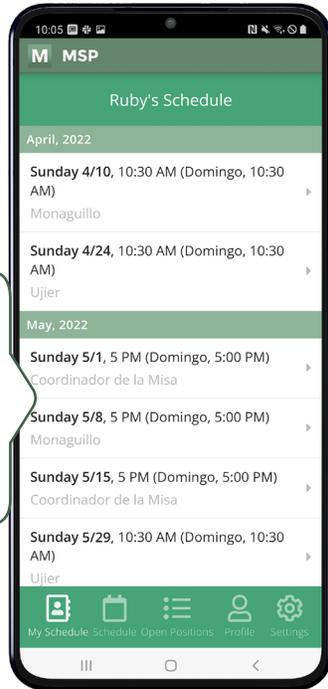
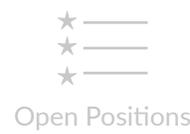
Introduzca el "Organization ID" correspondiente a la iglesia. (Comuníquese con su administrador si no está seguro de lo que es esto).



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

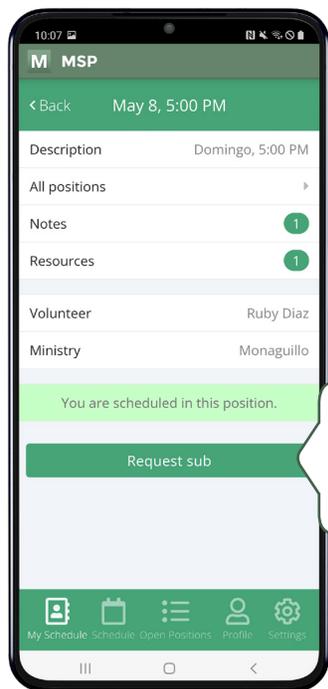
Usted podrá cambiar fácilmente entre los perfiles de los miembros de la familia una vez que haya iniciado sesión. Visite la pestaña "Settings" para más información.

# Guía Para la Aplicación Móvil

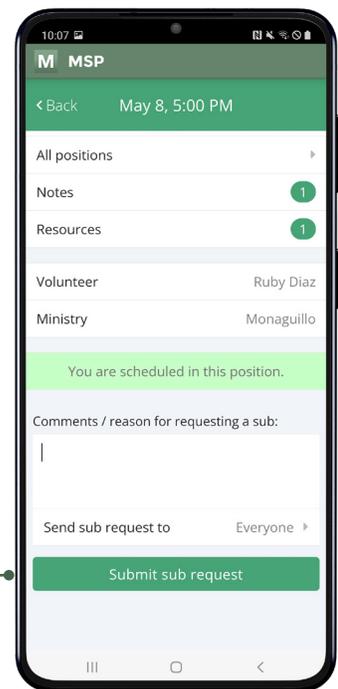


 Para actualizar esta lista, coloque un dedo en la parte superior de la pantalla y deslice hacia abajo. Verá el ícono de recarga que indica que la aplicación está buscando cambios.

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



¡Solicite un sustituto directamente desde su teléfono móvil!



