

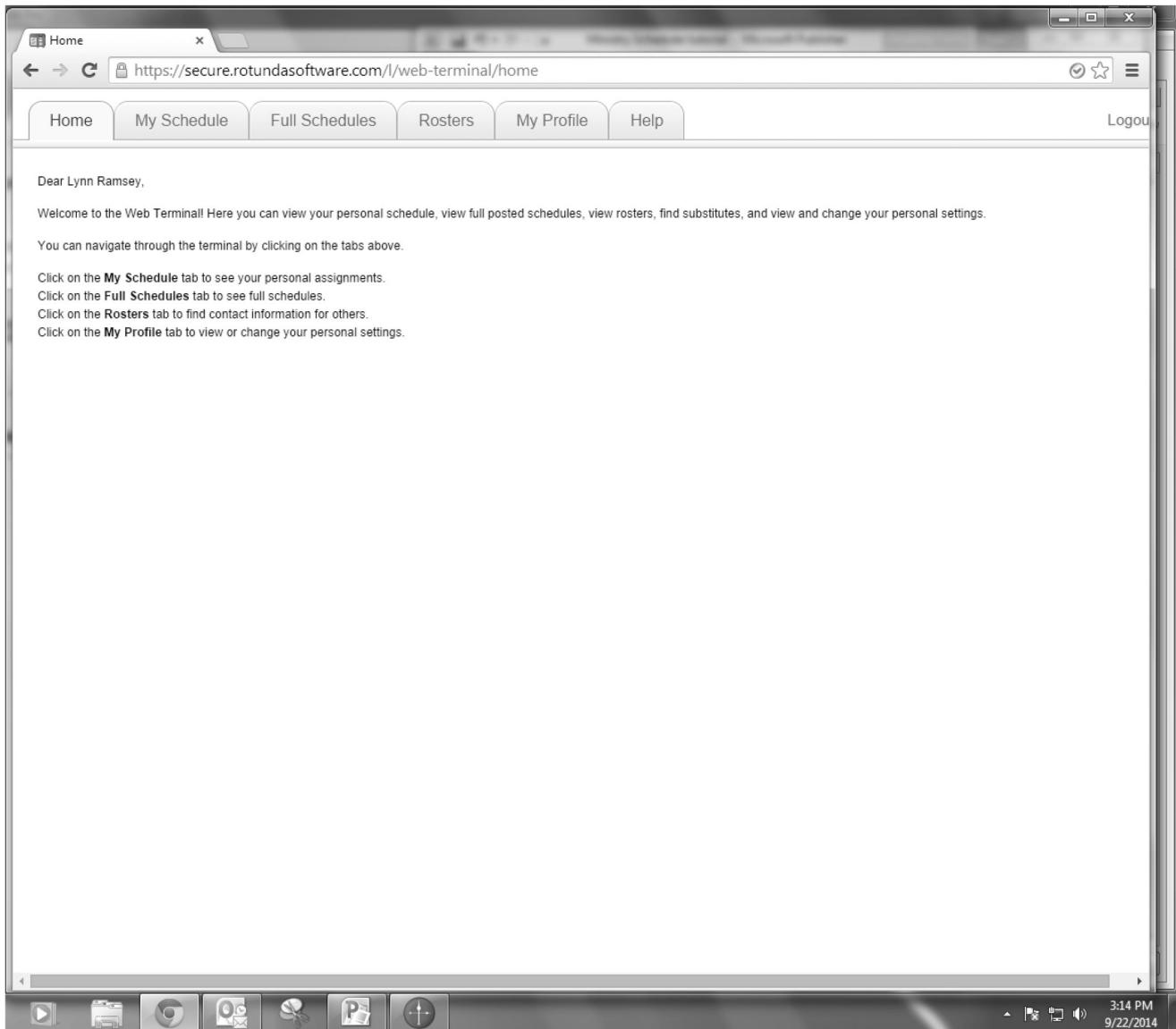
# How to use Ministry Scheduler

Soon you'll receive an email from [REDACTED] that will have a link and your logon parameters. You'll click on the link and get this window:



Click "Login."

