

Ministry Scheduler Pro (MSP)

(Web based church scheduling program)

How to request a sub


And

Volunteer to take that sub request

Sample on the Monday morning reminder email sent by MSP

← 📁 ⚠️ 🗑️ 📧 📁 ⋮ 49 of 120,131 < >

Reminder: You are scheduled this Sunday ▶️ Inbox x 🖨️ 📄

 **Jeff Brannock** <jeff.brannock@clients.rotundasoftware.com> Mon, Nov 18, 5:02 PM (19 hours ago) ★ 😊 ↩️ ⋮
to me ▼

Dear Chris,

Please remember that you are scheduled for the following positions this Sunday:

[Sunday, Nov 24, 10:00 AM](#) - LEM ([request sub](#))

You can see who else is scheduled at that time and access other information about the service by clicking the date of the service. To see your full list of scheduled times you may log into your Web Terminal at:

<https://www.rotundasoftware.com/ministry/stjamesleesburg>

You may unsubscribe to these emails by [clicking here](#).

[I am not available this Sunday.](#) [Yes, thank you for the reminder.](#) [I will be there.](#)

↩️ Reply ↪️ Forward 😊

Note the email is actually from MSP & not your ministry head

@clients.rotundasoftware.com is not my email address – that is MSP’s email address

My email address is @gmail.com

The screenshot shows an email client interface. At the top, there is a navigation bar with icons for back, home, notifications, trash, mail, and a menu. On the right, it says "49 of 120,131" with left and right arrows. The email subject is "Reminder: You are scheduled this Sunday" with a yellow arrow icon and an "Inbox x" label. The sender is "Jeff Brannock <jeff.brannock@clients.rotundasoftware.com>" with a blue profile picture icon and a dropdown arrow. The recipient is "to me". The email content starts with "Dear Chris," followed by "Please remember that you are scheduled for the following positions this Sunday:" and a link: "[Sunday, Nov 24, 10:00 AM - LEM \(request sub\)](#)". Below that, it says "You can see who else is scheduled at that time and access other information about the service by clicking the date of the service. To see your full list of scheduled times you may log into your Web Terminal at:" followed by another link: "<https://www.rotundasoftware.com/ministry/stjamesleesburg>". At the bottom, there is a footer: "You may unsubscribe to these emails by [clicking here](#)." Below the footer are three buttons: "I am not available this Sunday.", "Yes, thank you for the reminder.", and "I will be there." At the very bottom, there are three more buttons: "Reply", "Forward", and a smiley face icon.

Reminder: You are scheduled this Sunday Inbox x

Jeff Brannock <jeff.brannock@clients.rotundasoftware.com>
to me

Dear Chris,

Please remember that you are scheduled for the following positions this Sunday:

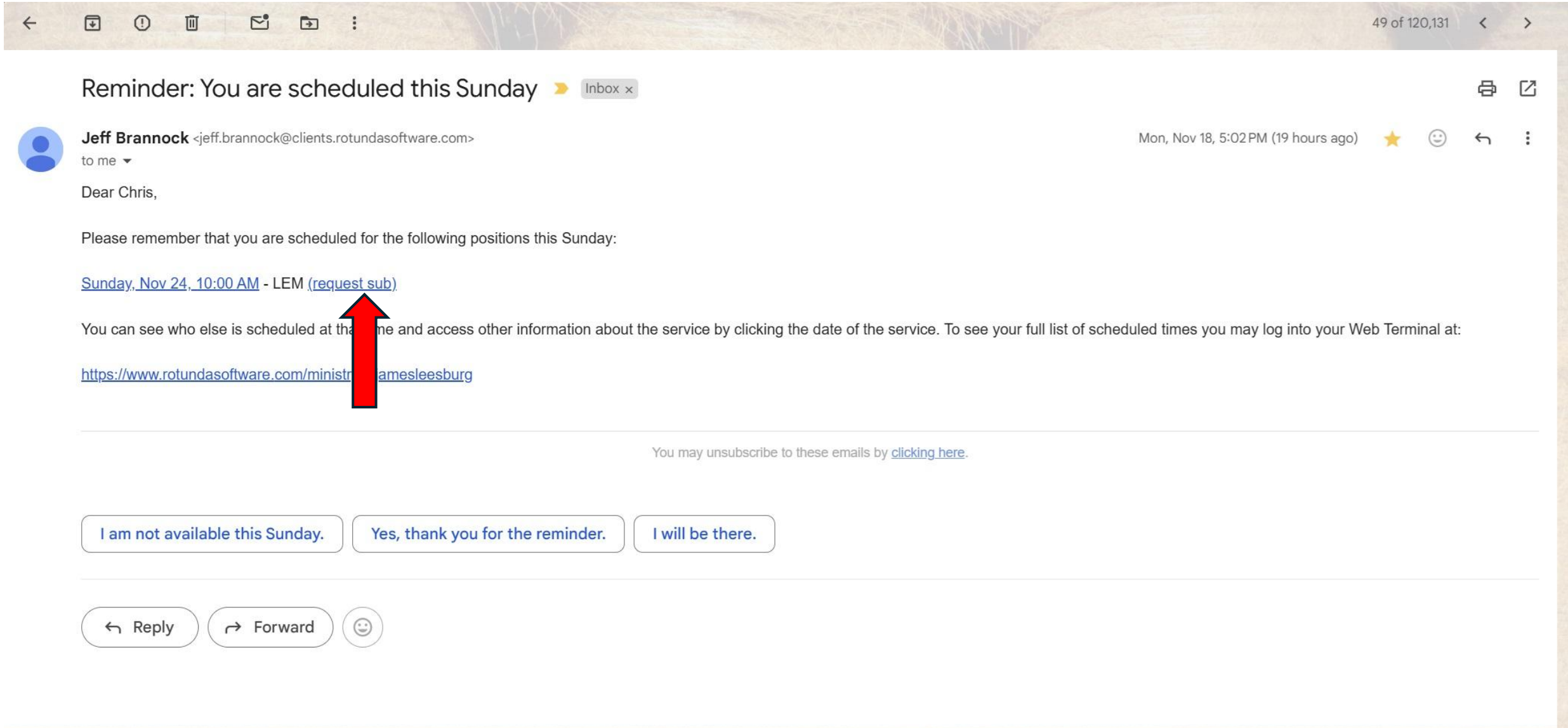
[Sunday, Nov 24, 10:00 AM - LEM \(request sub\)](#)

