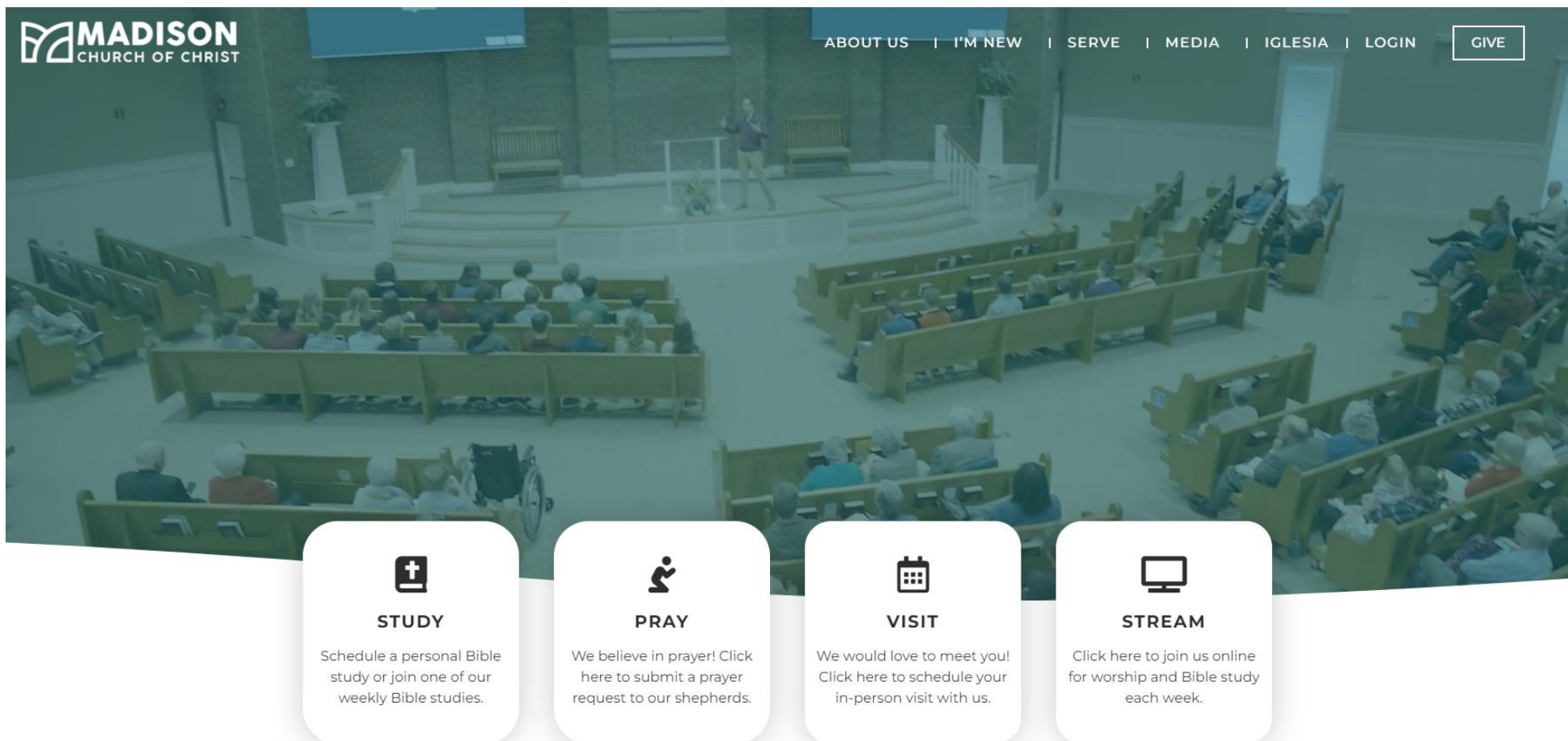


Ministry Scheduler Pro (MSP) Involvement Tool

How to Use the
Deacons / Ministry Leaders
Admin Privileges in MSP

Ministry Scheduler Pro (MSP) Account Holders: To Use Your MSP Admin Privileges from your computer:
Go to the Church web site, www.madisonchurch.org

NOTE: You cannot enroll or change your ministry preferences from the ShareFaith App on your phones.



The screenshot displays the Madison Church of Christ website. The header features the church's logo on the left and a navigation menu with links: ABOUT US, I'M NEW, SERVE, MEDIA, IGLESIA, LOGIN, and a GIVE button. The main visual is a photograph of a church sanctuary with a person at the pulpit and a congregation seated in pews. Below the image, four white rounded rectangular buttons are arranged horizontally, each with an icon and text:

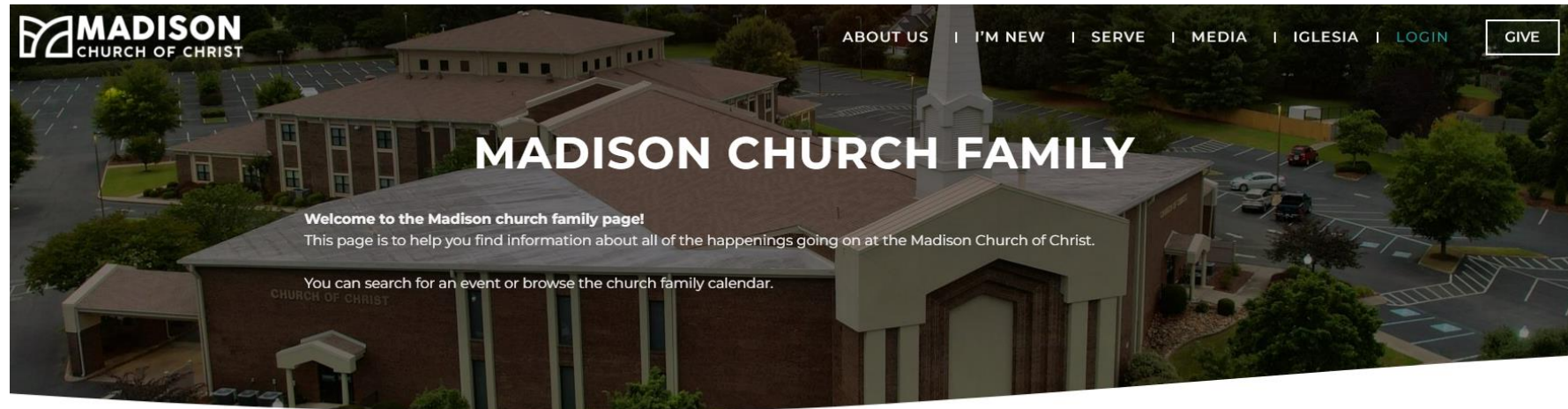
- STUDY** (Icon: Bible with a cross)
Schedule a personal Bible study or join one of our weekly Bible studies.
- PRAY** (Icon: Person in prayer)
We believe in prayer! Click here to submit a prayer request to our shepherds.
- VISIT** (Icon: Calendar)
We would love to meet you! Click here to schedule your in-person visit with us.
- STREAM** (Icon: Computer monitor)
Click here to join us online for worship and Bible study each week.

Ministry Scheduler Pro (MSP) Account Holders: To Use Your MSP Admin Privileges from your computer:

Click on the teal “LOGIN” button in the top right corner of the page

Enter the MCOC Website password in the password box (Madisoncoc).

NOTE: You cannot change your ministry preferences from the ShareFaith App on your phone.



CHURCH FAMILY RESOURCES



Online Check-In

Checking in helps us keep our information up-to-date and helps us stay connected as a church family.



Online Giving

Giving online allows you to set up a recurring payment or make a one-time contribution.



Online Directory

Contact the church office to update your information. This section is also password protected.

Ministry Scheduler Pro (MSP) Account Holders: To Use Your MSP Admin Privileges from your computer:

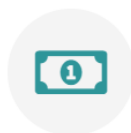
The password will grant you access to Church Family Resources page, click on the “Involvement Info” Tab

CHURCH FAMILY RESOURCES



Online Check-In

Checking in helps us keep our information up-to-date and helps us stay connected as a church family.



Online Giving

Giving online allows you to set up a recurring payment or make a one-time contribution.



Online Directory

Contact the church office to update your information. This section is also password protected.



Involvement Info

Click here to access our involvement tool (MSP) as well as find a complete list of deacons and ministries areas.



