

How to Use the Ministry Scheduler Pro (MSP) App

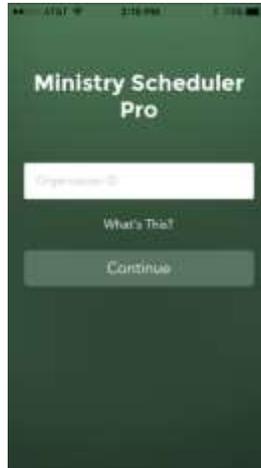
Step 1

Download the Ministry Scheduler Pro (MSP) app to your phone.



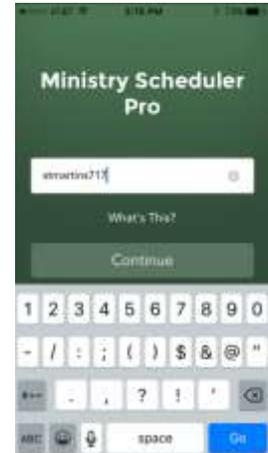
Step 2

After app downloads, open and you will see this screen.



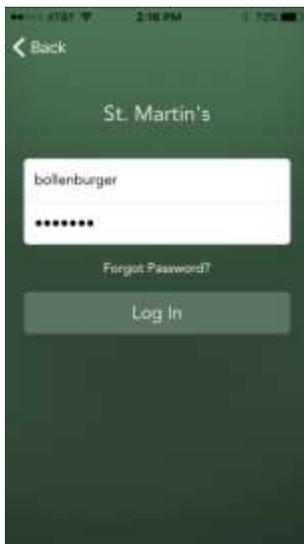
Step 3

Type in our church id...
stmartin717.



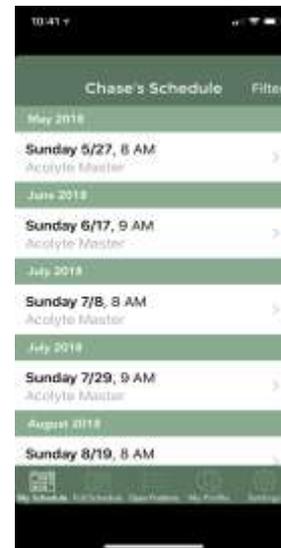
Step 4

Input your user id and password.
If you forgot your password,
click "forgot password?"
and follow instructions.



Step 5

This is what it looks like when it is open.
See bottom of page for description
of each tab at the bottom.



This is what you can do with each of the tabs at the bottom....

1. **My Schedule** – See when you are scheduled to serve. Click on it to request a sub if needed.
2. **Full Schedule** – Click on a specific date/time to see others serving with you.
3. **Open Positions** – See all dates/times in which subs have been requested. To sub for someone, click on the date/position and then click "Volunteer Now". On the next screen, click Accept Sub. "More"-we don't use.
4. **My Profile** – "General Information" input/change your cell phone number and email address to receive text and email reminders. "Can't Serve Times" used if you volunteer in a ministry that inputs unavailable dates (
5. **Settings** – You will only need to use settings if you have another family member serving, you can switch to their account under settings.