You can see who else is scheduled at that time and access other information about the service by clicking the date of the service. To see your full list of scheduled times you may log into your Web Terminal at:

<https://www.rotundasoftware.com/ministry/stjamesleesburg>


You may unsubscribe to these emails by [clicking here](#).

To request a sub Click [\(request sub\)](#) link in email



49 of 120,131

Reminder: You are scheduled this Sunday Inbox x

 **Jeff Brannock** <jeff.brannock@clients.rotundasoftware.com>
to me ▾

Mon, Nov 18, 5:02 PM (19 hours ago) ★ 😊 ↶ ⋮

Dear Chris,

Please remember that you are scheduled for the following positions this Sunday:

[Sunday, Nov 24, 10:00 AM](#) - LEM [\(request sub\)](#)

You can see who else is scheduled at the same time and access other information about the service by clicking the date of the service. To see your full list of scheduled times you may log into your Web Terminal at:

<https://www.rotundasoftware.com/ministry/amesleesburg>

You may unsubscribe to these emails by [clicking here](#).

[I am not available this Sunday.](#) [Yes, thank you for the reminder.](#) [I will be there.](#)

↶ Reply ↷ Forward 😊

Your Browser opens with the following

Request a sub

Service
Sunday, Nov 24, 10:00 AM

Ministry
LEM

Comments / reason

Only send this request to particular people

[Nevermind](#) [Request sub](#)

Add a comment or reason for the sub if you want to then click Request sub

Request a sub


Service
Sunday, Nov 24, 10:00 AM

Ministry
LEM

Comments / reason

Cows sick

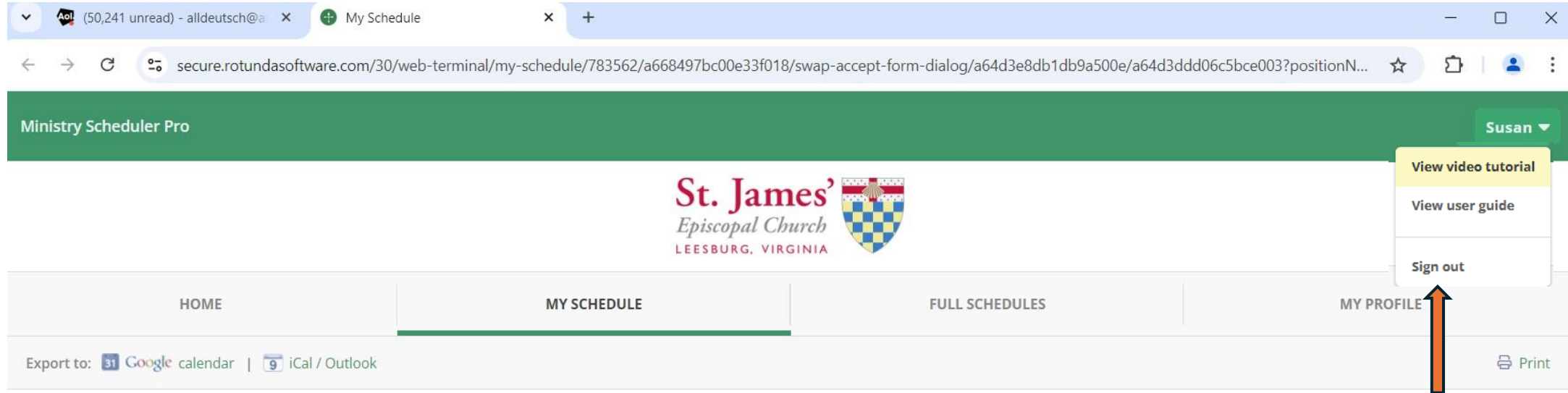
Only send this request to particular people

Nevermind **Request sub** 

Confirmation message from MSP – You can now close your browser. The sub request has been made.

Note it says sub **requested**

Click the chevron  next to your name to open dialog box & click “Sign out”



Ministry Scheduler Pro




Susan ▾

View video tutorial

View user guide

Sign out

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE

Export to:  Google calendar |  iCal / Outlook  Print

You are scheduled to serve at the following times.

Sunday, Nov 24, 10:00 AM - LEM (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.

This is an Email sent to all persons not already scheduled who are qualified for the position
The email is sent only to those persons who attend that service (8:00 or 10:00) and are not already scheduled for that service

New sub request from Chris Hatch 



Jeff Brannock to me 

Susan

Dear Jeff,

A sub has been requested by Chris Hatch for the following position:

Sunday, Nov 24, 10:00 AM - LEM ([volunteer now](#))

Sub requested by: Chris Hatch

Comments: Cows sick

To see your full list of scheduled times you may log into your web terminal at:

<https://secure.rotundasoftware.com/30/msp/web-terminal/login/stjamesleesburg>

You may unsubscribe to these emails by [clicking here](#).