New Family Info

Click here to access your new member checklist and ensure that your information is current in our database.



Background & Security Info

Click here to submit a background check as well as access our MCOC security policy information.



Ministry Scheduler Pro (MSP) Account Holders: To Use Your MSP Admin Privileges from your computer:
Log into MSP by clicking on the “Member Login” button



We believe that everyone needs a friend, and everyone needs a job. On this page, you will find lots of useful information for getting plugged into the church. At the very bottom of the page, you will find a quick reference list of all ministries, deacons, and ministry leaders.

HOW TO GET PLUGGED IN

① Organization of Ministries

Click [HERE](#) to view the Organization of Ministries document. Here you will find a list of all Madison ministries with a mission statement and a list of areas for you to get plugged in using Ministry Scheduler Pro (see step 4). Listed at the bottom of this page is a quick reference list of the current ministries and leaders.

② Ministry Scheduler Pro (MSP)

Ministry Scheduler Pro (MSP) is our tool for involvement. It aids in scheduling and notifying ministry leaders of those looking to volunteer in each ministry. Click on the button below to create your profile. Use the tutorials located in the dropdown menu in the next section to guide you through creating and editing your MSP profile.

Create Your Profile

Member Login

Ministry Scheduler Pro (MSP) Account Holders: To Use Your MSP Admin Privileges from your computer:

When you created your MSP Profile and it was processed by the church office, you received an email confirmation with your Username and Password.

Enter Username (the Default Username is your first initial and last name)

Enter Password (First password is sent to you from MSP and is temporary. After your initial login, you can create your permanent password.

Click on the green “Log In” button

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

Ministry Scheduling Login

Madison Church of Christ Madison, AL

Username

Password

Forgot?

ABC

☒ Remember me

Log In

MSP Home Screen:

After a successful login, you will see the MSP Home screen below. From this screen you can view your schedule, full schedules of the ministries that are scheduled weekly, rosters, and your MSP profile. Under the My Profile tab, you can edit / update personal information and add / remove ministry service opportunities.

Ministry Scheduler Pro

Brian ▾



HOME

MY SCHEDULE

FULL SCHEDULES

ROSTERS

MY PROFILE

Dear Brian May,

Welcome to the Web Terminal for Madison Church of Christ Scheduling System!

Here you can view your personal schedule, view full posted schedules, 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 view contact info for others.

Click on the **My Profile** tab to view or change your personal settings.

My Schedule:

This tab shows you the days and times you are currently scheduled to serve for an Assembly. This tab also provides the ability to request a sub for your scheduled service time if a schedule conflict arises.

To Request a sub: Click on the green (request sub) link

Ministry Scheduler Pro

Brian ▾



HOME

MY SCHEDULE

FULL SCHEDULES

ROSTERS

MY PROFILE

Export to:  Google calendar |  iCal / Outlook  Print

You are scheduled to serve at the following times.

Sunday, May 29, 10:30 AM (AM Late Worship Service) - 1.Worship-Prayer - Late Opening (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.

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

Request a Sub:

Enter a comment / reason for your request and click on the green “Request Sub” button. The MSP tool will make the request known to all those that have signed up to help in that area and allow them to cover that position by accepting the request.

The screenshot shows a web browser window with the address bar displaying `https://secure.rotundasoftware.com/29/web-terminal/my-schedule`. The page title is "My Schedule". The main content area is dark-themed and features the "MADISON CHURCH OF CHRIST" logo. A modal titled "Request a sub" is open in the center. The modal contains the following fields and options:

- Service:** Sunday, May 29, 10:30 AM (AM Late Worship Service)
- Ministry:** 1.Worship-Prayer - Late Opening
- Comments / reason:** A text input field with a vertical cursor.
- ☐ Only send this request to particular people
- Buttons:** "Nevermind" and "Request sub" (green).

The background interface includes a "HOME" section with an "Export to: Google calendar" button, a "MY PROFILE" section with a "Print" button, and a footer with a recruitment message: "Looking for a remote job to love? Join the Ministry Scheduler Pro team as a Sales and Onboarding Specialist!"

Full Schedule:

Click on the schedule list to see all service opportunities for the Month. Our schedule is generated on a monthly basis and lists all Wednesday and Sunday service opportunities.

Ministry Scheduler Pro

Brian ▾



HOME

MY SCHEDULE

FULL SCHEDULES

ROSTERS

MY PROFILE

Apr 1 to Apr 30, 2022 - 1.Worship-Prayers, 1.Worship-Scripture Readings, 1.Worship-Communions, 1.Singings, 1.Ushers, 1.Greete

May 1 to May 31, 2022 - 1.Worship-Prayers, 1.Worship-Scripture Readings, 1.Worship-Communions, 1.Singings, 1.Ushers, 1.Greete

Rosters:

This list shows all the ministries that you have selected to serve on as well as the ministry that you lead as a Deacon or Ministry Leader. You can select each one to find a listing of all volunteers in that area and their contact Information.



HOME

MY SCHEDULE

FULL SCHEDULES

ROSTERS

MY PROFILE

 Print

Use these rosters to contact other people in your ministries.

Seed Sower Ministry

Greeters

Youth (7th-12th Grade) Education

Prayer

Scripture Reading

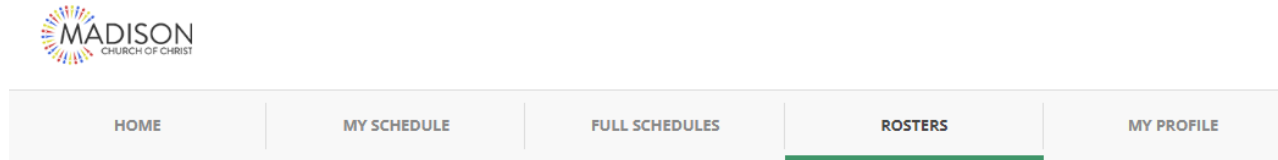
Communion Worship

Youth

Prison

Rosters:

Select the Ministry that you are leading to see your Volunteer roster. This view shows your volunteers and all of the ministries that they serve on. To email your volunteers, you will need to change your log in to Admin View (see next slide)



Seed Sower Ministry

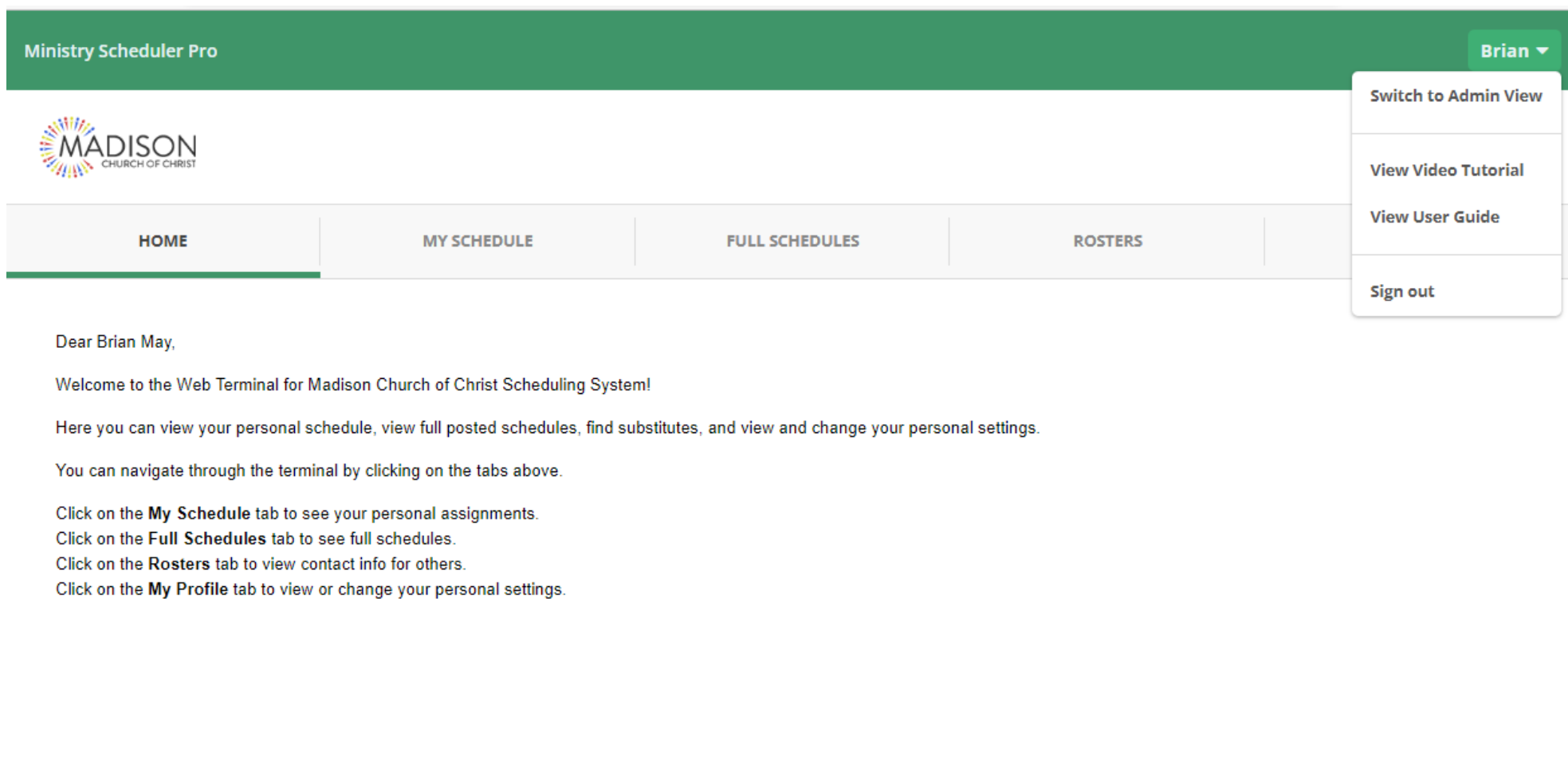
6.Seedsowers Ministry (D. Dycus, B. May)

