

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



**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](http://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

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(Grant) Switch to Chase Ollenburger | Logout

Export to: Google calendar | iCal / Outlook

Your upcoming scheduled services are...

- [Sunday, Jun 19, 8:00 PM \(The Service\) - Acolyte Masters/Apprentices \(request sub\)](#)
- [Sunday, Jul 24, 6:00 PM \(The Church\) - Acolyte Masters/Apprentices \(request sub\)](#)
- [Sunday, Aug 14, 6:00 PM \(The Church\) - Acolyte Masters/Apprentices \(request sub\)](#)
- [Sunday, Aug 28, 8:00 AM \(The Church\) - Acolyte Masters/Apprentices \(request sub\)](#)

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.

Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

- [Sunday, May 29, 9:00 AM \(The Church\) - Acolyte \(volunteer now\)](#)  
Sub requested by: [redacted]  
Comments: Working early morning shift for my part-time position at local restaurant.
- [Sunday, May 29, 11:15 AM \(The Church\) - Acolyte \(volunteer now\)](#)  
Sub requested by: [redacted]
- [Sunday, May 29, 11:15 AM \(The Church\) - Acolyte \(volunteer now\)](#)  
Sub requested by: [redacted]
- [Sunday, May 29, 11:15 AM \(The Church\) - Acolyte \(volunteer now\)](#)  
Sub requested by: [redacted]  
Comments: out of town
- [Sunday, Jun 5, 9:00 AM \(The Church\) - Acolyte \(volunteer now\)](#)  
Sub requested by: [redacted]  
Comments: Out of town
- [Sunday, Jun 5, 11:15 AM \(The Church\) - Acolyte Masters/Apprentices \(volunteer now\)](#)  
Sub requested by: [redacted]  
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

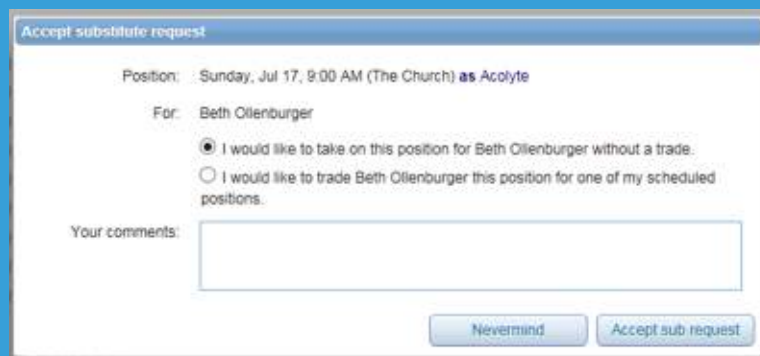
Position: Sunday, May 3, 10:30 AM as Usher (C)

Comments / reason:

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...

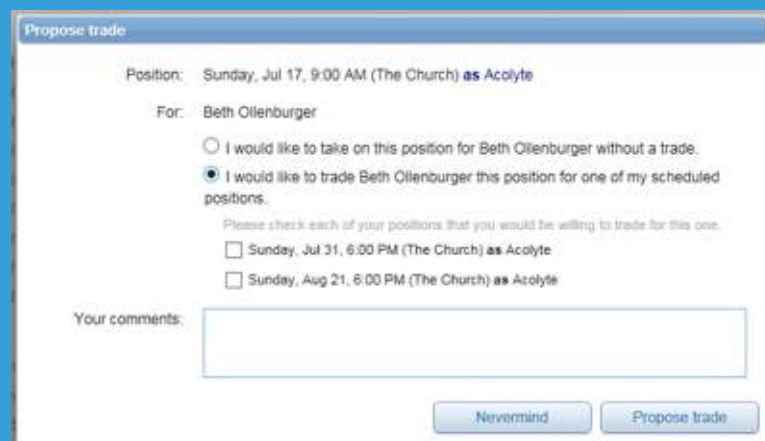
First, you can just fill in for the person, by clicking the 1st circle and then click accept sub request.



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 sub-section titled "Please check each of your positions that you would be willing to trade for this one." containing 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".

# Full Schedules



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[July Schedule](#)  
[August Schedule](#)  
[ACOLYTE - July Schedule](#)  
[ACOLYTE - August Schedule](#)

Schedules can be viewed by months. Click on the schedule by the date you want to find.



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(Beth) Switch to: [Choose family member] | Logout

August - Lay Reader - Lessons, Chalice Bearer/Lay Readers, Chalice Bearers, Reader in Family Tables, Wednesday Chapels, Chalice Bearer Family Tables, Altar Table Team, Altar Ushers/Greeters, Altar POTP Readers, Altar Lesson Readers, the Altars and Usher - Family Tables

August 14 - August 17

[Sun\\_Aug 14\\_8:00 AM](#) (The Church)

Brian Spack	Chalice Bearer/Lay Reader
Will Holstien (sub req) - ACCEPT	Chalice Bearer
Sim Lake	Chalice Bearer
Helen Shaffer	Chalice Bearer

You can accept sub requests, by clicking "accept"

[Sun\\_Aug 14\\_9:00 AM](#) (The Church)

Rhonda Fanning - REQUEST SUB	Lay Reader - Lesson
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When month schedule is open, your name will be highlighted in green and you can request a sub

[Sun\\_Aug 14\\_9:15 AM](#) (Family Table)

Beth Ollenburger	Reader in Family Table
Laura Ruthven	Chalice Bearer Family Table
Jackie Taylor	Chalice Bearer Family Table
Will Hedges	Usher - Family Table
Jimmy Hinton	Usher - Family Table
Robert Kimmel	Usher - Family Table
Ken Moursund	Usher - Family Table
Kenny O'Donnell	Usher - Family Table
Chris Thomas	Usher - Family Table
Joe Virene	Usher - Family Table

[Sun\\_Aug 14\\_11:15 AM](#) (The Church)

Dick Kilday	Chalice Bearer/Lay Reader
Jim Gardner	Chalice Bearer
Henry Gissel	Chalice Bearer
Jay Karahan	Chalice Bearer
Steffen van Keppel	Chalice Bearer

[Sun\\_Aug 14\\_11:15 AM](#) (the Altar at the Island)

Polly and Family Christie	Altar Table Team
Angie and Family Reckling	Altar Ushers/Greeters
Tommy Holstien	Altar POTP Reader
Anita and Family Cook	Altar Lesson Reader

[Sun\\_Aug 14\\_6:00 PM](#) (The Church)

John Wooldridge	Chalice Bearer/Lay Reader
Master/Apprentice	Chalice Bearer
Beth Ollenburger	Chalice Bearer
Thomas Zhao	Chalice Bearer

# 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.

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

**Don't forget to click SUBMIT!**