To volunteer for the position click the [\(volunteer now\)](#) link

New sub request from Chris Hatch 

 **Jeff Brannock** to me 

Dear Susan

A sub has been requested by Chris Hatch for the following position:

Sunday, Nov 24, 10:00 AM - LEM [\(volunteer now\)](#)

Sub requested by: Chris Hatch

Comments: Cows sick

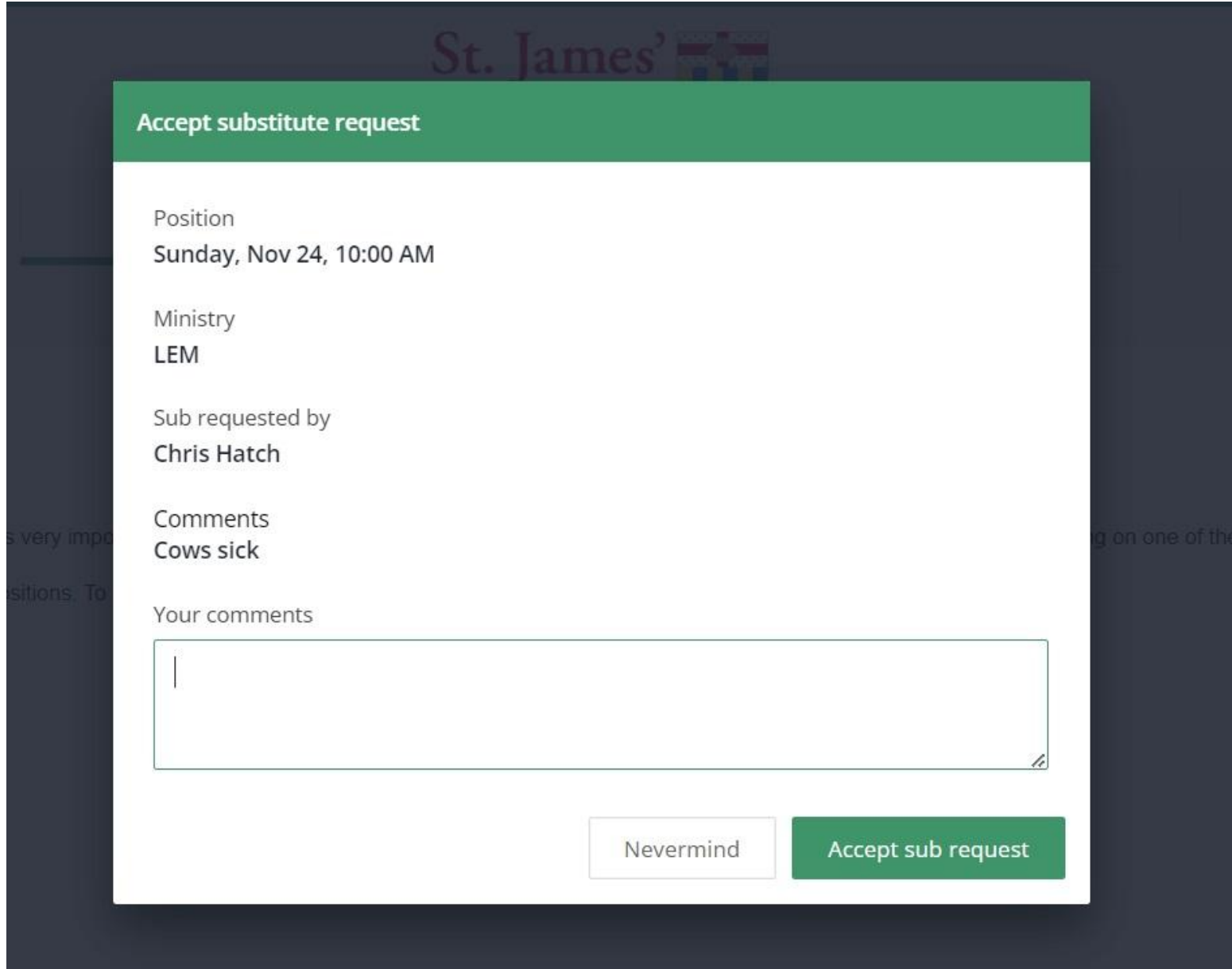


To see your full list of scheduled times you may log into your web terminal at:

<https://secure.rotundasoftware.com/30/msp/web-terminal/login/stjamesleesburg>

You may unsubscribe to these emails by [clicking here](#).

Browser will open with the following screen.



The screenshot shows a web application interface for St. James'. At the top, the text 'St. James' is displayed in a dark red font next to a small crest. Below this is a green header bar with the text 'Accept substitute request' in white. The main content area is white and contains the following information:

- Position: Sunday, Nov 24, 10:00 AM
- Ministry: LEM
- Sub requested by: Chris Hatch
- Comments: Cows sick

Below the comments is a text input field labeled 'Your comments' with a vertical cursor. At the bottom of the form are two buttons: 'Nevermind' (white with a grey border) and 'Accept sub request' (green with white text).

Enter a comment if you want to then click Accept sub request

St. James'

Accept substitute request

Position
Sunday, Nov 24, 10:00 AM

Ministry
LEM


Sub requested by
Chris Hatch

Comments
Cows sick

Your comments

Poor cow

Nevermind Accept sub request



The following conformation screen will open.

