



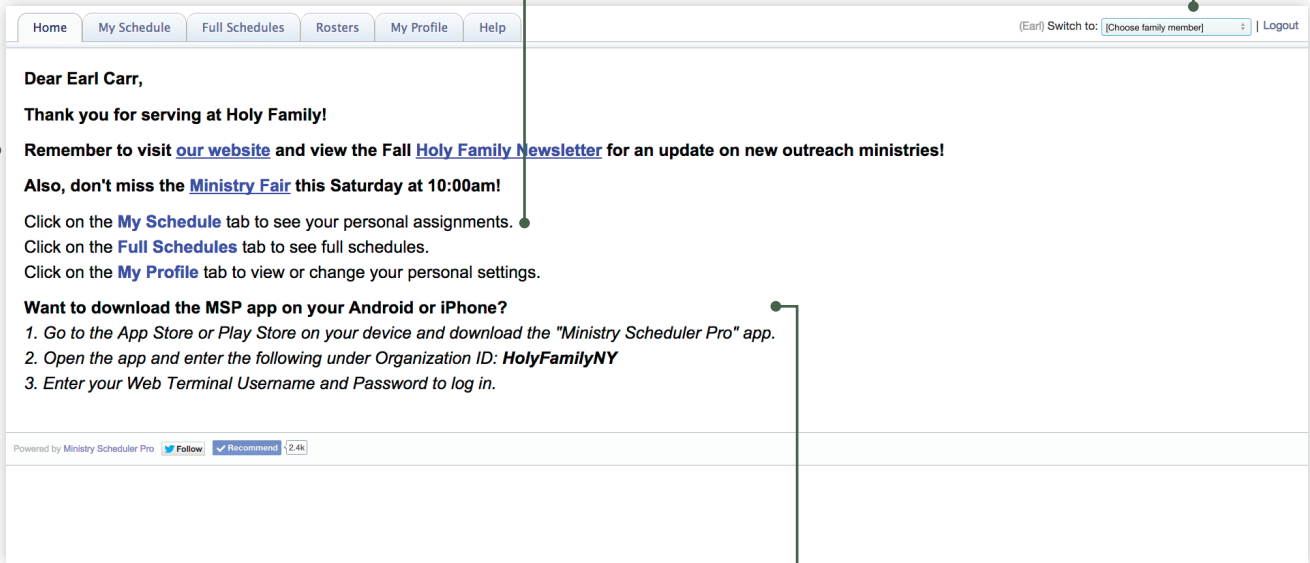
# Ministry Scheduler Pro

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

Home My Schedule Full Schedules Rosters My Profile Help (Earl) Switch to: [Choose family member] Logout

Export to: Google calendar iCal / Outlook

You are scheduled to serve at the following times:

- [Saturday, May 16, 5:00 PM - Extraordinary Minister - Cup \(request sub\)](#)
- [Sunday, Sep 13, 9:00 AM \(Main Campus\) - Extraordinary Minister - Host \(4\) \(request sub\)](#)
- [Sunday, Oct 4, 9:00 AM \(Main Campus\) - Usher - Seating Helper \(A\) \(request sub\)](#)
- [Sunday, Oct 18, 9:00 AM \(Main Campus\) - Park Cafe \(request sub\)](#)
- [Sunday, Nov 1, 11:00 AM \(Main Campus\) - Usher - Information Desk \(request sub\)](#)
- [Sunday, Nov 15, 5:00 PM - Usher - Seating Helper \(A\) \(request sub\)](#)
- [Sunday, Nov 29, 9:00 AM - Usher - Door by garage \(request sub\)](#)

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.

- [Sunday, Sep 6, 9:00 AM \(Main Campus\) - Extraordinary Minister - Cup \(volunteer now\)](#)  
Sub requested by: Curtis Mcdonald
- [Saturday, Nov 14, 5:00 PM \(Main Campus\) - Extraordinary Minister - Cup \(volunteer now\)](#)  
Sub requested by: Steven Gordon

Request a sub if you cannot make your scheduled service

Fill in for other volunteers who have a sub and/or propose a trade

**Accept substitute request**

Position: Saturday, Nov 14, 5:00 PM as Eucharistic Minister - Cup

For: Steven Gordon

I would like to take on this position for Steven without a trade  
 I would like to trade Steven this position for one of my scheduled positions

Your comments:

In your list of scheduled services, click on a specific service to see its plan, attachments, or notes