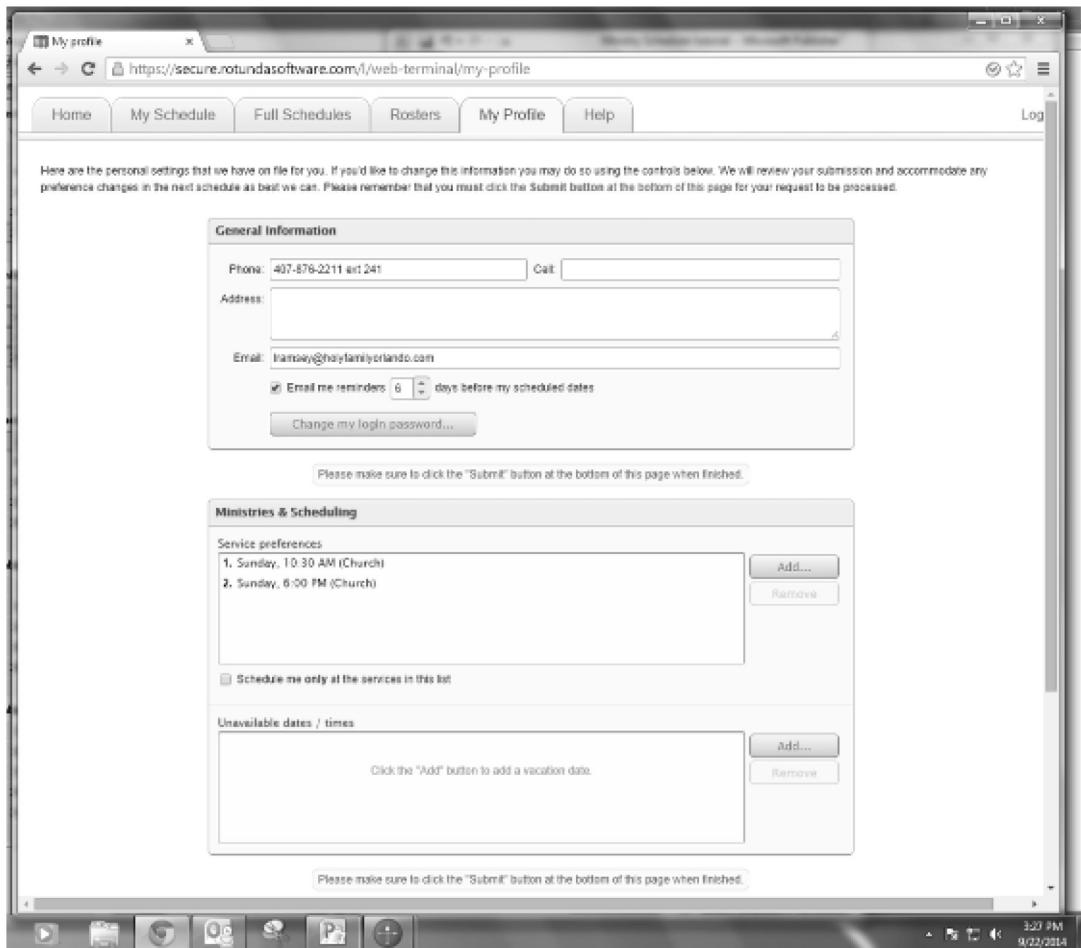
You'll get to this window, the Home page.



You'll note the tabs for My Schedules, Full Schedules, Rosters, My Profile and Help. I'll go through what information is in each.

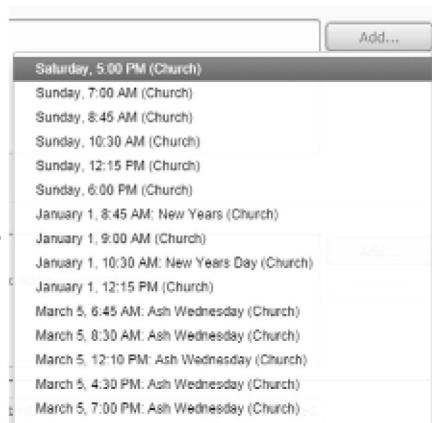
# My Profile

The My Profile tab may be among the last things on the page, but it's the first place of importance for you. It is here that you make changes as it relates to which Mass times you wish to serve and what dates you will be unavailable. **When you are done with any changes, hit "Submit" at the bottom of the page.**