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


- Browser tabs: "Aol (50,241 unread) - alldeutsch@a..." and "My Schedule".
- Address bar: "secure.rotundasoftware.com/30/web-terminal/my-schedule/783562/a668497bc00e33f018/swap-accept-form-dialog/a64d3e8db1db9a500e/a64d3ddd06c5bce003?positionN...".
- Header: "Ministry Scheduler Pro" on the left and a user profile dropdown "Susan" on the right.
- Logo: "St. James' Episcopal Church LEESBURG, VIRGINIA" with a crest.
- Navigation: "HOME", "MY SCHEDULE" (highlighted), "FULL SCHEDULES", and "MY PROFILE".
- Export options: "Export to: 31 Google calendar | 9 iCal / Outlook" and a "Print" button.


Note your name

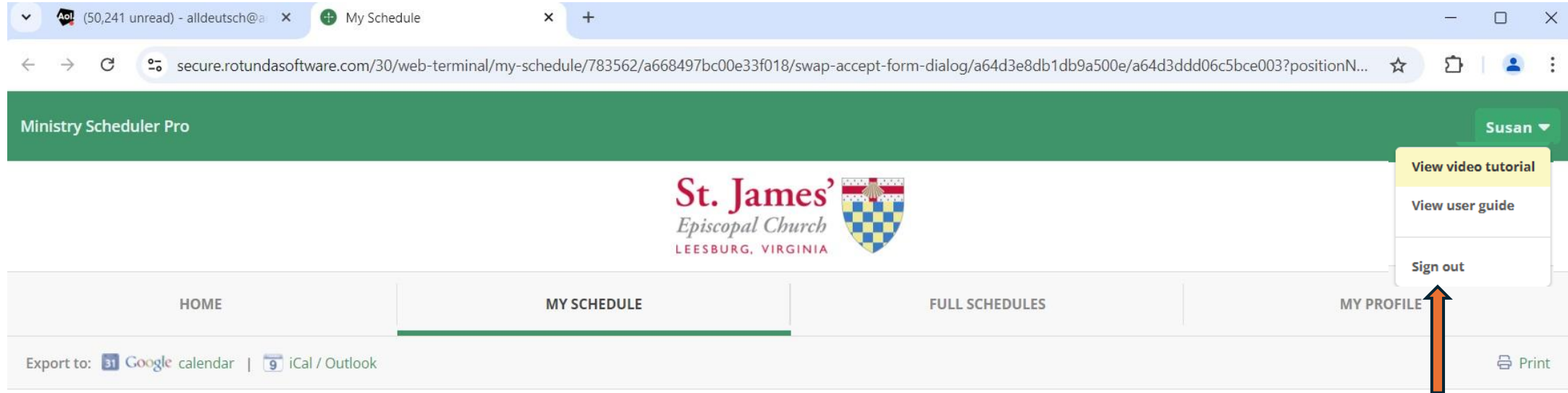
You are scheduled to serve at the following times.

Sunday, Nov 24, 10:00 AM - LEM (request sub)

If you can't serve at any 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.


Note you are now scheduled for that position

Click the chevron  next to your name to open dialog box & click “Sign out”



Ministry Scheduler Pro




Susan ▾

View video tutorial

View user guide

Sign out

HOME MY SCHEDULE FULL SCHEDULES MY PROFILE

Export to:  Google calendar |  iCal / Outlook  Print

You are scheduled to serve at the following times.

Sunday, Nov 24, 10:00 AM - LEM (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.

You will receive the following email

Your sub accept has been processed (Bcc) 

 **Jeff Brannock** to me 

Dear Susan,

The position you volunteered for at the following time has been processed:

Sunday, Nov 24, 10:00 AM - LEM

You are now scheduled at that time instead of Chris Hatch.

To see your full list of scheduled times you may log into your web terminal at:

<https://secure.rotundasoftware.com/30/msp/web-terminal/login/stjamesleesburg>

This email was sent to a total of 1 " recipients:

aldeutsch@aol.com (Susan Moffett)

The person requesting the sub will receive the following email

Your sub request has been accepted by Susan Moffett (Bcc) 

 **Jeff Brannock** to me 

Dear Chris,

Susan Moffett (allddeutsch@aol.com) has volunteered to fill your sub request for the following position:

Sunday, Nov 24, 10:00 AM - LEM

Comments: Poor cow

You are no longer scheduled at this time.

To see your full list of scheduled times you may log into your web terminal at:

<https://secure.rotundasoftware.com/30/msp/web-terminal/login/stjamesleesburg>

This email was sent to a total of 1 " recipients:

beefhatch@gmail.com (Chris Hatch)

- How to request a sub more than a week in advance
- If you know you will need a sub more than a week in advance then you will need to log on the MSP Web Terminal and make the request there.

This is an email inviting you to Logon to MSP – Make note of your username & password

Click on the link to login to MSP

Dear Carolyn Briles,

Please remember that you can easily view and make changes to your schedule online! Just visit our Web Terminal by clicking on the link below or typing it into your browser:

https://secure.rotundasoftware.com/30/msp/web-terminal/home?ath=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJtaW5pc3RlcklkjoiYTY0ZDNIN2E0MWRiOWE1MDA3IiwibGJjZW5zZUIkljoxNTM2MSwidHlwZSI6ImF1dC0rSasaFXBNqfBKMI_AyCHH_DKpej8



You'll need to enter your username and password to login:

Username: cbriles
Password: 6vacn9



For information and help on how to use this system, please watch this [short video](#) or refer to this [printable guide](#).

Don't forget that if you have an [iOS](#) or [Android](#) device, you can use the MSP mobile app! After downloading, you'll need the following Organization ID to sign in: **stjamesleesburg**

As well as your username:cbriles

And password:6vacn9

A short video on how to use the MSP mobile app is also available [here](#).

