How To Make A "Trade" On MSP

This only works on a computer and cannot be done on the app.
1. Go to the Web Terminal and click on the tab "Full Schedule"
2. Click on the link to Church Acolytes and go through the list and see if there is a sub request made by another acolyte in which the date works for you.
3. Click on the "Accept" button next to the person's name and you will see a message that looks similar to the box below.
4. Under the name, you will see 2 choices, the first is the option to take this position without a trade and the second is proposing a trade.
5. Then it lists all your scheduled services. You would check the date(s) in which you can't do (so in the example below. March 5th is the date in which this acolyte can't do).

Then MSP will send an email to that person that looks like this….

If you get this email, click the blue (accept trade) link and it will email both acolytes stating the trade has been made.
If you do not get an email that the person accepted, it means the date doesn't work for them, so you can try to trade with another person.