How to Find Wednesday and Sunday Lessons
on Ministry Scheduler Pro (MSP)

On a Computer
1. Go to the St. Martin's website at stmartinsepiscopal.org.
2. Click on "Ministries" at the top of the page.
3. Look for the 4th column on the right and look for the heading Groups and click on "Ministry Scheduler Pro".
4. Toward the bottom of that page, click on the red rectangle that says "Click here to log into Ministry Scheduler Pro".
5. Log into the MSP web terminal.
6. Click on the tab at the top titled "Full Schedules".
7. Click on the date/time of service for the lesson.
8. On the right side of the screen is a box titled "Resources".
9. If the Lesson has been chosen by the clergy, the link will be in this box (if you do not see "Resources" the lesson is not available at this time).
10. Click on the name of the Lesson in the Resources box.
11. When you click on the Lesson in the Resources box, depending on whether you use a Mac or PC as well as your computer settings, it either will open automatically or download to the default folder on your computer.

(Due to the fact that everyone has a different brand computer and operating systems, it is impossible to provide accurate instructions specific to your computer. If you have trouble finding the download, we suggest you Google how to find a download specific to your computer).

In the MSP phone APP
1. Open App.
2. Click on the bottom left icon titled "My Schedule".
3. Click on the date you are serving and looking for the Lesson.
4. Click on the 4th line down "Resources" (if there is no title that says resources, the Lesson has not been chosen by the clergy, check back closer to the date of the service).
5. Next, click on the Lesson and the reading will open.

July 3, 2018