If you have any questions you can reach me by simply replying to this email. Thank you!

This Email is powered by [Rotunda Software](#), publishers of [Ministry Scheduler Pro](#).

This is the login page – enter your username & password then click

Log In

Powered by [Ministry Scheduler Pro](#)
From [Rotunda Software](#)

Ministry Scheduling Login

St. James Episcopal Church

Leesburg, VA

Username


Password [Forgot?](#)

Remember me

Log In

MSP opening page

Ministry Scheduler Pro Carolyn ▾



St. James'
Episcopal Church
LEESBURG, VIRGINIA

HOMEMY SCHEDULEFULL SCHEDULESMY PROFILE

Dear Carolyn Briles,

Welcome to the 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.

Looking for a remote job to love? Join the Ministry Scheduler Pro team as a [Client Service Specialist!](#)

My Schedule tab shows you your next upcoming assignment



Export to: Google calendar | iCal / Outlook

Print



You are scheduled to serve at the following times.

Sunday, Jan 19, 10:00 AM - LEM - Table Setter [\(request sub\)](#)

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.

Full Schedule shows you the 3-month schedule



HOME

MY SCHEDULE

FULL SCHEDULES

MY PROFILE

Print

January 5 - March 30



Sunday, January 5

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Chapel
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Steve Smith - Reader 1 Fran Smith - Reader 2 Fran Smith	Randy Minchew - Table Setter Jeff Brannock VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Jeff Brannock	Susan Moffett - Reader 1 Dick Hersh - Reader 2 Charlie Thornton	Susan Moffett - Table Setter Judy Perso Terry Huxford - Paten Lectern Altar Terry Prevost Debbie Overson	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teacher (Teac VOLUNTEER NOW - Assistant (1) VOLUNTEER NOW - Assistant (2)

Scroll down to find the future assignment you want to request a sub for and click on “REQUEST A SUB” - Note your name is highlighted in green to make it easy to find.

Sunday, January 19

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Chapel	Healing Ministry
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Ashley Gam - Reader 1 Steve Smith - Reader 2 Steve Smith	Kay Gregg - Table Setter Randy Minchew VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW		
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Ara Bagdasarain	Andy Durot - Reader 1 Jane Roth - Reader 2 Mark Sutton	Carolyn Briles - Table Setter - REQUEST A SUB Chase Banks VOLUNTEER NOW - Paten Lectern Altar Wayne Newell Elaine Nunnally	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teacher (Teacher) VOLUNTEER NOW - Assistant (1) VOLUNTEER NOW - Assistant (2)	Joanna Edrington - Healing Front Chris Hatch - Healing Front

Sunday, January 26

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Chapel	Healing Ministry
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Becky Crisman - Reader 1 Kay Gregg - Reader 2 Kay Gregg	Bill Brooks - Table Setter Jeff Brannock VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW		
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Robbie Stethem	Ann Schmitt - Reader 1 Ellen Pinson - Reader 2 Mary Lou Leipheimer	Terry Huxford - Table Setter Candy Hayes VOLUNTEER NOW - Paten Lectern Altar Chris Hatch Charlie Thornton	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teacher (Teacher) VOLUNTEER NOW - Assistant (1) VOLUNTEER NOW - Assistant (2)	Betha Dowling - Healing Front James Fraser - Healing Front

Add a comment or reason for the request that you want your potential volunteers to know
Then click “Request sub”

A/V Team Reader LEM Usher

Request a sub

Service
Sunday, Jan 19, 10:00 AM

Ministry
Ara Bagdasarian
LEM - Table Setter

Comments / reason


In-laws coming into town

Only send this request to particular people

Nevermind Request sub

A/V Team Reader LEM Usher

Becky Crisman - Reader 1 Bill Brooks - Table Setter VOLUNTEER NOW



Sub-requested shows you your request has been made

Sunday, January 19

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Child
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Ashley Gam - Reader 1 Steve Smith - Reader 2 Steve Smith	Kay Gregg - Table Setter Randy Minchew VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Ara Bagdasarain	Andy Durot - Reader 1 Jane Roth - Reader 2 Mark Sutton	Carolyn Briles - Table Setter (sub requested) - CANCEL Chase Banks VOLUNTEER NOW - Paten Lectern Altar Wayne Newell Elaine Nunnally	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW

Sunday, January 26

Email sent to all persons not already scheduled who are qualified for the position
Emails only sent to those from your service (8:00 or 10:00) not already scheduled

New sub request from Carolyn Briles 

 **Jeff Brannock** to me 

Susan

Dear Jeff,

A sub has been requested by Chris Hatch for the following position:

Sunday, Nov 24, 10:00 AM - LEM ([volunteer now](#))

Sub requested by: Chris Hatch



Comments: Cows sick

To see your full list of scheduled times you may log into your web terminal at:

<https://secure.rotundasoftware.com/30/msp/web-terminal/login/stjamesleesburg>

You may unsubscribe to these emails by [clicking here](#).

Use the same procedure to volunteer for the sub request as shown earlier in this presentation

Shows you your request has been made 
 To cancel the request, click on "CANCEL" 

Sunday, January 19

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Child
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Ashley Gam - Reader 1 Steve Smith - Reader 2 Steve Smith	Kay Gregg - Table Setter Randy Minchew VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Ara Bagdasarain	Andy Durot - Reader 1 Jane Roth - Reader 2 Mark Sutton	Carolyn Briles - Table Setter (sub requested) - CANCEL Chase Banks VOLUNTEER NOW - Paten Lectern Altar Wayne Newell Elaine Nunnally	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW

Sunday, January 26

Add comment why you are canceling the sub request
Then click on “Cancel sub request” ←

Team Reader LEM US

Cancel your substitute request

Position
Sunday, Jan 19, 10:00 AM

Ministry
LEM - Table Setter

Comments

In-laws canceled

Nevermind Cancel sub request ←

VOLUNT
VOLUNT
VOLUNT
VOLUNT
VOLUNT
VOLUNT
VOLUNT
VOLUNT

Confirm sub request was canceled - sub-**requested** now gone and **REQUEST A SUB** is back.

