St. Martin's Episcopal Church
Ministry Scheduler Pro (MSP)
Instructions for
Shepherd's Guild

ST. MARTIN'S
EPISCOPAL CHURCH

How to get to the MSP Web Terminal...
http://www.rotundasoftware.com/ministry/stmartins717

Or

Go to www.stmartinsepiscopal.org
Click on "Ministries"
Under "Groups", click on "Ministry Scheduler Pro"
Click on the rectangle that looks like this.....

Click here to log into Ministry Scheduler Pro.

Once you are on the "log on" screen, it is a good idea to "bookmark" the page, so it is easy to find the next time.

St. Martin's

Ministry Scheduling Login

Username: collenburger

Password: ••••••

☐ Remember me on this computer

Login

If you forget your password, click here and follow instructions

Forgot your username or password?

TIP iPhone & Android app now available!

Download **Ministry Scheduler Pro** from the app store on your mobile device and enter your Organization ID stmartins717

Organization ID for App: stmartins717

Home

Get oriented with a quick overview of the "Web Terminal Tabs"

ST. MARTIN'S
EPISCOPAL CHURCH

| Home | My Schedule | Full Schedules | Rosters | My Profile | Help | (Grant) Switch to Chase Ollenburger | Logout |

Dear Grant Ollenburger,

Welcome to the St. Martins Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings.

You can navigate through the terminal by clicking on the tabs above.

Click on the **My Schedule** tab to see your personal assignments.
Click on the **Full Schedules** tab to see full schedules.
Click on the **Rosters** tab to find contact information for others.
Click on the **My Profile** tab to view or change your personal settings.

If you have an iOS or Android device, you can download a free app that will make it easier to view your scheduled dates, request and accept subs, and update your profile from your mobile device! Follow these steps to get started:

1. Go to the App Store or Play Store on your device and download the "Ministry Scheduler Pro" app.
2. Open the app and enter the following under Organization ID: stmartins717
3. Enter your Web Terminal Username and Password to log in.

Then, all you need to do is open the MSP app to see your scheduled dates, request and accept subs, and update your profile.

For instructions on how to find the Sunday and Wednesday lessons, how to make a trade, how to install the phone app and general MSP instructions for each ministry, click below...
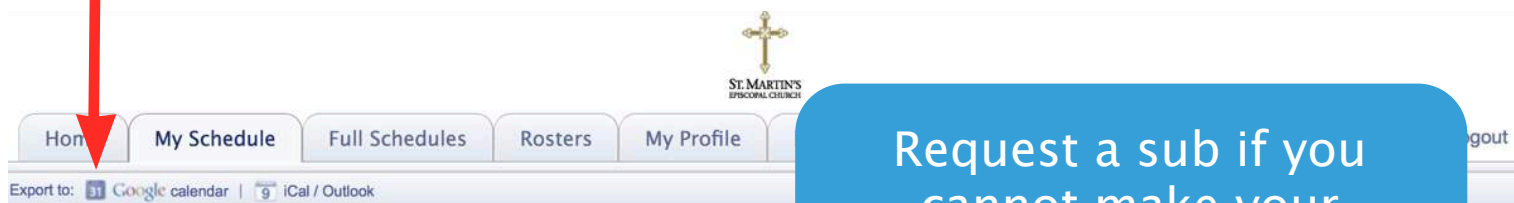
Click Here

Learn how to download the mobile app

This link will take you to MSP Instructions on St. Martin's website

My Schedule

Automatically sync your schedule to Google Calendar, Outlook or iCal

Request a sub if you cannot make your scheduled service

This is the box that opens when you request a sub

ST. MARTIN'S
EPISCOPAL CHURCH

Home | **My Schedule** | Full Schedules | Rosters | My Profile | ...gout

Export to: 🗓 Google calendar | 9 iCal / Outlook

Your upcoming scheduled services are...

Sunday, Jul 30, 9:00 AM (The Church) - Chalice Bearer (request sub)
Sunday, Aug 6, 9:00 AM (The Church) - Chalice Bearer (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.

All the sub requests do not always fit on this page, so if it says "and more" at the very bottom, go to th...
Substitute requests have been made at the following times. To volunteer to fill a position, click on th...

Sunday, Jul 16, 6:00 PM (The Church) - Chalice Bearer/Lay Reader **(volunteer now)**
Sub requested by: ▓▓▓▓▓▓▓
Comments: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

Sunday, Jul 16, 6:00 PM (The Church) - Chalice Bearer **(volunteer now)**
Sub requested by: ▓▓▓▓▓▓
Comments: Will be out of town

Request a substitute

Position: Sunday, May 3, 10:30 AM as Usher (C)

Comments / reason: [   ]

[Nevermind] [Request sub]

Volunteer for someone who needs a sub by clicking on (volunteer now)

When you want to fill in for others, whether on the Web Terminal or by an email you receive, you will have 2 options...