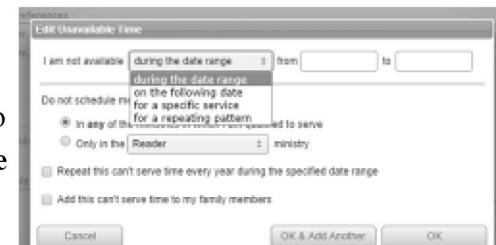


**General Information** is where your basic information—phone numbers, email, address, email—is located. Make sure you keep this information current.

**Ministries and Scheduling** is where you would select the Mass times (**Service preferences**) and unavailable times. To add a service time, select “Add,” then select the Mass times you are available.



To add a time that you are unavailable, go to **Unavailable dates/times**, then click “Add.”



You can select a date range, a specific date, for a specific Mass time or a specific week out of the month. Say, for example, you have a dance recital every month on the third Sunday of that month. You can select that.

**Additional notes and comments** can be added by you. However, this is not the place to list your unavailable dates. Use the “Unavailable dates/times” space for this.

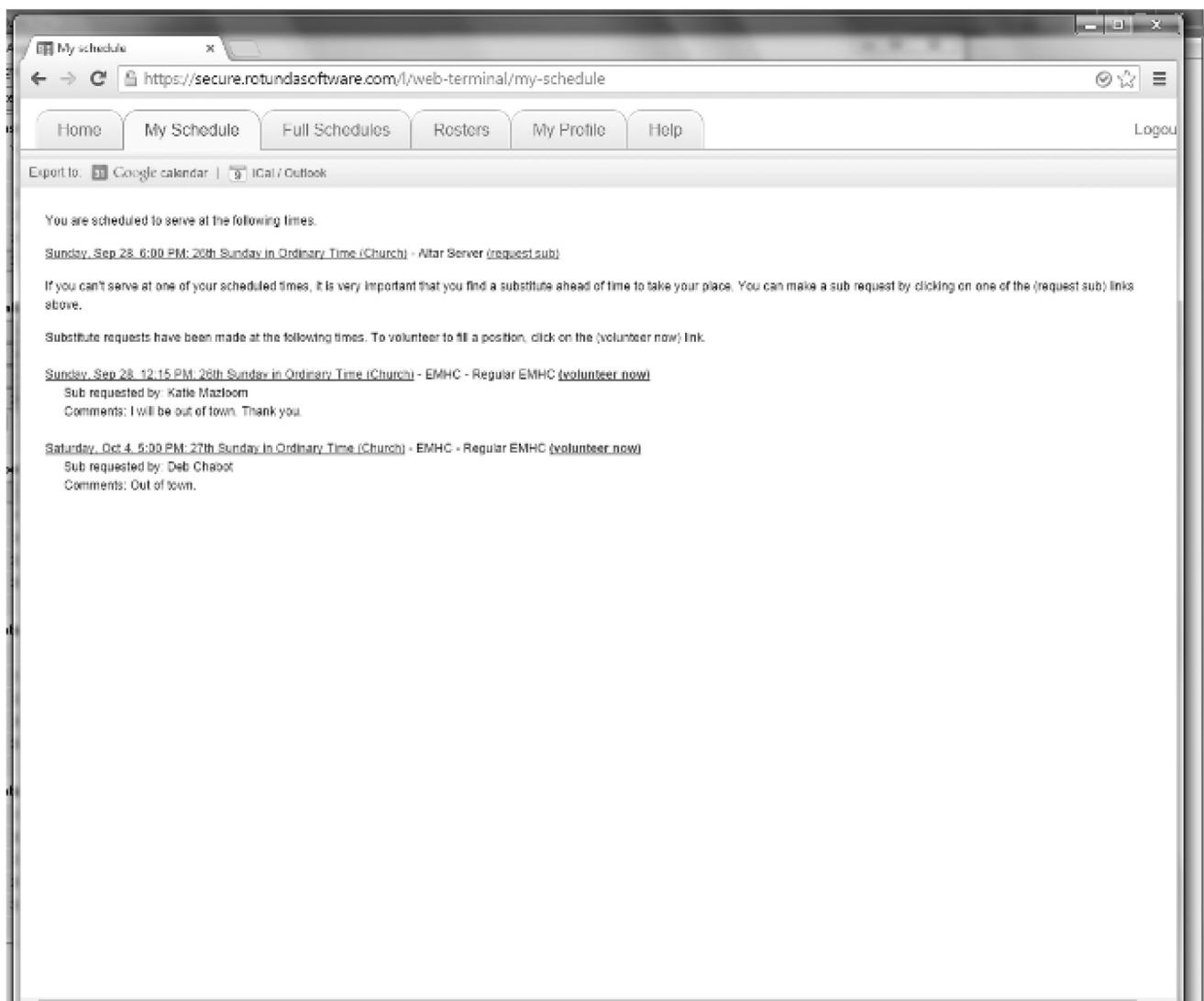


The image shows a screenshot of a web-based form. At the top, a header reads "Additional notes or comments". Below this is a large, empty text input field. A note at the bottom of the field area says "Please make sure to click the "Submit" button at the bottom of this page when finished." A "Submit" button is located at the bottom of the form. The entire form is centered on a page with a light gray background.