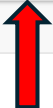
Sunday, January 19

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Cha
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Ashley Gam - Reader 1 Steve Smith - Reader 2 Steve Smith	Kay Gregg - Table Setter Randy Minchew VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Ara Bagdasarain	Andy Durot - Reader 1 Jane Roth - Reader 2 Mark Sutton	Carolyn Briles - Table Setter - REQUEST A SUB Chase Banks VOLUNTEER NOW - Paten Lectern Altar Wayne Newell Elaine Nunnally	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teac VOLUNTEER NOW - Assis VOLUNTEER NOW - Assis

Scroll up, click chevron  next to your name to open dialog box & click “Sign out”



- [View video tutorial](#)
- [View user guide](#)
- [Sign out](#)



January 5 - March 30

Sunday, January 5

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Chapel	Healing Ministry
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Steve Smith - Reader 1 Fran Smith - Reader 2 Fran Smith	Randy Minchew - Table Setter Jeff Brannock VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW		
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Jeff Brannock	Susan Moffett - Reader 1 Dick Hersh - Reader 2 Charlie Thornton	Susan Moffett - Table Setter Judy Perso Terry Huxford - Paten Lectern Altar Terry Prevost Debbie Overson	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teacher (Teacher) VOLUNTEER NOW - Assistant (1) VOLUNTEER NOW - Assistant (2)	DuBose Fleming - Healing Front Rebecca Page - Healing Front

At this time unless your ministry leader tells you otherwise the only thing you are to enter in the Profile tab is to change your password.

The other fields are used for auto-scheduling which we are not using yet. Your ministry leader manually enters data in the schedule

Click “MY PROFILE” to change your password



HOME

MY SCHEDULE

FULL SCHEDULES

MY PROFILE

Print



January 5 - March 30

Sunday, January 5

	Acolyte	A/V Team	Reader	LEM	Usher	Vestry Representative	Children's Chapel	Healing Ministry
Sunday, 8:00 AM	VOLUNTEER NOW - Crucifer		Steve Smith - Reader 1 Fran Smith - Reader 2 Fran Smith	Randy Minchew - Table Setter Jeff Brannock VOLUNTEER NOW - Paten Lectern Altar	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW		
Sunday, 10:00 AM	VOLUNTEER NOW - Crucifer VOLUNTEER NOW - Junior Acolyte VOLUNTEER NOW - Torch Gates VOLUNTEER NOW - Torch Floor	Jeff Brannock	Susan Moffett - Reader 1 Dick Hersh - Reader 2 Charlie Thornton	Susan Moffett - Table Setter Judy Perso Terry Huxford - Paten Lectern Altar Terry Prevost Debbie Overson	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW - Teacher (Teacher) VOLUNTEER NOW - Assistant (1) VOLUNTEER NOW - Assistant (2)	DuBose Fleming - Healing Front Rebecca Page - Healing Front

Profile – scroll down to see other fields
Only change your password. Make no other changes to the profile at this time.



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*

Email me reminders days before my scheduled dates

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

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

If you scroll down this is what you will see – Do **not** make changes to any of these fields at this time

Ministries & Scheduling

Service preferences

1. Sunday, 8:00 AM
2. Sunday, 10:00 AM

Add ▼
Remove
Edit

Schedule me **only** at these times

Can't serve dates / times

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

Add ▼
Remove
Edit

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

Additional notes or comments

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

Submit

To change password click “Change my login password”



HOME

MY SCHEDULE

FULL SCHEDULES

MY 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.

General Information

Phone

Cell

17037778046

Address

Email*

carolyn.briles@gmail.com

Change my login password...



