

**St. Martin's Episcopal
Church
Ministry Scheduler Pro
(MSP)
Instructions for
Acolytes**



**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.

If you forget your password, click here and follow instructions

Username: collenburger

Password: ●●●●●●

Remember me on this computer

Login

[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

Organization ID for App: stmartins717

Powered by [Ministry Scheduler Pro.](#)

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



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: smartins717
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

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

Export to: Google calendar iCal / Outlook

Your upcoming scheduled services are...

[Sunday, Jul 30, 6:00 PM \(The Church\)](#) - Acolyte Master ([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. Please contact your pastor or the church office if you have any questions. We appreciate your service and hope to see you at the altar.

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

[Sunday, Jul 16, 11:15 AM \(The Church\)](#) - Acolyte ([volunteer now](#))
Sub requested by: Robert McGee
Comments: I will be out of town.

[Sunday, Jul 23, 9:00 AM \(The Church\)](#) - Acolyte Master ([volunteer now](#))
Sub requested by: Lauren Kearns
Comments: Out of town

[Sunday, Jul 23, 9:00 AM \(The Church\)](#) - Acolyte ([volunteer now](#))
Sub requested by: Ashley Kearns
Comments: Out of town

[Sunday, Jul 23, 11:15 AM \(The Church\)](#) - Acolyte ([volunteer now](#))
Sub requested by: William Kight
Comments: At camp

Request a sub if you cannot make your scheduled service

This is the box that opens when you request a sub

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...

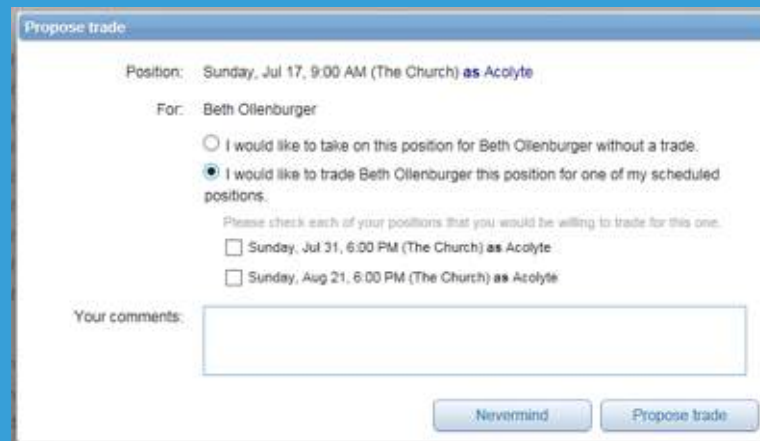
First, you can just fill in for the person, by clicking the 1st circle and then click accept sub request.



The screenshot shows a dialog box titled "Accept substitute request". It contains the following information:

- Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte
- For: Beth Ollenburger
- Two radio button options:
 - 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.
- A text input field labeled "Your comments:".
- Two buttons at the bottom: "Nevermind" and "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.



The screenshot shows a dialog box titled "Propose trade". It contains the following information:

- Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte
- For: Beth Ollenburger
- Two radio button options:
 - 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.
- A section titled "Please check each of your positions that you would be willing to trade for this one." with two checkboxes:
 - Sunday, Jul 31, 6:00 PM (The Church) as Acolyte
 - Sunday, Aug 21, 6:00 PM (The Church) as Acolyte
- A text input field labeled "Your comments:".
- Two buttons at the bottom: "Nevermind" and "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



Home My Schedule Full Schedules Rosters My Profile Help

[June - August, 2017 Schedule](#)
[Church Acolytes, June - August, 2017 Schedule](#)

Schedules that are live are listed here...click on the schedule by the date



Home My Schedule Full Schedules Rosters My Profile

Sunday, July 30

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

Chase Ollenburger - REQUEST SUB	Acolyte Master
Victoria Adams	Acolyte
Bennett Manley	Acolyte
Harrison Manley	Acolyte

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)

Juliana Short	Acolyte Master
Elizabeth England	Acolyte
William England	Acolyte
Lily Short	Acolyte

[Sun, Jul 30, 11:15 AM](#) (The Church)

Sophia Olsen	Acolyte Master
Kathryn Turrentine	Acolyte Master
Virginia Herring	Acolyte
Louisa Morgan	Acolyte
Emma Schexnayder	Acolyte
Grace Schexnayder	Acolyte
Bain Williams	Acolyte
Georgia Williams (sub req.) - ACCEPT	Acolyte
Mary Blake Williams (sub req.) - ACCEPT	Acolyte

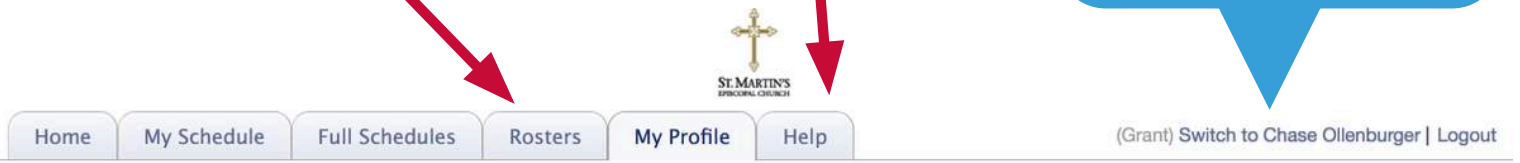
You can accept sub requests, by clicking "accept"

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



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.

Multiple emails can be added, just place comma in between

Change password as needed

General Information

Phone: Cell:

Address:

Email:

Email me reminders days before my scheduled dates

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

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

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

Ministries & Scheduling

Service preferences

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

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

Unavailable dates / times

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

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

Acolytes do not need to fill out these sections, because their schedule is fixed

Don't forget to click SUBMIT!