



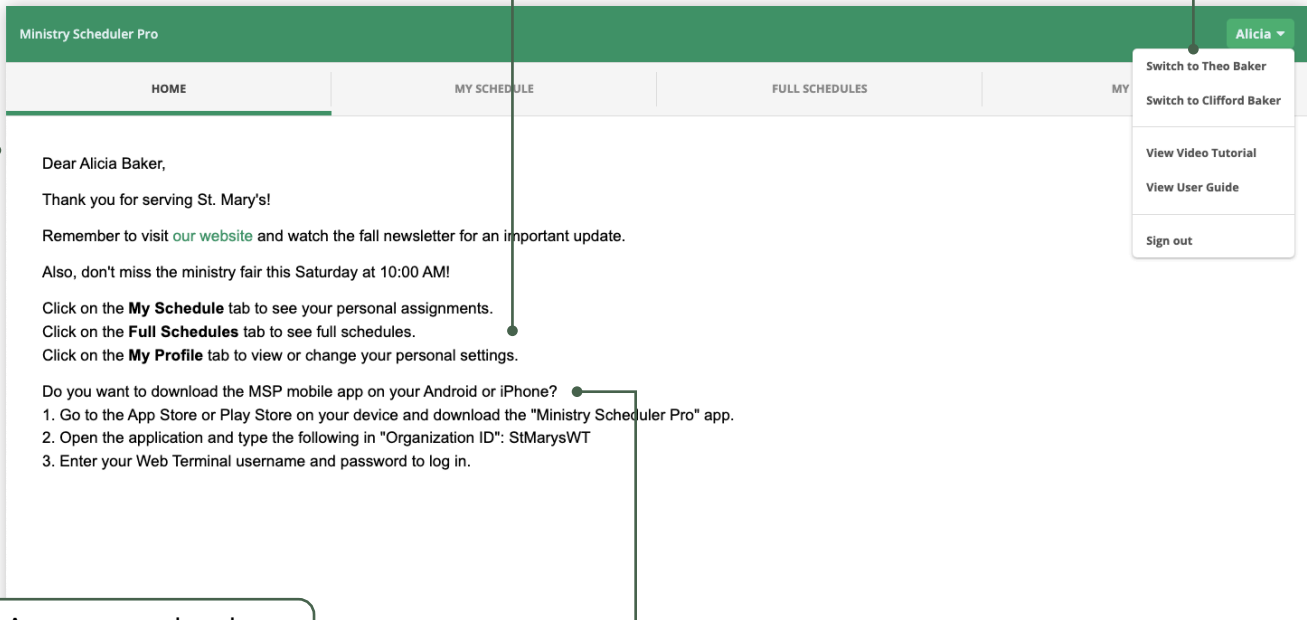
# Ministry Scheduler Pro

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)

Request a sub if you cannot make your scheduled service.

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)

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 Accept sub request

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)

Schedule me **only** at these times

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

Add, remove, or reorder your service preferences.

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

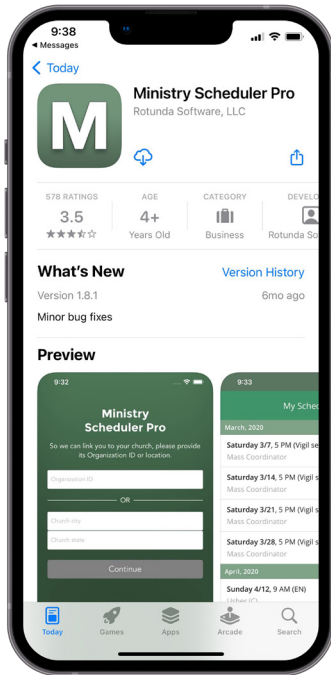
Type additional notes or comments for your scheduler.