Email me reminders

6



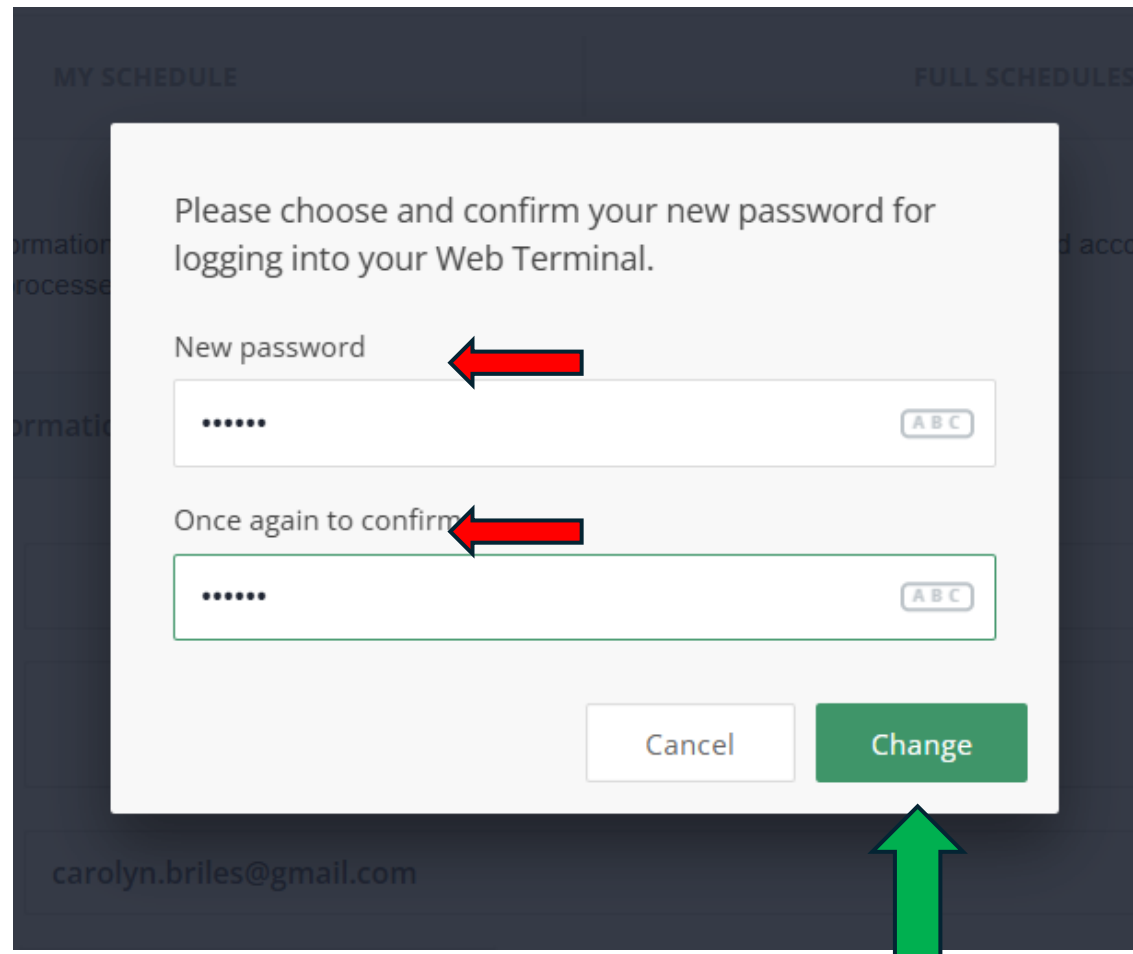
days before my scheduled dates

Enter your new password as directed then

Click  to see password


Click “Change” to finish


Make a note somewhere of your new password





MY SCHEDULE FULL SCHEDULES

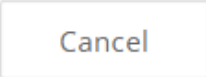
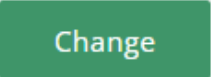
Please choose and confirm your new password for logging into your Web Terminal.


New password 

..... 

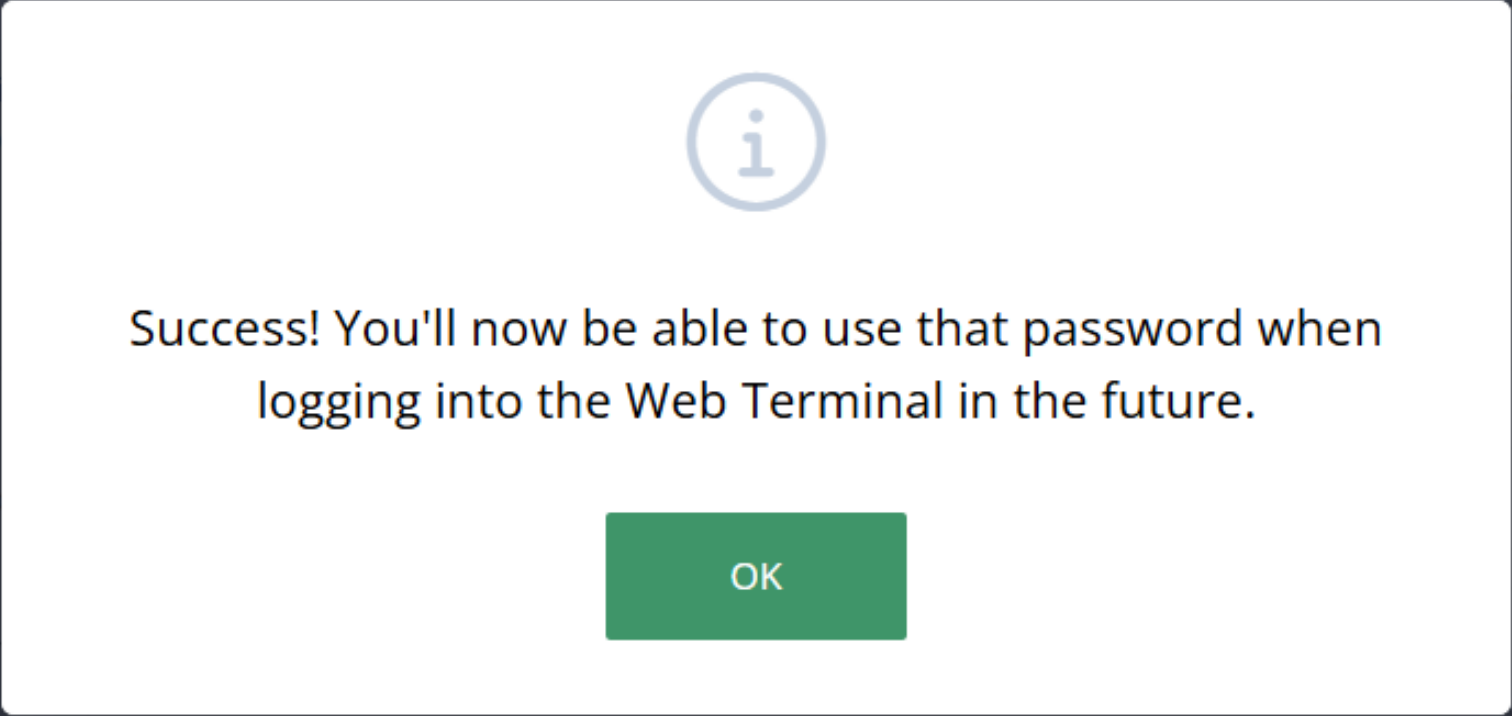
Once again to confirm 

..... 