Full name	E-mail	Phone	Comments Ministry qualifications
No service preference			
Jordan Abrams	jordan@madisonchurch.org	2514223314	1.Worship-Prayer [Early Opening, Early Closing, Late Opening, Late Closing, Sun PM Opening, Sun PM Closing, Wed Closing], 1.Worship-Scripture Reading, 1.Worship-Communion [Lead AM, Front, Back, Balcony, Lead PM], 1.Singing [Lead Sunday, Funerals], 1.Kids Corner [Team Leader, Team Member (Sub)], 2.Jr/Sr High Education [Teach Sr High Class, Teach Jr High Class], 2.Lads to Leaders [Help with Lads], 3.Youth [Wee Group, Tweenage Group, Young Youth Group, Jr High Group, Sr High Group], 6.Vacation Bible School [Assist in Planning, Teacher, Build Props-Sets, Follow-Up], 6.Seedsowers Ministry [One on One Bible Study]
Wes Alford	wesalford1@gmail.com	256-503-4086	1.Worship-Scripture Reading, 1.Communion [Preparation], 6.Prison [Family Night Visitation, Teach Inmate Classes], 6.Hispanic [Worship-Lead Singing, Worship-Preach, Teach Bible Class, English as 2nd Language], 6.Seedsowers Ministry [Stateside Campaign], 6.New Day-Project Rescue, Missions - Worldwide, Missions - Africa
Jackson Dean	jddis77@gmail.com	2566985098	1.Greeter [Late AM Main Doors, Welcome Desk, Worship Services], Trainee 1.Video/Audio [AV Camera Operator], 1.Communion [Preparation], 2.Children's Library-Librarian, 3.SMILES - Special Needs Event Worker, 3.Fellowship- Assist with Meals, 4.Disaster Relief [Worker], 6.Prison [Family Night Visitation], 6.Vacation Bible School [Actors], 6.Seedsowers Ministry [Stateside Campaign], 7.Baptistry-Cleaning, Missions - Worldwide
Elaine Hatfield	ekhatfield@crimson.ua.edu	2057993954	2.Childrens Education [Teach Cradle Roll, Help Cradle Roll, Teach Pre-School, Help Pre-School], 2.Bible Bowl [Assist Participants], 3.WinGS-New Members Welcome Pkg, 3.WinGS-Nursery, 3.WinGS-Plugged In Pals, 3.WinGS-Widows/Elderly, 3.WinGS-Flourish Groups, 3.SMILES - Special Needs Event Worker, 3.Young at Heart [Ride Share, Help with Home Repairs], 3.Fellowship- Assist with Meals, 4.Disaster Relief [Worker], 6.Prison [Family Night Visitation], 6.Annual Community Events [Fall Festival], 6.Vacation Bible School [Teachers Aide, Build Props-Sets, Clean-Up, Logistics/Scheduling], 6.Seedsowers Ministry [Stateside Campaign], Missions - Worldwide, Missions - Africa
Jason Helton	jason@madisonchurch.org	2566172802	1.Worship-Prayer [Late Opening, Late Closing, Sun PM Opening, Sun PM Closing, Wed Closing], 1.Worship-Scripture Reading, 1.Worship-Communion [Lead AM, Front, Back, Balcony], Trained 1.Video/Audio [AV Camera Operator, AV Stream Operator], 2.Adult Education Ministry [Teach Adults, Substitute], 2.Jr/Sr High Education [Teach Sr High Class, Teach Jr High Class], 2.Lads to Leaders [Help with Lads], 3.Mens Prayer Breakfast [Deliver Devo Talk], 3.Youth [Wee Group, Tweenage Group, Young Youth Group, Jr High Group, Sr High Group], 3.Young at Heart [Ride Share], 4.Disaster Relief [Worker], 6.Vacation Bible School [Build Props-Sets], 6.Seedsowers Ministry [Visit Prospects]

Switch to Admin View:

If you are a Deacon or Ministry Leader and want to see the roster for your specific ministry or send an email to your volunteers, Log In via the Admin Button.

From the Home Screen, click the down arrow by your name and select: “Switch to Admin View”



The screenshot displays the 'Ministry Scheduler Pro' web application. At the top, a green header bar contains the text 'Ministry Scheduler Pro' on the left and a user profile 'Brian' with a downward arrow on the right. Below the header is the 'MADISON CHURCH OF CHRIST' logo. A navigation bar with five tabs is visible: 'HOME' (highlighted with a green underline), 'MY SCHEDULE', 'FULL SCHEDULES', 'ROSTERS', and an empty tab. A dropdown menu is open from the 'Brian' user profile, listing four options: 'Switch to Admin View', 'View Video Tutorial', 'View User Guide', and 'Sign out'. The main content area below the navigation bar begins with a personalized greeting 'Dear Brian May,' followed by a welcome message: 'Welcome to the Web Terminal for Madison Church of Christ Scheduling System!'. It then provides instructions on how to use the terminal, mentioning the tabs and specific actions like viewing personal assignments, full schedules, contact info, and personal settings.

Ministry Scheduler Pro

Brian ▾

MADISON
CHURCH OF CHRIST

HOME MY SCHEDULE FULL SCHEDULES ROSTERS

Switch to Admin View

View Video Tutorial

View User Guide

Sign out

Dear Brian May,

Welcome to the Web Terminal for Madison Church of Christ Scheduling System!

Here you can view your personal schedule, view full posted schedules, 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 view contact info for others.

Click on the **My Profile** tab to view or change your personal settings.

Switch to Admin View:

The Admin View allows you to see a list of your Volunteers. From this screen you can send an email to all of your volunteers or filter your volunteer list by any subcategories you have identified within your ministry.

(Example: Seed Sower Ministry has 3 subcategories: Visit Prospects, One on One Bible Study, & Stateside Campaign)

Ministry Scheduler Pro

Brian

Volunteers

Schedules

Announcements

Volunteers (27 total)

Abrams, Jordan

Alford, Wes

Dean, Jackson

Hatfield, Elaine

Helton, Jason

Highsmith, Terence

Hoover, Tony

Huegele, Sharal

Jones, Larry

May, Brian

May, Suzanne

McNatt, Jarrod

Moore, Bonny J

Peck, Barbara

Pratt, Victor

Rominske, Zach

Thompson, Benjamin

Turner, Joyce

Turner, Lin

Turner, Richard

Hold ^ or ⌘ to select multiple volunteers

Filter by name

Show only active volunteers

Show only volunteers that pass | [this filter...](#)

Sort and

list volunteers by last name

QUICK VIEW

No volunteer is selected.