## My Schedule tab

You'll use the My Schedule tab to access the dates that you are scheduled. The dates and times you are scheduled will be listed at the top.

If there are open spots that match your profile, then they'll be listed below. You can click "Volunteer Now." It's up to the Ministry leaders as to whether they'll be automatically set or have to be manually approved.



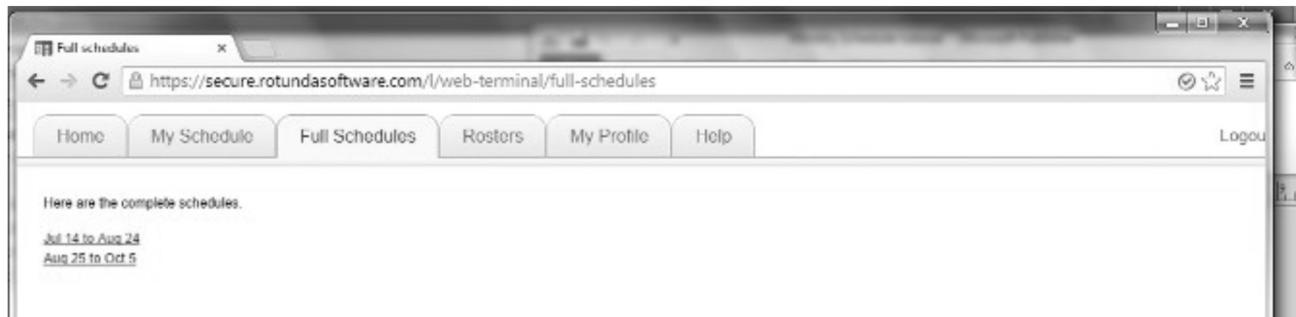
The image shows a screenshot of a web browser displaying the "My schedule" tab. The URL in the address bar is <https://secure.rotundasoftware.com/l/web-terminal/my-schedule>. The page has a navigation bar with links for Home, My Schedule, Full Schedules, Rosters, My Profile, Help, and Logout. Below the navigation bar, there are buttons for Export to Google calendar and iCal / Outlook.

The main content area displays scheduled times:

- Sunday, Sep 28, 6:00 PM: 26th Sunday in Ordinary Time (Church) - Altar Server** ([request sub](#))
- Sunday, Sep 28, 12:15 PM: 26th Sunday in Ordinary Time (Church) - EMHC - Regular EMHC** ([volunteer now](#))
  - Sub requested by: Katie Macdon
  - Comments: I will be out of town. Thank you.
- Saturday, Oct 4, 5:00 PM: 27th Sunday in Ordinary Time (Church) - EMHC - Regular EMHC** ([volunteer now](#))
  - Sub requested by: Deb Chack
  - Comments: Out of town.