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

Main Campus: See

Sunday, September 6, 9:00 AM

	Service Hosts/Announcement	Park Cafe	Usher	Extraordinary Minister	Reader	Donation Counter	Nursery
Sunday, 9:00 AM (Main Campus)	Joe Anderson Patrick Bradley Craig Burke Luis Wilson	Irene Stanley Jacob Vargas	Victoria Bowman - Seating Helper (A) Jack Young - Seating Helper (B) Annie Bowman - Seating Helper (C) Amy Brewer - Door by garage Joanne Diaz - Door by garage Jimmy Frazier - Information Desk Kathryn Fisher - Garage Entrance Paula Henderson - Garage Entrance	Curtis McDonald - Cup (sub requested) - ACCEPT Heather Thomas - Cup Rodney Thomas - Cup Judith Vargas - Cup Eleanor Flores - Host (1) Edna Gilbert - Host (2) Lisa Newman - Host (3) Chris Stephens - Host (4)	Tracy Lane (1) Mildred Lawrence (2)		Debbie Shaw Norma Wilson

September 12 - September 13

	Service Hosts/Announcement	Park Cafe	Usher	Extraordinary Minister	Reader	Donation Counter	Nursery
Saturday, (Main Campus)		<a href="#">VOLUNTEER NOW</a> <a href="#">VOLUNTEER NOW</a>	Anthony Green - Seating Helper (A) Eva Hoffman - Door by garage Jacqueline Horton - Information Desk Kyle Gonzales - Garage Entrance		Roger Elliott (1) Don Harvey (2)	Bradley Jennings Nicholas Roberts	Aaron Jennings
Sunday, 9:00 AM (Main Campus)	David Duncan Frederick Franklin Kathleen Gilbert Lisa Newman		Shawn Fleming - Seating Helper (A) Edna Gilbert - Seating Helper (B) Ruby Diaz - Door by garage Stephen George - Door by garage Victoria Bowman - Information Desk Joyce Dean - Information Desk Steven Gordon - Garage Entrance Donna Hicks - Garage Entrance	Sylvia Cox - Cup Joanne Diaz - Cup Ray Diaz - Cup Curtis McDonald - Cup Amy Brewer - Host (1) Geraldine Stewart - Host (2) Eddie Peters - Host (3) <a href="#">Earl Carr</a> - Host (4) <a href="#">REQUEST A SUB</a>	Kathryn Fisher (1) Paula Henderson (2)	Patrick Bradley Craig Burke	Harold Fields Louise Fisher

Sign up for an unfilled position

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



Select another family member's profile to edit

Please remember that you **must** click the **Submit** button at the bottom of this page for your request to be processed.

**General Information**

Phone: (415) 424-4239 Cell:

Address: 1535 Forest Ave, Apt 202  
San Francisco, CA 94563

Email:

Email me reminders  days before my scheduled dates

[Change my login password...](#)

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.

**Ministries & Scheduling**

**Service preferences**

- Sunday, 11:00 AM (Main Campus)
- Sunday, 9:00 AM (Main Campus)

[Add...](#) [Remove](#) [Options](#)

Schedule me only at the services in this list

**Unavailable dates / times**

Wednesday, December 16, 2015  
Sunday, 12:00 PM

[Add...](#) [Remove](#)

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

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

Type additional notes or comments for your scheduler

**Additional notes or comments**

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

[Submit](#)