To send an email to all Volunteers in your ministry:

Select first volunteer, hold the Shift Key down, then scroll down and select the last volunteer (this should highlight the entire list)

Click on the Bullhorn icon to display dropdown menu, select Email (The “Text” option incurs a fee and is not supported).

Ministry Scheduler Pro

Brian

Volunteers

Schedules

Announcements

Volunteers (27 total)

Abrams, Jordan

Alford, Wes

Dean, Jackson

Hatfield, Elaine

Helton, Jason

Highsmith, Terence

Hoover, Tony

Huegele, Sharal

Jones, Larry

May, Brian

May, Suzanne

McNatt, Jarrod

Moore, Bonny J

Peck, Barbara

Pratt, Victor

Rominske, Zach

Thompson, Benjamin

Turner, Joyce

Turner, Lin

Turner, Richard

Hold ^ or

Email

Text

Templates

volunteers

Filter

Show only active volunteers

Show only volunteers that pass | this filter...

Sort and list volunteers by last name

QUICK VIEW

Multiple volunteers are selected.

To Send an Email to all Volunteers in your ministry:

Enter the Subject, your message, click on the paper clip to add any attachments if needed.
Select “Preview”

Jordan Abrams

Wes Alford

Jackson Dean

Elaine Hatfield

Jason Helton

Terence Highsmith

Tony Hoover

Sharal Huegele

Larry Jones

To

Brian May

Suzanne May

Jarrod McNatt

Bonny J Moore

Barbara Peck

Victor Pratt

Zach Rominske

Benjamin Thompson

Joyce Turner

Lin Turner

Richard Turner

☐ But only volunteers who pass | [this filter...](#)

☒ And only active volunteers

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Token

Attachment

Image

Poll

RSVP

Save as draft

Cancel

Preview

To Send an Email to all Volunteers in your ministry:

If your email is ready to be sent, click the green “Send to ?? Members” button

If you need to edit your email, click the “Back” button to return to the email editor.

This is a preview. Need to make changes? [Go back](#) to editing mode.

To Jordan Abrams, Wes Alford, Jackson Dean, David Dycus, Elaine Hatfield, Jason Helton, Terence Highsmith, Tony Hoover, Sharal Huegele, Larry Jones, Brian May, Suzanne May, Jarrod McNatt, Bonny J Moore, Barbara Peck, Victor Pratt, Zach Rominske, Benjamin Thompson, Joyce Turner, Lin Turner, Richard Turner, David Wade, Larry Waller, John Walton, Ethan Wilkins, Kenya Williams, Chloe Wingard, Trina Wunderlich

Subject Email Test Message

Welcome all to the Seed Sowers Ministry

Recipients (28 emails)

Terence Highsmith

Tony Hoover

Sharal Huegele

Larry Jones

Brian May

Suzanne May

Jarrold McNatt

Bonny J Moore

Barbara Peck

Victor Pratt

Zach Rominske

Benjamin Thompson

Joyce Turner

Lin Turner

Richard Turner

David Wade

Larry Waller

John Walton

Ethan Wilkins

Kenya Williams

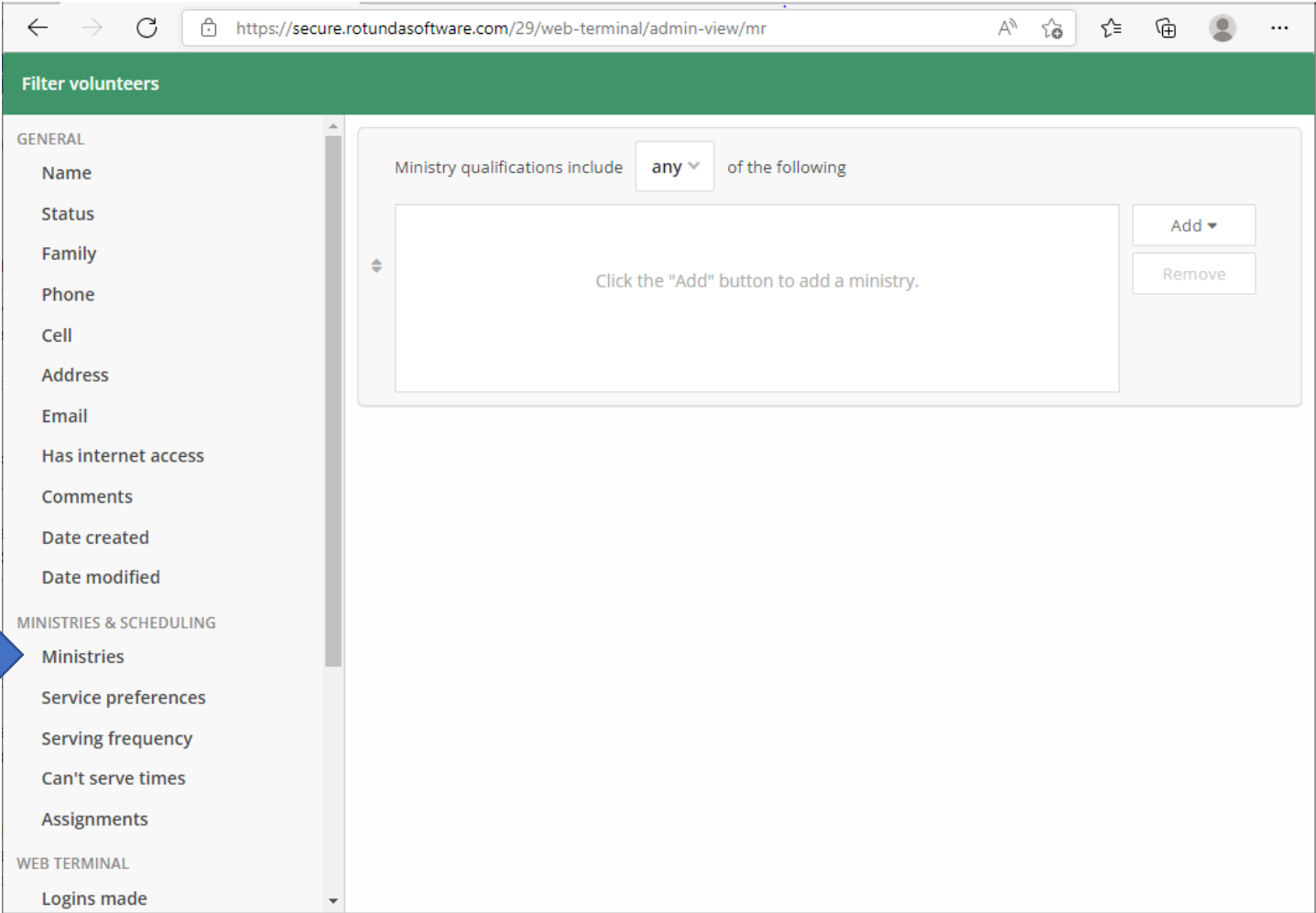
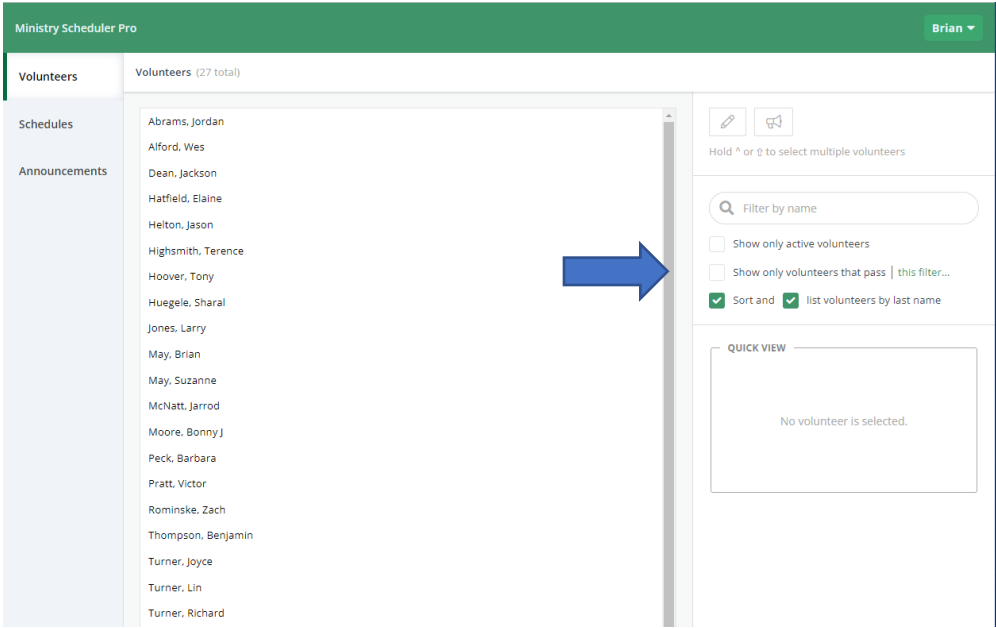
Chloe Wingard