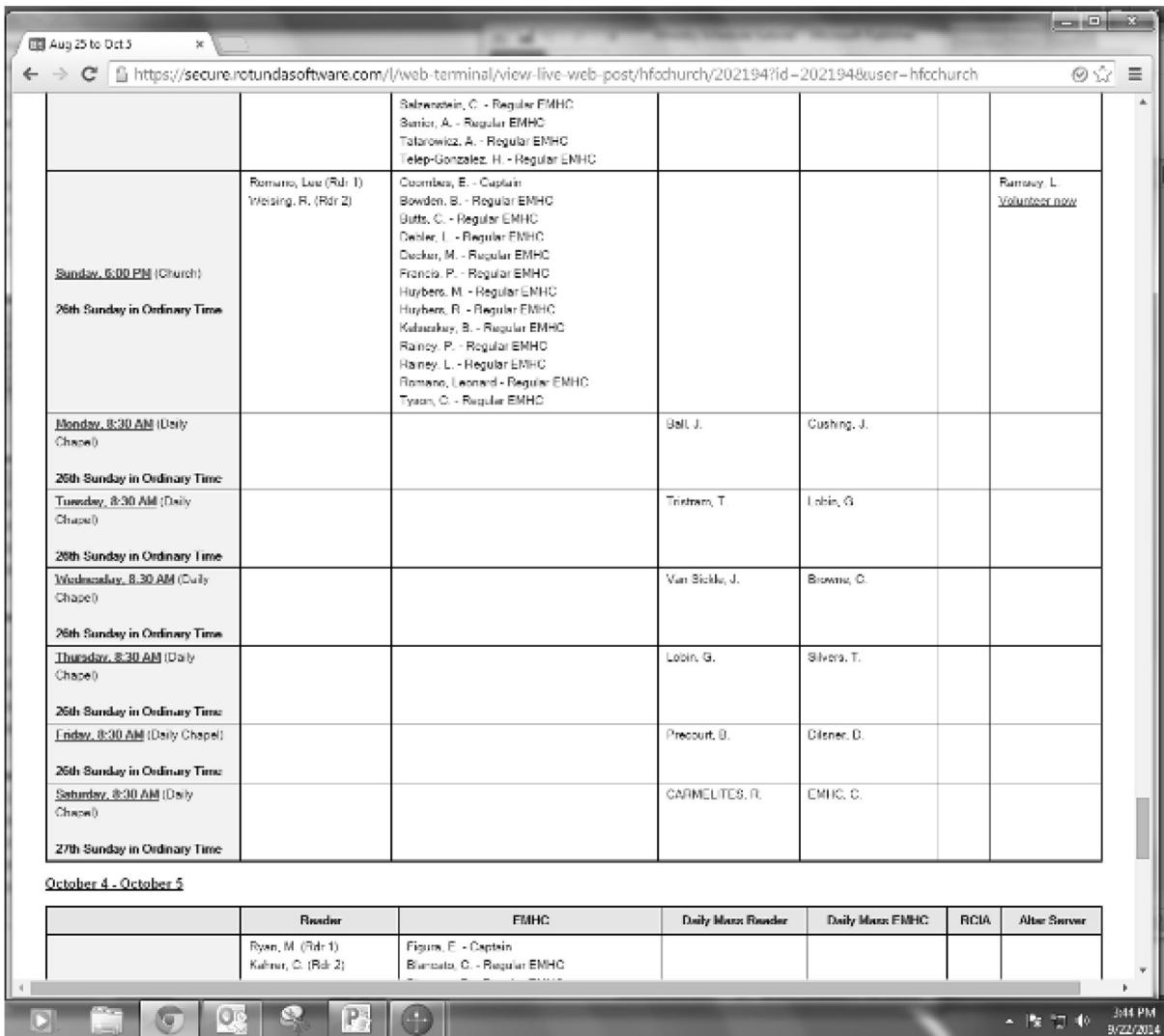
# Full Schedules

This page lists all the Live schedules available. Click on one to open it.