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



# Mobile App Guide



My Schedule



Full Schedule



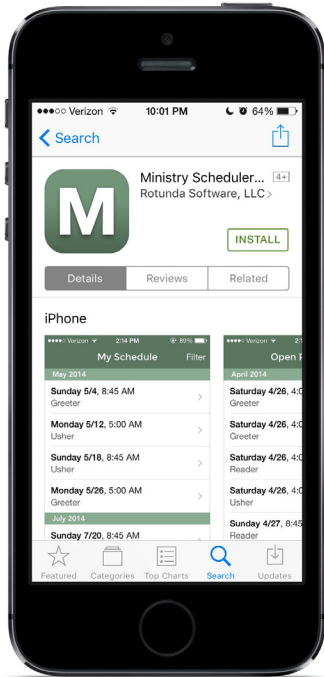
Open Positions



My Profile



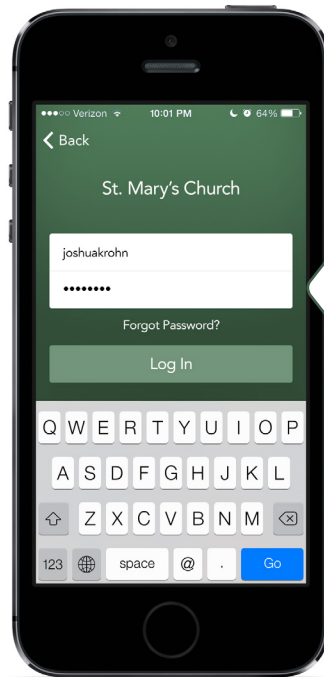
Settings



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



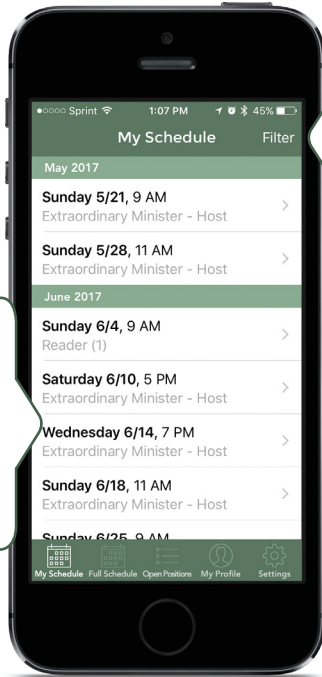
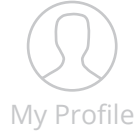
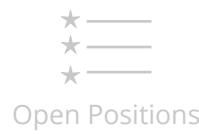
Enter your church's Organization ID. (Contact your scheduler if you're not sure what this is.)



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.

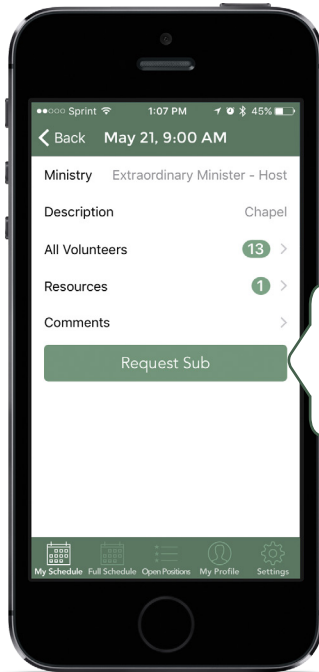
# Mobile App Guide



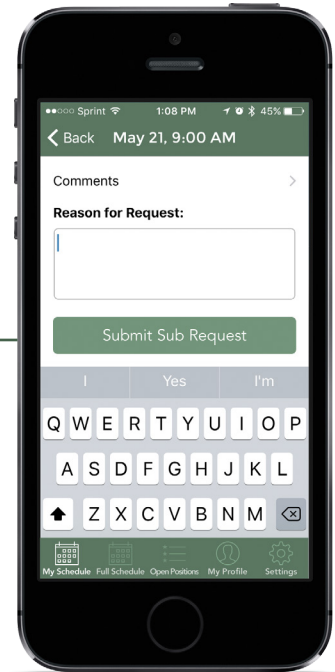
Filter your scheduled assignments by ministry, service or date.