Trina Wunderlich

Back

Send to 28 members

To send an Email to select Volunteers in a subcategory of your ministry:
Select the box by “Select only volunteers that pass this filter”.
On new screen, click on “Ministries”



To send an Email to select Volunteers in a subcategory of your ministry:

Click on the dropdown arrow by the Add button

Select the appropriate subcategory of your ministry

Filter volunteers

GENERAL

Name

Status

Family

Phone

Cell

Address

Email

Has internet access

Comments

Date created

Date modified

MINISTRIES & SCHEDULING

Ministries

Service preferences

Serving frequency

Can't serve times

Assignments

WEB TERMINAL

Logins made

Web forms submitted

Admin access

CUSTOM FIELDS

None defined.

LOGIC

Ministry qualifications include

any

of the following

Click the "Add" button to add a ministry.

3.Young at Heart

3.Member Communications-Audio-Record Bible Class

3.Fellowship- Assist with Meals

4.Benevolence

4.Disaster Relief

5.Missions

6.Prison

6.Hispanic

6.Mothers Morning Out

6.Annual Community Events

6.Vacation Bible School

6.Seedsowers Ministry

6.New Day-Project Rescue

7.Baptistry-Cleaning

Blount House Meals

Missions - Worldwide

Missions - Africa

Shepherd Recorder

Add

Visit Prospects

One on One Bible Study

Stateside Campaign

That ministry selection will now appear as highlighted in the box.

Click the green "OK" button

Filter volunteers

GENERAL

Name

Status

Family

Phone

Cell

Address

Email

Has internet access

Comments

Date created

Date modified

MINISTRIES & SCHEDULING

Ministries

Service preferences

Serving frequency

Can't serve times

Assignments

WEB TERMINAL

Logins made

Ministry qualifications include

any

of the following

6.Seedsowers Ministry - One on One Bible Study

Qualified

Add

Remove

Reset

Cancel

OK

To send an Email to select Volunteers in a subcategory of your ministry:

Select first volunteer, hold the Shift Key down, then scroll down and select the last volunteer (this should highlight the entire list)

Click on the Bullhorn icon to display dropdown menu, select Email (The “Text” option incurs a fee and is not supported).

The screenshot displays the 'Ministry Scheduler Pro' interface. At the top, there's a green header bar with the text 'Ministry Scheduler Pro' on the left and a user profile 'Brian' with a dropdown arrow on the right. Below the header, a sidebar on the left contains three menu items: 'Volunteers' (highlighted), 'Schedules', and 'Announcements'. The main content area is titled 'Volunteers (27 total)' and contains a list of 20 names, all of which are highlighted in yellow, indicating they are selected. The names are: Abrams, Jordan; Alford, Wes; Dean, Jackson; Hatfield, Elaine; Helton, Jason; Highsmith, Terence; Hoover, Tony; Huegele, Sharal; Jones, Larry; May, Brian; May, Suzanne; McNatt, Jarrod; Moore, Bonny J; Peck, Barbara; Pratt, Victor; Rominske, Zach; Thompson, Benjamin; Turner, Joyce; Turner, Lin; and Turner, Richard. To the right of the list, there's a toolbar with a pencil icon and a bullhorn icon. The bullhorn icon is active, and a dropdown menu is open, showing three options: 'Email' (highlighted), 'Text', and 'Templates' with a right-pointing arrow. Below the toolbar, there's a search bar with a magnifying glass icon and the text 'Find'. Underneath the search bar, there are three filter options: 'Show only active volunteers' (unchecked), 'Show only volunteers that pass | this filter...' (unchecked), and 'Sort and list volunteers by last name' (checked). At the bottom right, there's a 'QUICK VIEW' section with a large empty box and the text 'Multiple volunteers are selected.'

To send an Email to select Volunteers in a subcategory of your ministry:

Enter the Subject, your message, click on the paper clip to add any attachments if needed.
Select "Preview"

To

Jordan Abrams
Wes Alford
Jackson Dean
Elaine Hatfield
Jason Helton
Terence Highsmith
Tony Hoover
Sharal Huegele
Larry Jones
Brian May
Suzanne May
Jarrod McNatt
Bonny J Moore
Barbara Peck
Victor Pratt
Zach Rominske
Benjamin Thompson
Joyce Turner
Lin Turner
Richard Turner

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Token

Attachment

Image

Poll

RSVP

Save as draft

Cancel

Preview

To send an Email to select Volunteers in a subcategory of your ministry:

Enter the Subject, your message, click on the paper clip to add any attachments if needed.
Select “Preview”

Jordan Abrams

Wes Alford

Jackson Dean

Elaine Hatfield

Jason Helton

Terence Highsmith

Tony Hoover

Sharal Huegele

Larry Jones

To

Brian May

Suzanne May

Jarrod McNatt

Bonny J Moore

Barbara Peck

Victor Pratt

Zach Rominske

Benjamin Thompson

Joyce Turner

Lin Turner

Richard Turner

☐ But only volunteers who pass | [this filter...](#)

☒ And only active volunteers

Bcc

☒ Bcc to me

Subject

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Token

Attachment

Image

Poll

RSVP

Save as draft

Cancel

Preview

To send an Email to select Volunteers in a subcategory of your ministry:

If your email is ready to be sent, click the green “Send to ?? Members” button

If you need to edit your email, click the “Back” button to return to the email editor.

This is a preview. Need to make changes? [Go back](#) to editing mode.

To Jordan Abrams, Wes Alford, Jackson Dean, David Dycus, Elaine Hatfield, Jason Helton, Terence Highsmith, Tony Hoover, Sharal Huegele, Larry Jones, Brian May, Suzanne May, Jarrod McNatt, Bonny J Moore, Barbara Peck, Victor Pratt, Zach Rominske, Benjamin Thompson, Joyce Turner, Lin Turner, Richard Turner, David Wade, Larry Waller, John Walton, Ethan Wilkins, Kenya Williams, Chloe Wingard, Trina Wunderlich

Subject Email Test Message

Welcome all to the Seed Sowers Ministry

Recipients (28 emails)

Terence Highsmith

Tony Hoover

Sharal Huegele

Larry Jones

Brian May

Suzanne May

Jarrold McNatt

Bonny J Moore

Barbara Peck

Victor Pratt

Zach Rominske

Benjamin Thompson

Joyce Turner

Lin Turner

Richard Turner

David Wade

Larry Waller

John Walton

Ethan Wilkins

Kenya Williams

Chloe Wingard

Trina Wunderlich

Back

Send to 28 members

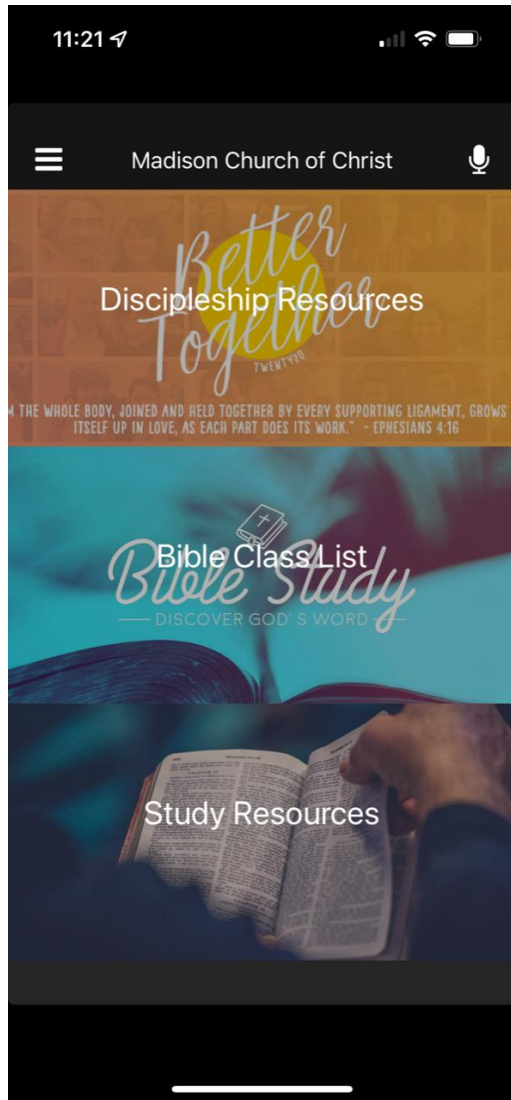
Ministry Scheduler Pro (MSP) Involvement Tool