The screenshot shows a web browser window titled 'Full schedules'. The URL is <https://secure.rotundasoftware.com/l/web-terminal/full-schedules>. The page has a navigation bar with links for 'Home', 'My Schedule', 'Full Schedules' (which is the active tab), 'Rosters', 'My Profile', and 'Help'. On the right, there is a 'Logout' link. The main content area displays a message: 'Here are the complete schedules.' Below this, there are two links: 'Jul 14 to Aug 24' and 'Aug 25 to Oct 5'. The 'Aug 25 to Oct 5' link is underlined, indicating it is the selected schedule.

Clicking into the Aug 24 to Oct 5 schedule brings up the full schedule by Mass. Clicking on the link for each Mass will show you each specific Mass full-screen. As you see in our example, there is an open altar server spot. You would click this spot to volunteer for the spot.



The screenshot shows a detailed view of the 'Aug 25 to Oct 5' schedule. The page title is 'Aug 25 to Oct 5' and the URL is <https://secure.rotundasoftware.com/l/web-terminal/view-live-web-post/hfchurch/202194?id=202194&user=hfchurch>. The schedule is organized by day and Mass time. For each Mass, a list of servers is provided, and a 'Volunteer now' link is available for each open spot. The schedule includes Masses for Sunday evenings, Monday through Saturday evenings, and daily Masses. The 'Volunteer now' link for the 26th Sunday in Ordinary Time at 6:00 PM is highlighted.

Mass	Servers	Volunteer now	
Sunday, 6:00 PM (Church)	Romano, Lee (Rdr 1) Wiesing, R. (Rdr 2)	Counties, E. - Captain Bowdon, B. - Regular EMHC Burt, C. - Regular EMHC Dwiler, I. - Regular EMHC Decker, M. - Regular EMHC Francis, P. - Regular EMHC Huybers, M. - Regular EMHC Huybers, R. - Regular EMHC Kulasekay, B. - Regular EMHC Rainey, P. - Regular EMHC Haney, L. - Regular EMHC Romano, Leonard - Regular EMHC Tyson, C. - Regular EMHC	Ramsey, L. <a href="#">Volunteer now</a>
Monday, 8:30 AM (Daily Chapel)			Bell, J.
26th Sunday in Ordinary Time			Cushing, J.
Tuesday, 8:30 AM (Daily Chapel)			Tritham, T.
26th Sunday in Ordinary Time			John, G.
Wednesday, 8:30 AM (Daily Chapel)			Van Bickle, J.
26th Sunday in Ordinary Time			Brown, C.
Thursday, 8:30 AM (Daily Chapel)			Loeb, G.
26th Sunday in Ordinary Time			Silvers, T.
Friday, 8:30 AM (Daily Chapel)			Precourt, B.
26th Sunday in Ordinary Time			Olner, D.
Saturday, 8:30 AM (Daily Chapel)			CARMELITES, R.
27th Sunday in Ordinary Time			EMHC, C.

October 4 - October 5

	Reader	EMHC	Daily Mass Reader	Daily Mass EMHC	RCIA	Altar Server
	Ryan, M. (Rdr 1) Kuhner, C. (Rdr 2)	Figuer, E. - Captain Bianchini, C. - Regular EMHC				

Ministry Scheduler will contain the official schedule. Subs need to be requested through the Ministry Scheduler protocol so the official schedule can be updated.

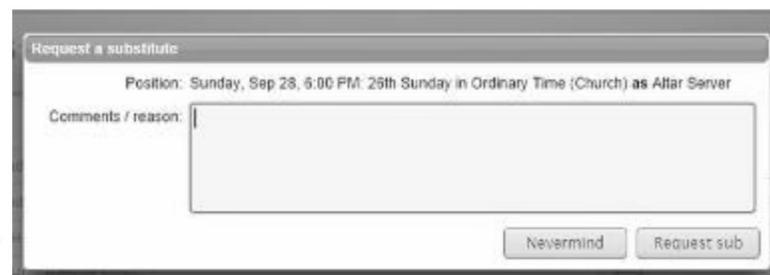
This page comes up when you click on the Mass time from the full schedule. It allows you to volunteer for open spots.