carolyn.briles@gmail.com 

This shows that your password change was successful - Click “OK”



MY SCHEDULE FULL SCHEDULES

e to change th
your request to

ate any prefe

Genera

Ph

Add

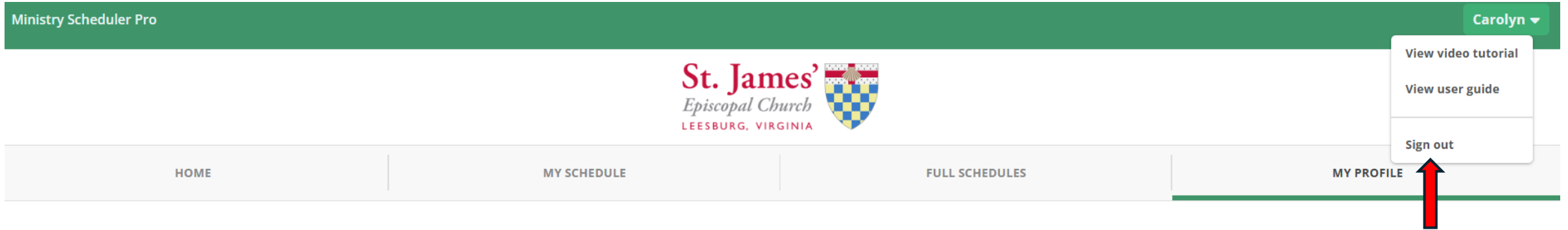
Email* carolyn.briles@gmail.com

Success! You'll now be able to use that password when logging into the Web Terminal in the future.

OK

The image shows a dark grey background with a white dialog box in the center. The dialog box contains a blue information icon (a lowercase 'i' in a circle) at the top. Below the icon, the text reads: "Success! You'll now be able to use that password when logging into the Web Terminal in the future." At the bottom of the dialog box is a green rectangular button with the text "OK" in white. In the background, there are faint, semi-transparent elements: "MY SCHEDULE" and "FULL SCHEDULES" at the top; "e to change th" and "your request to" on the left; "ate any prefe" on the right; "Genera", "Ph", and "Add" in the middle; and "Email* carolyn.briles@gmail.com" at the bottom left.

Click chevron  next to your name to open dialog box & click “Sign out”



Ministry Scheduler Pro Carolyn ▾

St. James' Episcopal Church
LEESBURG, VIRGINIA

HOME | MY SCHEDULE | FULL SCHEDULES | **MY PROFILE**

- View video tutorial
- View user guide
- Sign out

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*

Email me reminders days before my scheduled dates

If you get a “Leave site?” message, just click “Leave”

Leave site?
Changes you made may not be saved.
 Prevent this page from creating additional dialogs
Leave Cancel

Google Wells Fargo Bank CitiBank Discover Card Ameriprise Ministry Scheduler Realm Adobe Acrobat All Bookmarks

Ministry Scheduler Pro Carolyn

View video tutorial
View user guide
Sign out

HOME MY SCHEDULE FULL SCHEDULES MY 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.

General Information

Phone Cell

Address

Email*

Email me reminders days before my scheduled dates

You are logged out

If you forget your password click on [Forgot?](#)

Powered by [Ministry Scheduler Pro](#)
From [Rotunda Software](#)

Ministry Scheduling Login

St. James Episcopal Church

Leesburg, VA

Username

Password [Forgot?](#)

Remember me

Mobile App

How to Use the Ministry Scheduler Pro (MSP) App

There is a mobile app you can install on your cell phone, iPhone or Android. You can check your schedule and make sub requests from the mobile app.

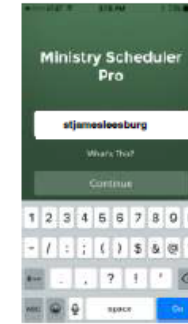
Step 1
Download the Ministry Scheduler Pro (MSP) app to your phone.



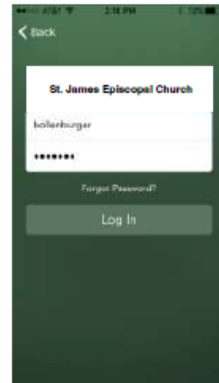
Step 2
After app downloads, open and you will see this screen.



Step 3
Type in our church id...
stjamesleesburg



Step 4
Input your user id and password.
If you forgot your password, click "forgot password?" and follow instructions.



Step 5
This is what it looks like when it is open.
See bottom of page for description of each tab at the bottom.



This is what you can do with each of the tabs at the bottom....

1. **My Schedule** – See when you are scheduled to serve. Click on it to request a sub if needed.
2. **Full Schedule** – Click on a specific date/time to see others serving with you.
3. **Open Positions** – See all dates/times in which subs have been requested. To sub for someone, click on the date/position and then click "Volunteer Now". On the next screen, click Accept Sub. "More"-we don't use.
4. **My Profile** – "General Information" input/change your cell phone number and email address to receive text and email reminders. "Can't Serve Times" used if you volunteer in a ministry that inputs unavailable dates (
5. **Settings** – You will only need to use settings if you have another family member serving, you can switch to their account under settings.

If you have any questions please
feel free to reach out to your
ministry leader or Jeff Brannock