How to ACCESS Your MSP Ministry
Involvement Profile via the
ShareFaith App on Your Phone

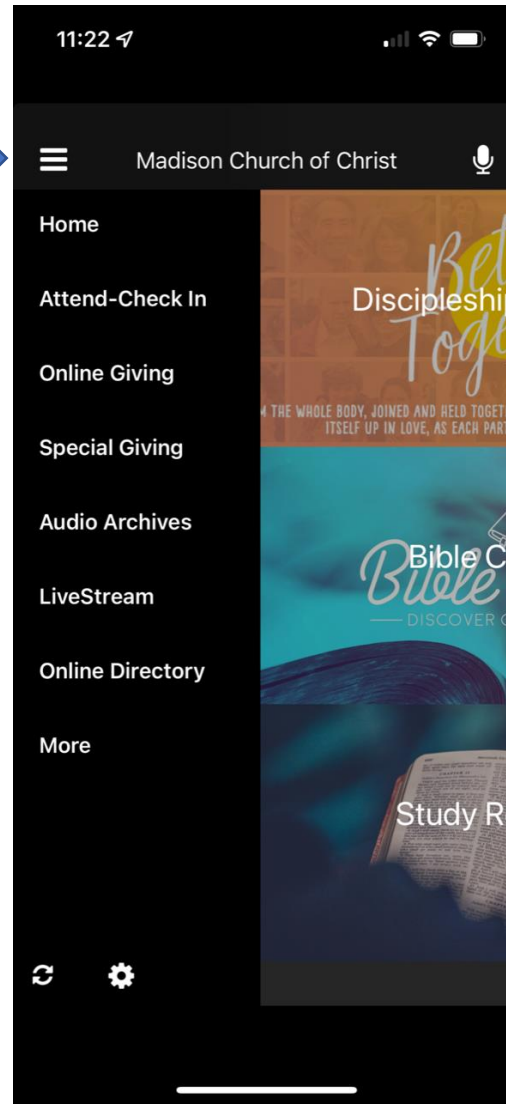
To access the MSP tool from the ShareFaith App:

Go to your phone's App Store, search for the ShareFaith App, download and Select Madison Church of Christ as your organization

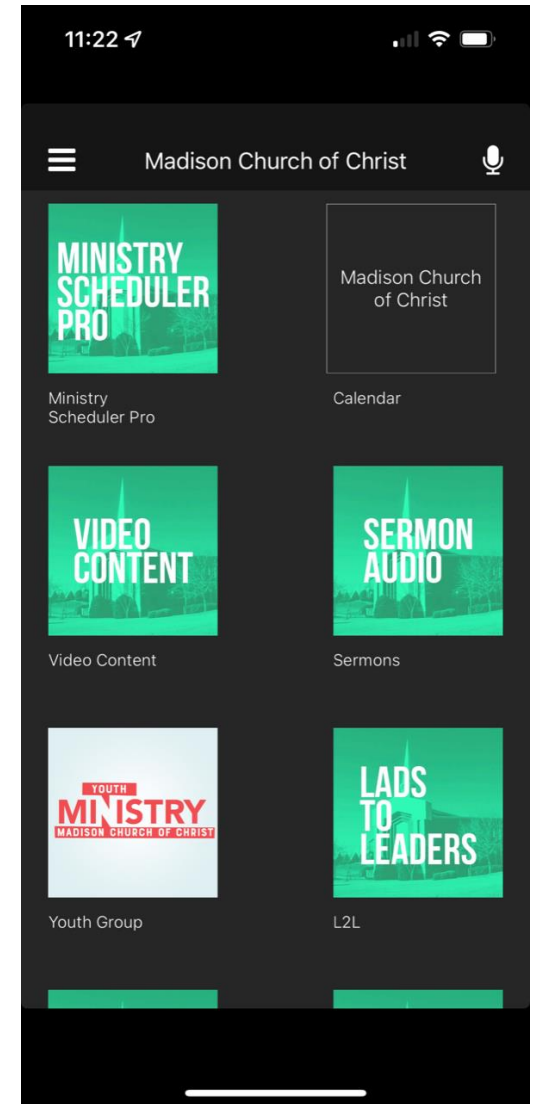
ShareFaith Homescreen



Click on the 3 Lines on top left corner
Select More

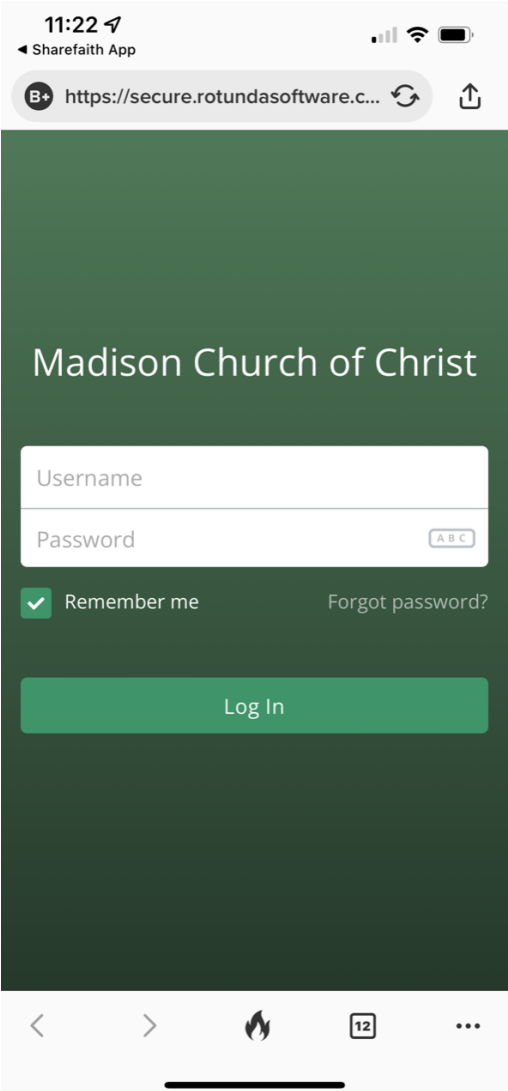


Click on the Ministry Scheduler
Pro button



To access the MSP tool from the ShareFaith App:

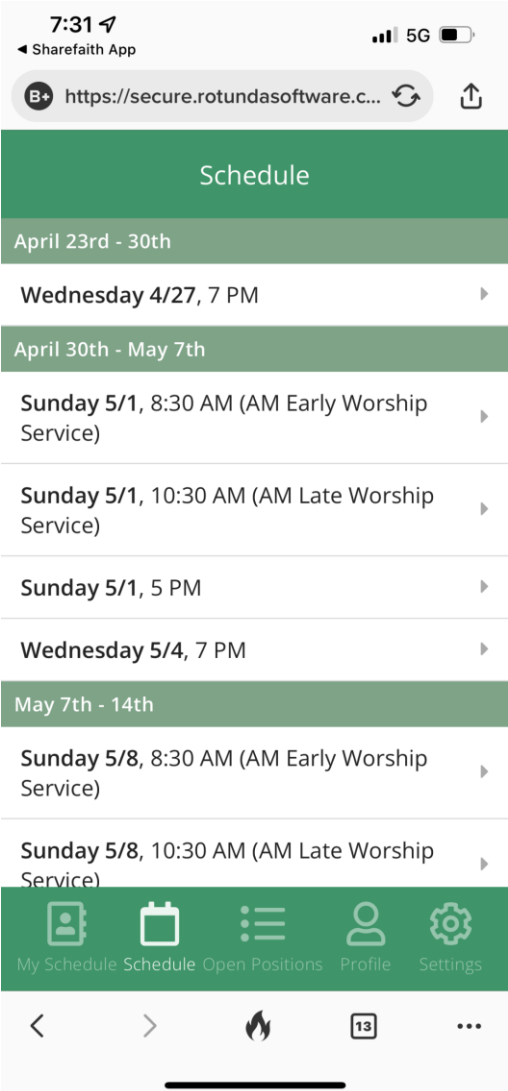
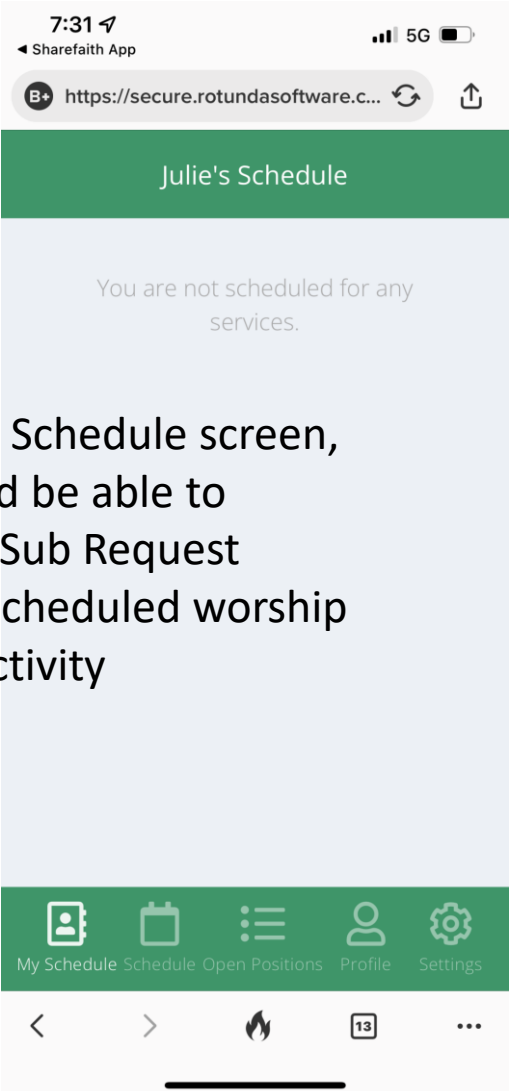
Enter your MSP Username
& Password, Click “Log In”



From the ribbon on the bottom, you can select “My Schedule”,
“Schedule”, “Open Positions”, “Profile”, and “Settings”.

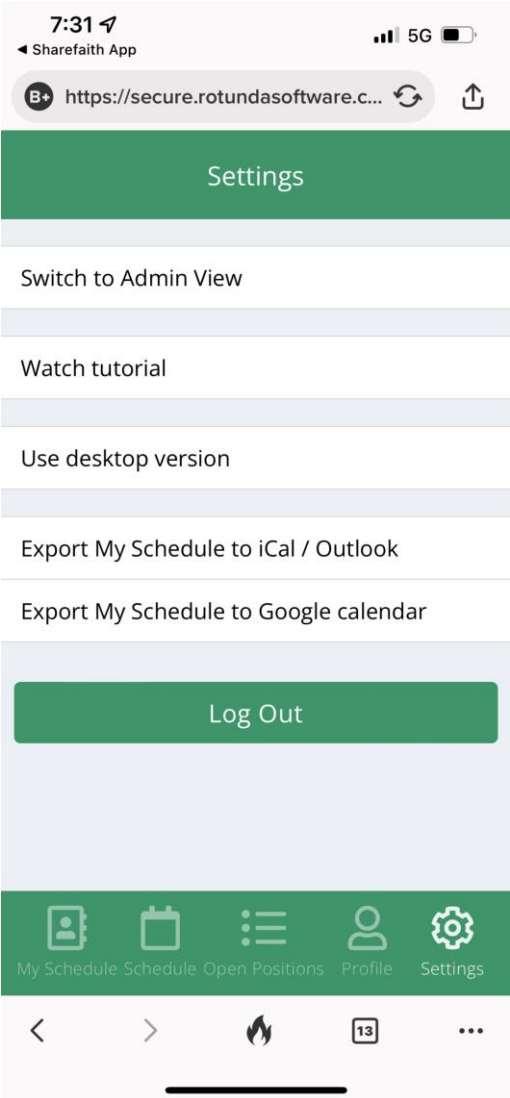
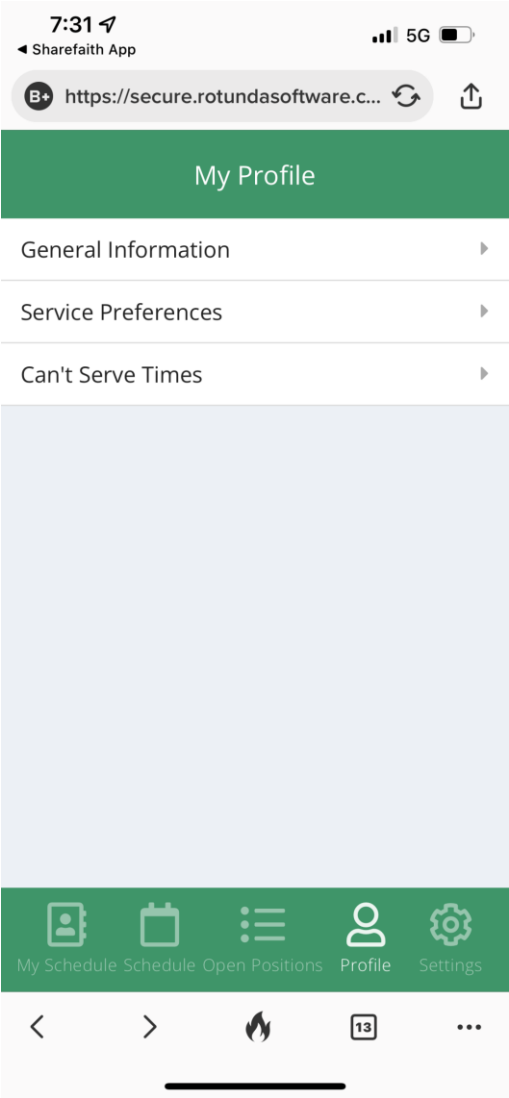
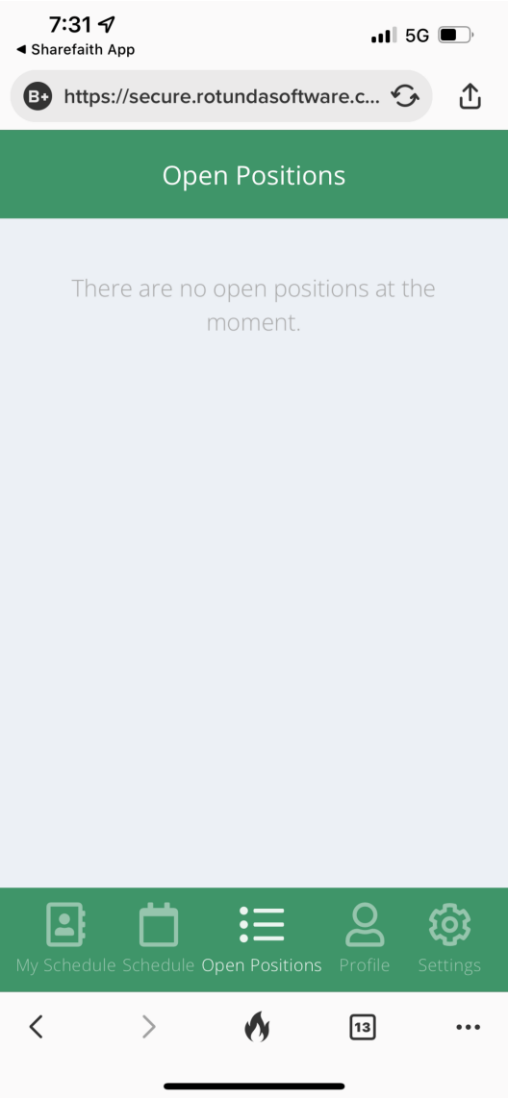
NOTE: You can not alter your Ministry Selections from the App