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

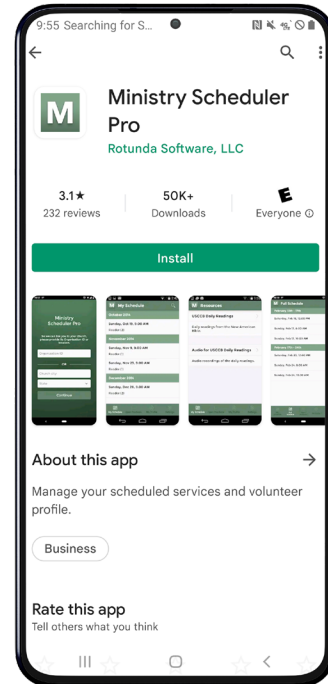
Don't forget to click **SUBMIT!**



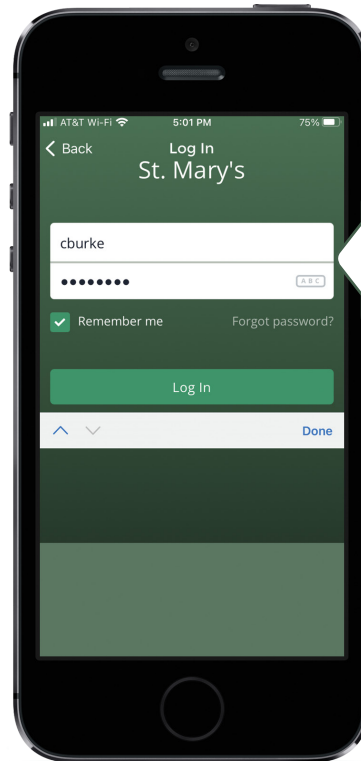
# Mobile App Guide



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



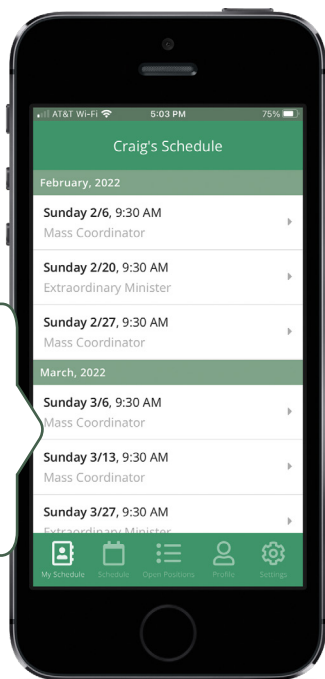
Open Positions




My Profile

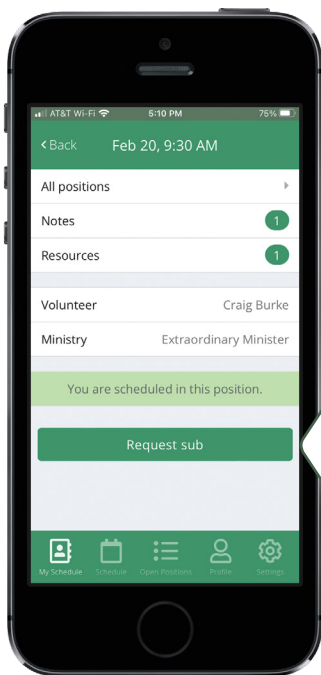


Settings

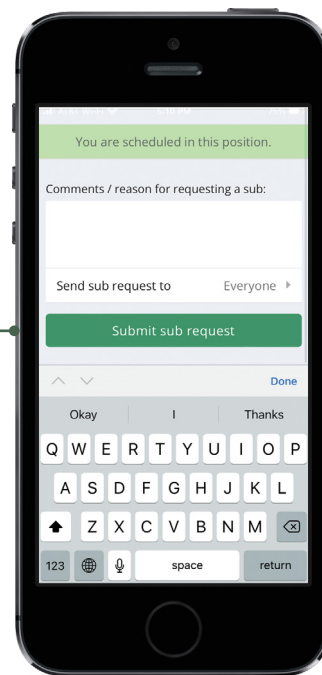


The My Schedule section will list your scheduled services. Click on a service to see more information or request a sub.

