

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



**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



**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."  
Links to find Instructions for Using MSP at bottom of page.

ST. MARTIN'S  
ORTHODOX CHURCH

Home My Schedule Full Schedules My Profile Help Admin

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

Dear Beth Ollenburger,

Welcome to the St. Martin's 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.

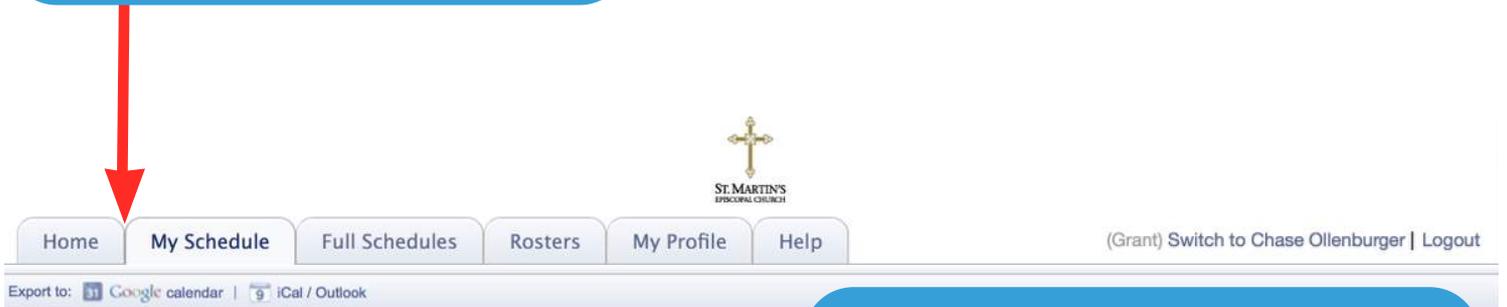
Then, all you need to do is open the MSP app to see your scheduled dates, request and accept subs, and update your profile!

Powered by Ministry Scheduler Pro [Recommend 3.6K](#)

Learn how to download  
the mobile app and use  
MSP on-the-go

# My Schedule

Automatically sync your schedule to Google Calendar, Outlook or iCal



Request a sub if you cannot make your scheduled service

Your upcoming scheduled services are...

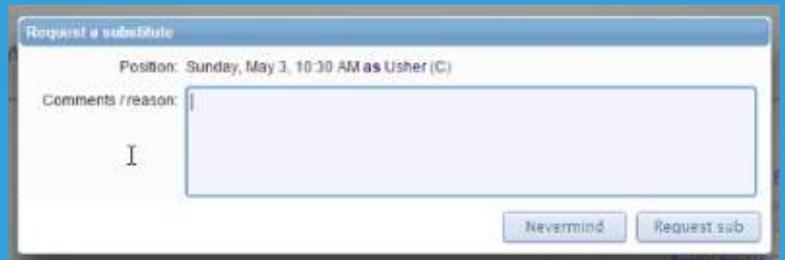
- [Sunday, Jun 19, 8:00 PM \(The Service\)](#) - Acolyte Masters/Apprentices ([request sub](#))
- [Sunday, Jul 24, 6:00 PM \(The Church\)](#) - Acolyte Masters/Apprentices ([request sub](#))
- [Sunday, Aug 14, 6:00 PM \(The Church\)](#) - Acolyte Masters/Apprentices ([request sub](#))
- [Sunday, Aug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

This is the box that opens when you request a sub



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

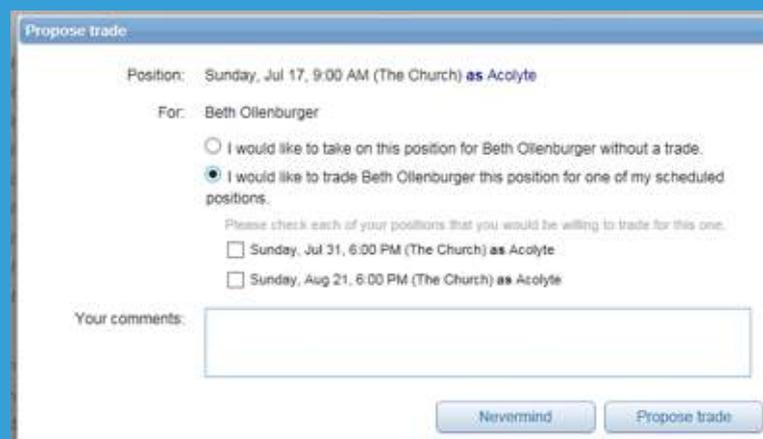
When you want to fill in for others, whether on the Web Terminal or by an email you receive, you will have 2 options...

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 text: "Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte" and "For: Beth Ollenburger". There are two radio button options: the first is selected and reads "I would like to take on this position for Beth Ollenburger without a trade.", and the second is unselected and reads "I would like to trade Beth Ollenburger this position for one of my scheduled positions." Below these is a text area labeled "Your comments:". At the bottom right are two buttons: "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 text: "Position: Sunday, Jul 17, 9:00 AM (The Church) as Acolyte" and "For: Beth Ollenburger". There are two radio button options: the first is unselected and reads "I would like to take on this position for Beth Ollenburger without a trade.", and the second is selected and reads "I would like to trade Beth Ollenburger this position for one of my scheduled positions." Below these is a text area labeled "Your comments:". Underneath the text area, it says "Please check each of your positions that you would be willing to trade for this one." followed by two checkboxes: "Sunday, Jul 31, 6:00 PM (The Church) as Acolyte" and "Sunday, Aug 21, 6:00 PM (The Church) as Acolyte". At the bottom right are two buttons: "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



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

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

July 16 - July 19

[Sun, Jul 16, 8:00 AM](#) (The Church)

Sim Lake	Chalice Bearer/Lay Reader
Matt Anderson	Chalice Bearer
Lamar Hall	Chalice Bearer
Brian Spack	Chalice Bearer
Paul Berner	Church Usher
George Briggs	Church Usher
Ross Dunn	Church Usher
John Harlan (sub req.) - ACCEPT	Church Usher
Harper Jones	Church Usher
Mike O'Reilly	Church Usher
Brad Samuelson	Church Usher

You can accept sub requests, by clicking "accept"

July 16 - July 19

[Sun, Jul 16, 8:00 AM](#) (The Church)

Sim Lake	Chalice Bearer/Lay Reader
Matt Anderson	Chalice Bearer
Lamar Hall	Chalice Bearer
Brian Spack	Chalice Bearer
Paul Berner	Church Usher
George Briggs	Church Usher
Ross Dunn	Church Usher
John Harlan (sub req.)	Church Usher
Harper Jones	Church Usher
Mike O'Reilly	Church Usher
Brad Samuelson - REQUEST SUB	Church Usher

When month schedule is open, your name will be highlighted in green and you can request a sub

# My Profile

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

Click on help tab to watch instructional video

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

[Change my login password...](#)

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.

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

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