From this Schedule screen,
you would be able to
Submit a Sub Request
for your scheduled worship
related activity



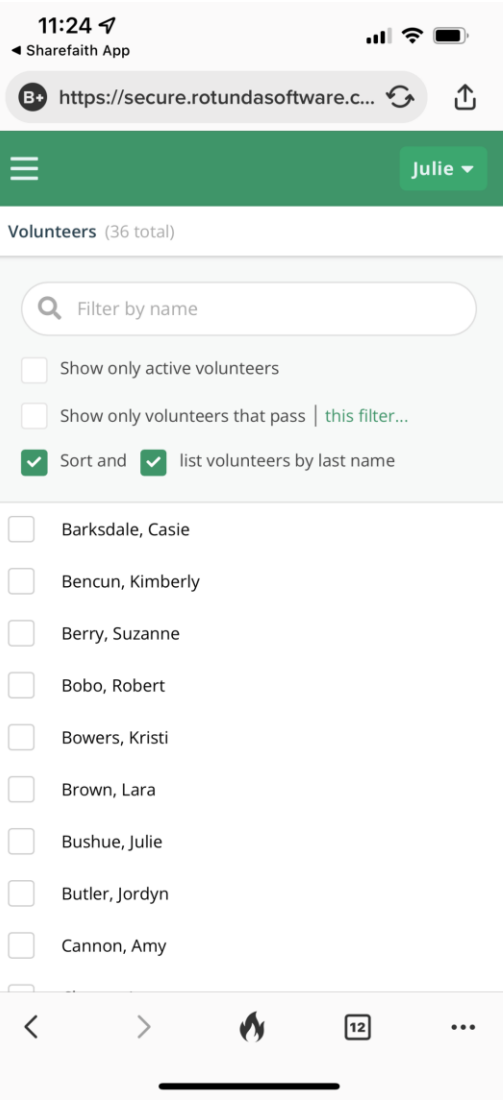
To access the MSP tool from the ShareFaith App:

From the ribbon on the bottom, you can select “My Schedule”, “Schedule”, “Open Positions”, “Profile”, and “Settings”.
NOTE: You can not alter your Ministry Selections from the App.

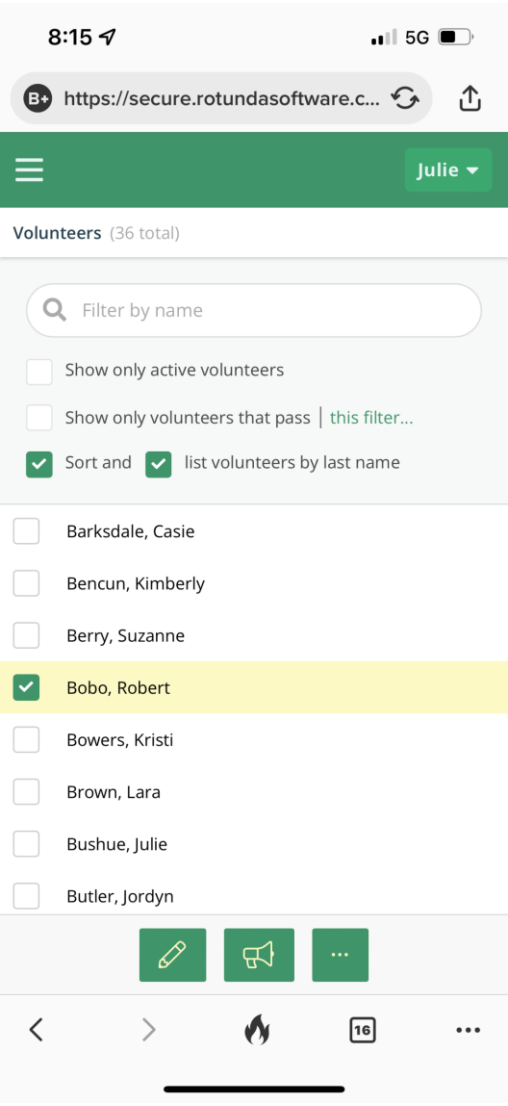


To access the MSP tool from the ShareFaith App:

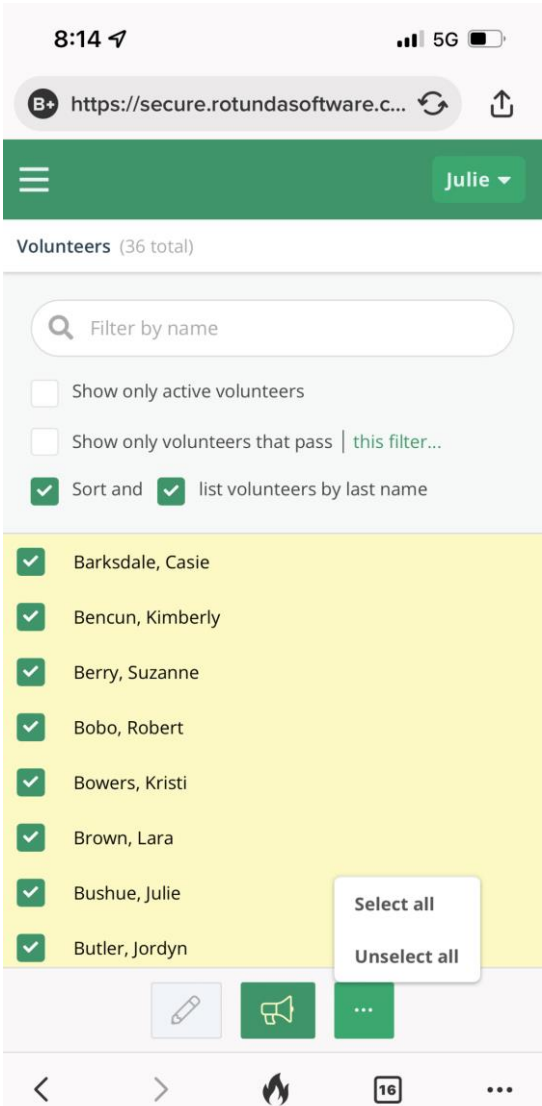
From Admin view, you can view the Roster of the ministry you lead.



Select any Volunteer to see the 3 Green buttons that will allow you to send an Email

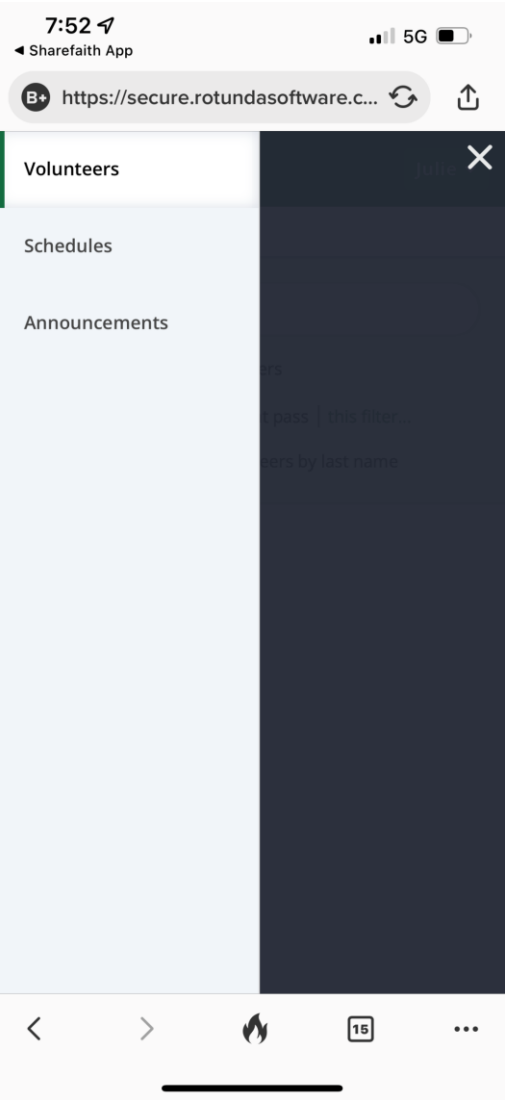


Click on 3 dots to Select / Unselect All, then click Bullhorn to send an Email (See slides 17 – 18)



To access the MSP tool from the ShareFaith App:

In Admin View - options when you select the 3 lines in the left corner of screen



In Admin View - options when you select drop-down arrow by your name