 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



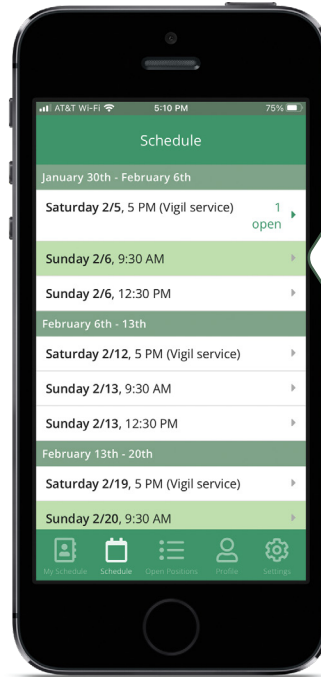
Open Positions



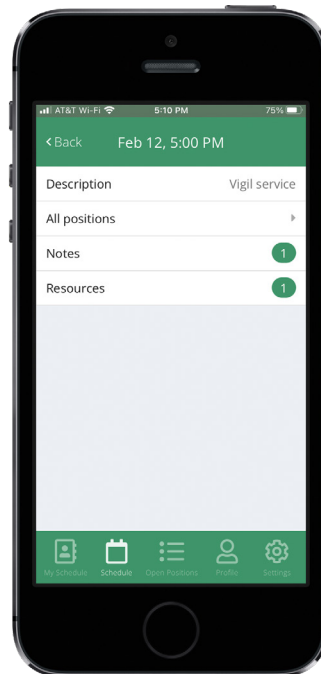
My Profile



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

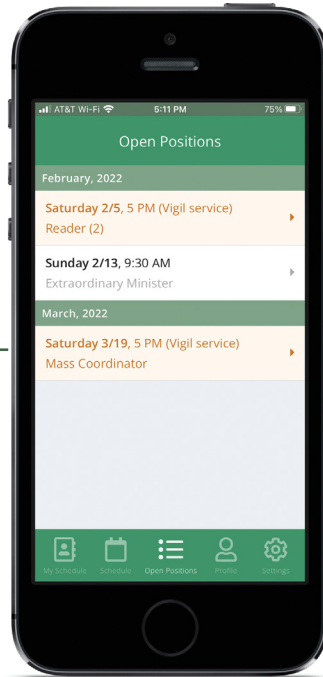


My Profile

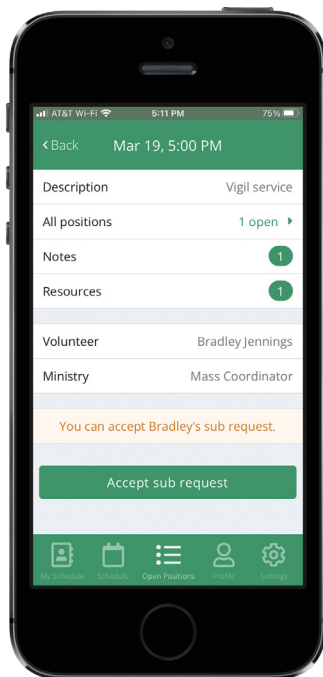


Settings

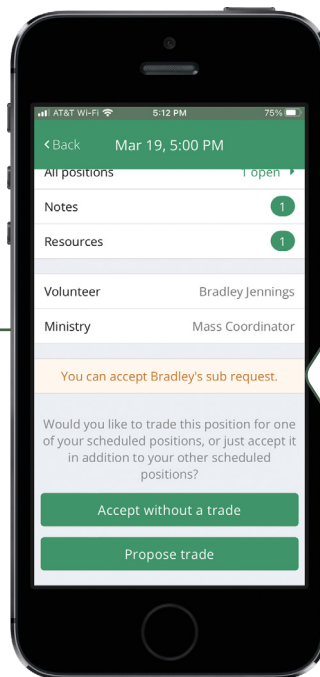
The Open Positions tab will show available assignments you are able to sign up for.