# Guía Para la Aplicación Móvil



My Schedule



Full Schedule



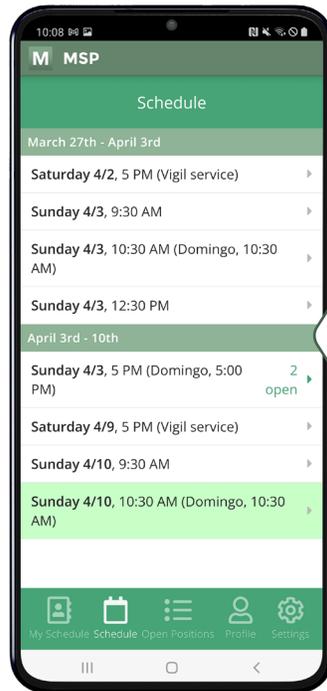
Open Positions



My Profile

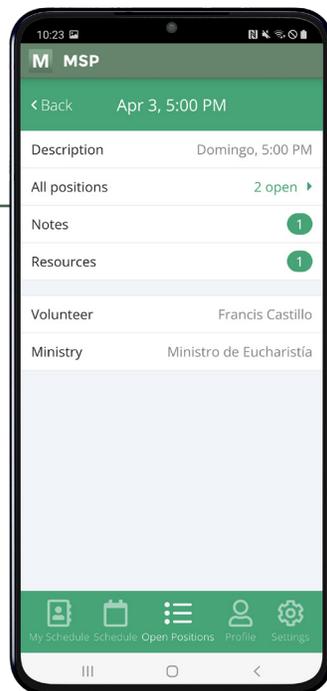


Settings



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

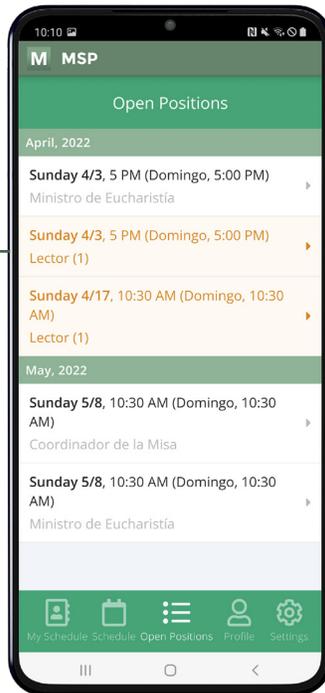


My Profile

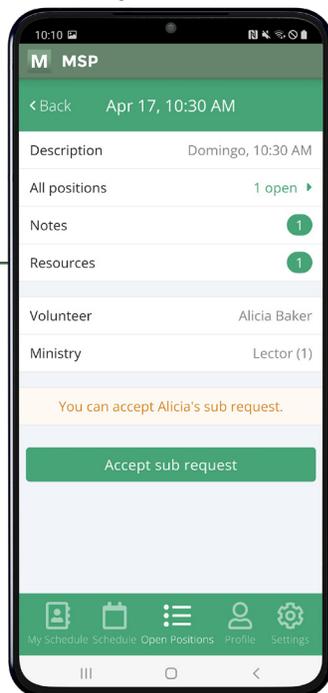


Settings

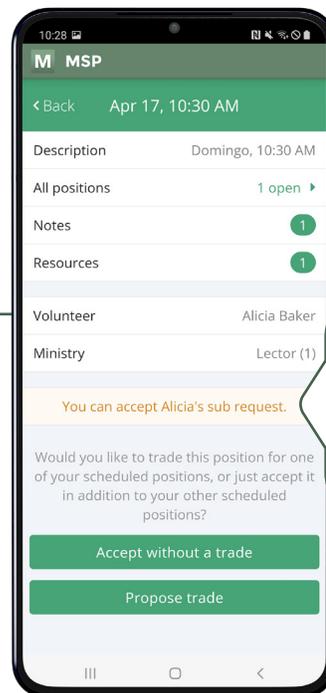
La pestaña "Open Positions" muestra las posiciones disponibles para la que puede apuntarse.



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

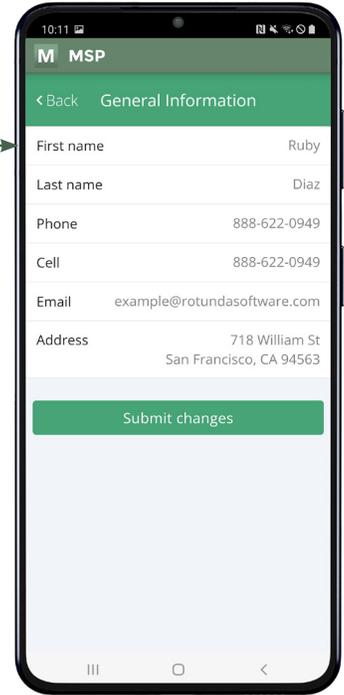
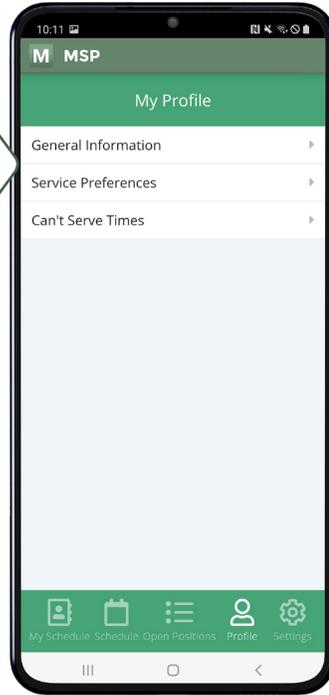


My Profile

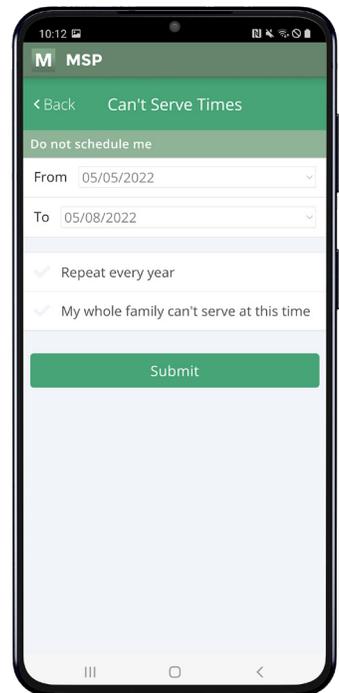
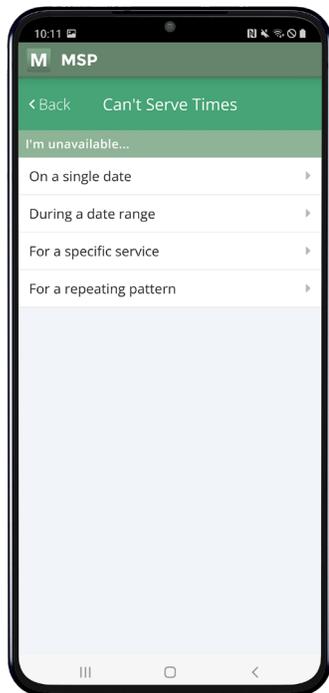


Settings

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

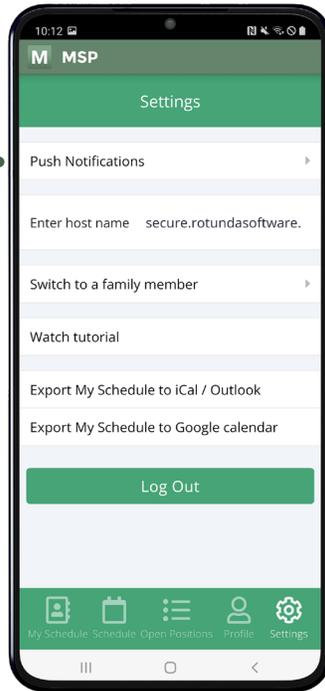


My Profile



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.