First, you can just fill in for the person, by clicking the 1st circle and then click accept sub request.

Accept substitute request

Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte

For: Beth Ollenburger

◉ I would like to take on this position for Beth Ollenburger without a trade.

○ I would like to trade Beth Ollenburger this position for one of my scheduled positions.

Your comments: [   ]

[Nevermind] [Accept sub request]

Or, if you want to trade dates, click on the second circle and the dates available to trade will appear and then click propose trade.

Propose trade

Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte

For: Beth Ollenburger

○ I would like to take on this position for Beth Ollenburger without a trade.

◉ I would like to trade Beth Ollenburger this position for one of my scheduled positions.

Please check each of your positions that you would be willing to trade for this one.

☐ Sunday, Jul 31, 6:00 PM (The Church) as Acolyte

☐ Sunday, Aug 21, 6:00 PM (The Church) as Acolyte

Your comments: [   ]

[Nevermind] [Propose trade]

When using the phone app, you only have the first option to take the position for the other volunteer without trading. If you want to trade, you must do it on a computer.

Full Schedules

St. Martin's Episcopal Church

Home	My Schedule	Full Schedules	Rosters	My Profile	He

June - August, 2017 Schedule
Church Acolytes, June - August, 2017 Schedule

Schedules that are live are listed here...click on the schedule by the date you want to find

St. Martin's Episcopal Church

Home	My Schedule	Full Schedules	Rosters	My Profile	

(Rhonda) Switch to Tom Fanning | Logout

June - Aug

July 30 – August 2

Sun, Jul 30, 8:00 AM (The Church)

Sheila Mayfield	Chalice Bearer/Lay Reader
Sim Lake	Chalice Bearer
Brian Spack - REQUEST SUB	Chalice Bearer
Paul Berner	Church Usher
George Briggs	Church Usher
Ross Dunn	Church Usher
John Harlan	Church Usher
Harper Jones	Church Usher
Mike O'Reilly	Church Usher
Brad Samuelson	Church Usher

After schedule is open, your name will be highlighted in green when you are serving and you can request a sub if needed

Sun, Jul 30, 9:00 AM (The Church)

Steffen van Keppel	Chalice Bearer/Lay Reader
Alan Ahlrich	Chalice Bearer
David Anders	Chalice Bearer
Rhonda Fanning	Chalice Bearer
Tom Fanning	Chalice Bearer
Anne Hawkins	Chalice Bearer
Beth Ollenburger (sub req.) - ACCEPT	Chalice Bearer
Rennie Baker	Church Usher
Chris Beavers	Church Usher
Brian Cogburn	Church Usher
Danny Dexter	Church Usher
Bradley Duff	Church Usher

You can accept sub requests, by clicking "accept"

My Profile

Click on help tab to watch instructional video

Click on the roster tab to find contact information for other volunteers in your ministry

Select another family member's profile

✝
ST. MARTIN'S
EPISCOPAL CHURCH

| Home | My Schedule | Full Schedules | Rosters | My Profile | Help | (Grant) Switch to Chase Ollenburger | Logout |

Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. We will review your submission and accommodate any preference changes in the next schedule as best we can. Please remember that you **must** click the **Submit button** at the bottom of this page for your request to be processed.

General Information

Phone: [＿＿＿＿＿] Cell: [＿＿＿＿＿]

Address: [＿＿＿＿＿]

Email: [＿＿＿＿＿]

Multiple emails can be added, just place comma in between

Add your cell phone number and click the box to receive text reminders

☑ Email me reminders [6] ▲▼ days before my scheduled dates

☑ Send me text message (SMS) reminders 48 hours before my scheduled times

Change password as needed

Change my login password...

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

Ministries & Scheduling

Service preferences

List your service time preferences here

Click the "Add" button to add a service preference.

Add...
Remove
Options

☐ Schedule me **only** at the services in this list

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Add...
Remove

Check here to be scheduled ONLY at services listed in your preferences

Update times and dates you are unavailable to serve. First click add and follow instructions on next page.

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

Submit

Don't forget to click SUBMIT!

page 8

This box opens.
There are 4 options to add dates.

Click here to choose option.

Options in order they are listed above...

1. give a range of dates you are unavailable
2. input just 1 specific Sunday
3. specific service, not applicable to you, since this is only for the Altar service
4. add a repeating pattern, i.e.–you are unavailable the 3rd Sunday of every month

If you are adding multiple dates, be sure to click "OK & Add Another" in between and then when finished click OK.

Don't Forget to Click Submit at the Bottom of the Page or it will lose everything