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

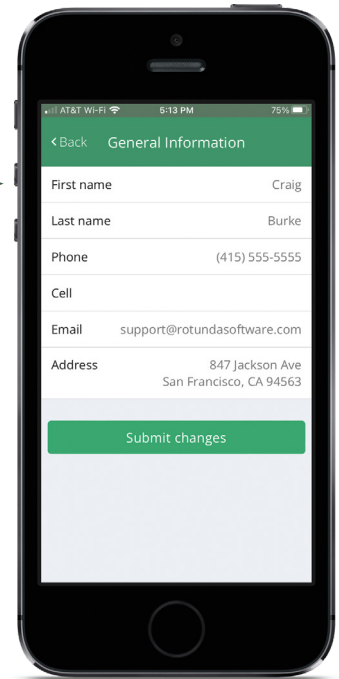
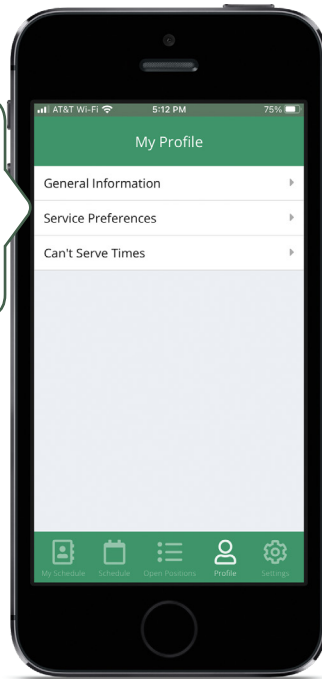


My Profile

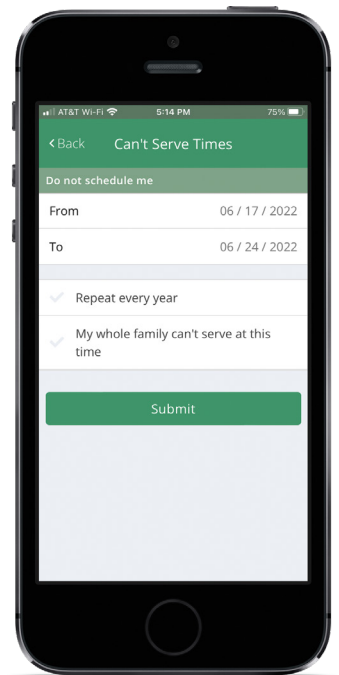
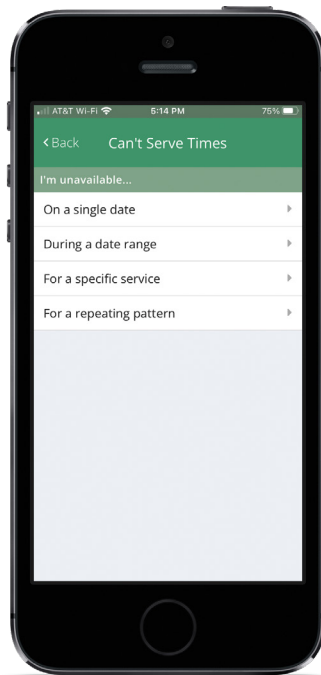


Settings

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

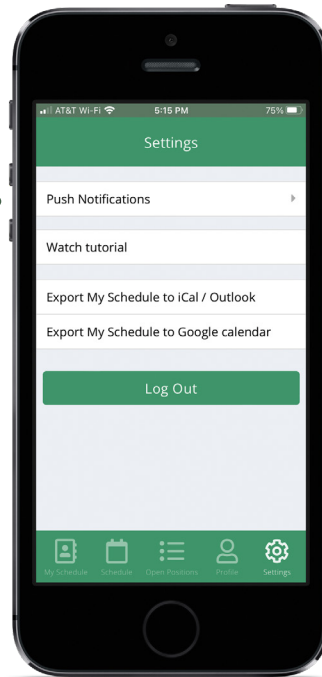


My Profile



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.