The screenshot shows a web browser window with the following details:

- Address Bar:** https://secure.rotundasoftware.com/webterminal/modules/planner/200520/a53f1d7850038fb03c?user=hfcchurch
- Header:** Home, My Schedule, Full Schedules, Rosters, My Profile, Help, Logout
- Section Header:** Sunday, Sep 28, 6:00 PM: 26th Sunday in Ordinary Time (Church)
- Volunteers Table:**

Volunteer	Role
Leo Romano	Reader (Rdr 1)
Rene Weising	Reader (Rdr 2)
Edward Coombes	EMHC - Captain
Leonard Romano	EMHC - Regular EMHC
Maureen Huybers	EMHC - Regular EMHC
Rick Huybers	EMHC - Regular EMHC
Pat Francis	EMHC - Regular EMHC
Christy Bulla	EMHC - Regular EMHC
Cindy Tyson	EMHC - Regular EMHC
Margaret Decker	EMHC - Regular EMHC
Lery Debler	EMHC - Regular EMHC
Barb Boarden	EMHC - Regular EMHC
Patrick Rainey	EMHC - Regular EMHC
Louise Rainey	EMHC - Regular EMHC
Barbara Kabskey	EMHC - Regular EMHC
Lynn Ramsey	Altar Server
NOT FILLED	Altar Server
- Resources:**
  - USCCB Daily Readings: Daily readings from the New American Bible. (Icon: book)
  - Audio for USCCB Daily Readings: Audio recordings of the daily readings. (Icon: speaker)
  - Sunday Prayer for Catholics: Twenty-Sixth Sunday in Ordinary Time. © 2013 Liturgy Training Publications. (Icon: microphone)
- Comment Section:** Write a comment...
- Page Footer:** © 2005-2014 Rotunda Software - Volunteer Scheduling Solutions. Powered by Ministry Scheduler Pro. Recommend 1.9k

It also allows you to request a sub. Click “request sub,” and this window comes up. Input your comments, and click “request sub.” This will send an email to all the qualified altar servers. Note that the spot is not filled until someone replies, meaning that you are still responsible for the spot until a substitute volunteers to take the spot.



## Rosters

The Roster tab contains what the name implies: rosters of the ministries for which you are qualified. You have access to email and phone number for each minister. It's good to call someone when you're seeking a replacement, but you still need to go through the appropriate methods for officially seeking a sub.

Use these rosters to contact other people in your ministries.

### Roster

#### Readers (Deacon Larry Brockman)

Full name	Phone	E-mail	Service preferences
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 8:45A (Church), Sunday 7:00A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 8:45A (Church), Monday 8:30A (Daily Chapel), Wednesday 8:30A (Daily Chapel), Friday 8:30A (Daily Chapel), Saturday 8:30A (Daily Chapel)
[REDACTED]	[REDACTED]	[REDACTED]	Sunday 8:45A (Church), Sunday 10:30A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Saturday 5:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	Sunday 12:15P (Church), Sunday 10:30A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 7:00A (Church), Sunday 8:45A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	No preferences
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 6:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	Saturday 5:00P (Church), Sunday 8:45A (Church), Sunday 10:30A (Church), Sunday 7:00A (Church), Sunday 12:15P (Church), Sunday 6:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 8:45A (Church), Saturday 5:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Saturday 5:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 10:30A (Church), Sunday 8:45A (Church), Saturday 5:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 10:30A (Church), Sunday 8:45A (Church), Sunday 7:00A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 10:30A (Church), Sunday 8:45A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Saturday 5:00P (Church), Sunday 6:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 10:30A (Church) as EMHC - Captain, Sunday 10:30A (Church) as Reader
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 8:45A (Church), Saturday 5:00P (Church)
[REDACTED]	[REDACTED]	[REDACTED]	ONLY Sunday 8:45A (Church), Sunday 10:30A (Church)
[REDACTED]	[REDACTED]	[REDACTED]	Sunday 8:45A (Church), Sunday 10:30A (Church)

https://secure.rotundasoftware.com/l/web-terminal/rosters

## Help

The Help page contains a link to a How-To video on using the Web Terminal of Ministry Scheduler. There are other videos on YouTube; search for “Ministry Scheduler.”

