

New User Notes for Ministry Scheduler Pro (MSP)

Log into your App Store or Play Store and download Ministry Scheduler Pro. Open the app and enter:

- Church ID: churchofsaintclare
- Create a username: most people use the following: ex. Rsmith
 - (capitalize the first letter of first name, and spell out last name)
- Create a password: something easy to remember

The app automatically logs you in on that device and takes you to your schedule. The menu allows you to:

- View your schedule / Request a sub
- View all schedules for all positions
- Show open positions by Mass / Accept sub request
- View / Update Your profile

For your profile, you will be able to update:

- General information: your phone number, email and address
- View and update Masses that you are available to serve
- View and update dates that you are unavailable (vacations, conflicts, etc.) provided the schedule has not been posted

Your schedule

View all posted Masses and positions that you are currently scheduled to serve

Schedule

- View all posted Masses and positions
- If a Mass needs a sub, the date and time are marked with a note like “1 open”
- If you want to volunteer to serve that position, click through and click Accept sub request

To request a substitute when you have a conflict for a scheduled Mass

- Go to Your Schedule
- Go to the Mass in question and click Request a sub
- This request is automatically be sent to all Eucharistic Ministers. A minister can accept your sub request and serve for you. This function also highlights the request to Mary Ann, our Sacristan, so that she can manage the Ministers the day of the Mass, if a sub does not volunteer.

If you have questions, you can always call, text (440-221-1468) or email me (jerry_barb12@att.net)

If you are going to be late for your scheduled Mass or are a last minute cancellation, please call our Sacristan, Mary Ann @ 440-449-4242 x127 to let her know. You might have to leave a voice mail.

Thanks for your service to the parish!

Jerry Wisniewski