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



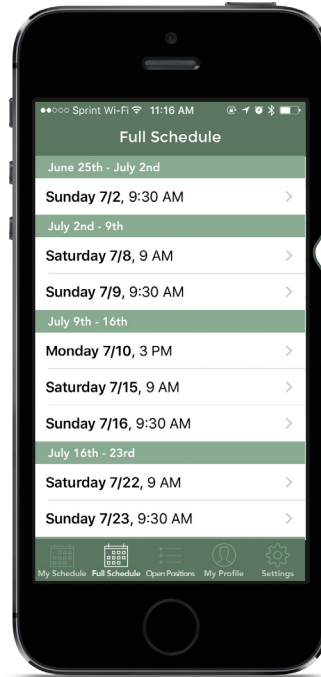
Open Positions



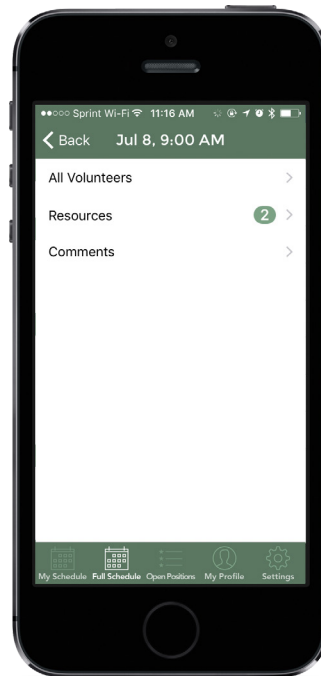
My Profile



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

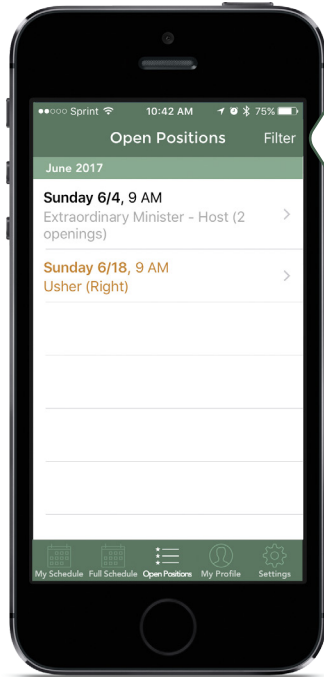


My Profile



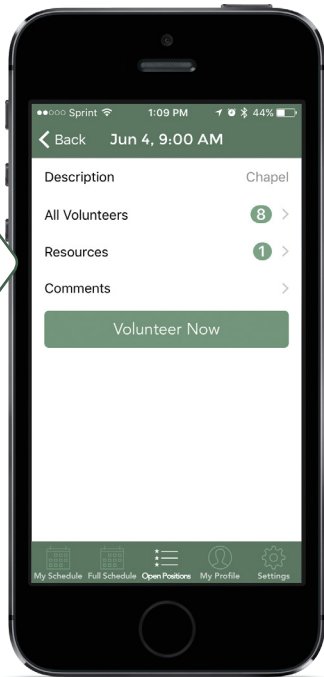
Settings

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.



# Mobile App Guide



My Schedule



Full Schedule



Open Positions

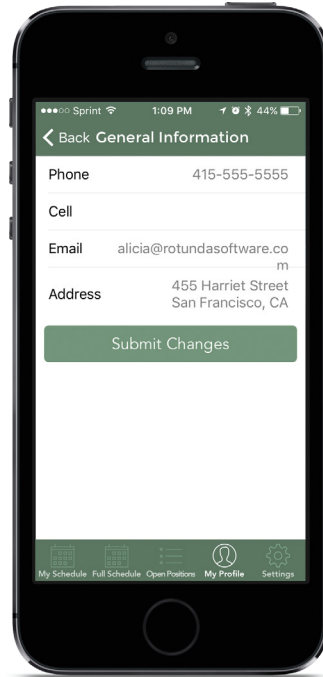
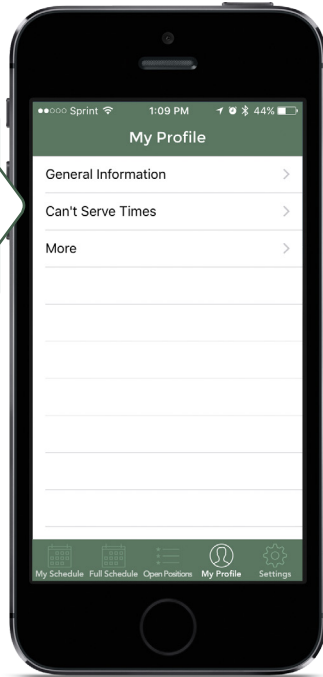


My Profile

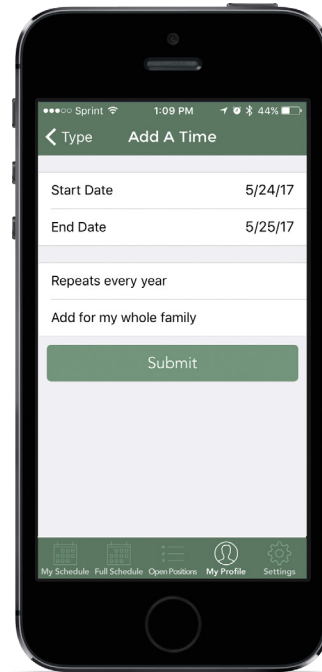
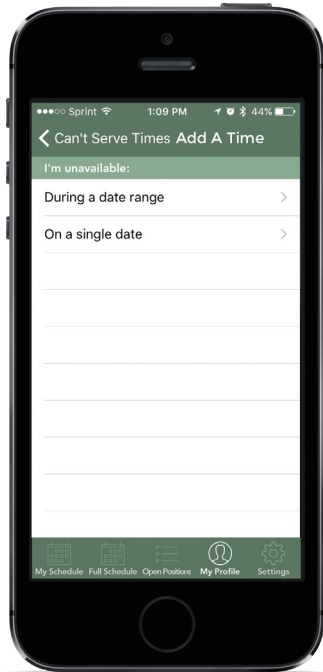


Settings

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

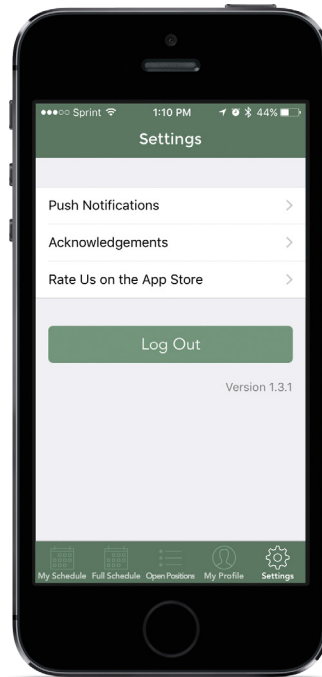


My Profile



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.

