

Guide for Ministry Scheduler Pro (MSP)

A few notes:

Adding someone to the program requires an administrator. If you would like to be entered into the program, or know someone who wants to be entered in, contact the parish office: 406-728-3845 or office@ctkmsla.org.

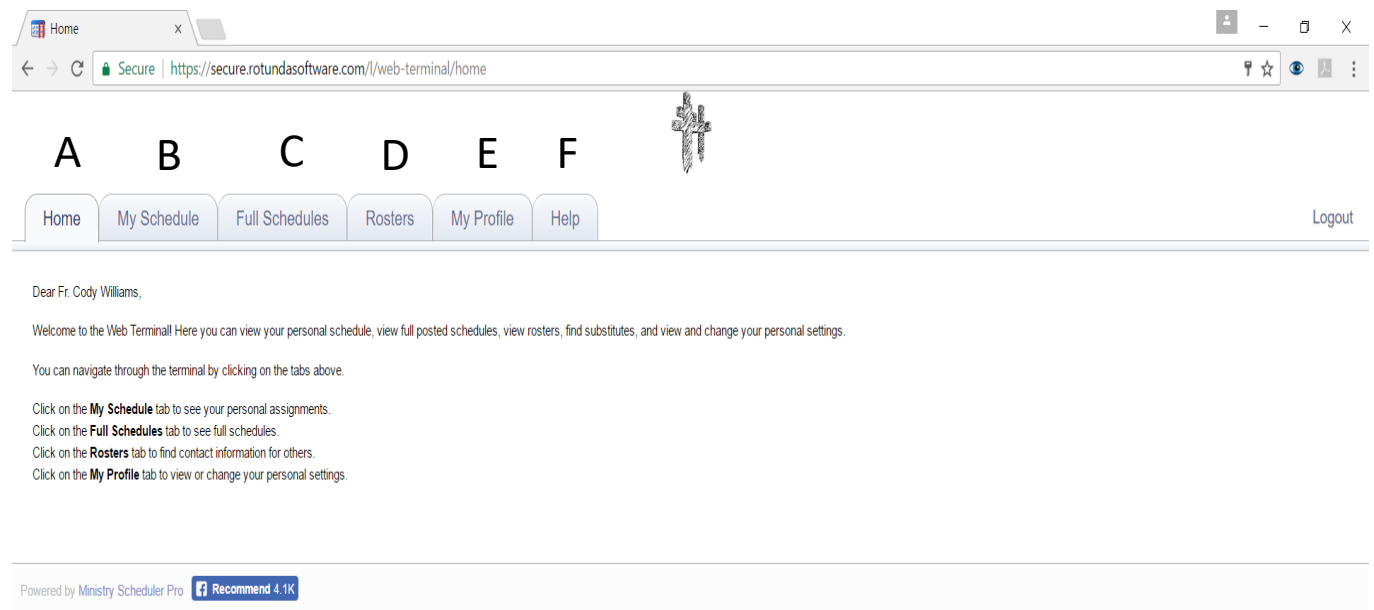
How to sign-up with MSP:

Once an administrator has added you to the program, you will receive a confirmation email through the email address that the administrator used to enter you into the program. In that email is a link that allows you to choose a password for this account. Remember both your username, which the link will give you, and your password. After this point, you can use the program to request substitutes, check your schedule, update the days that you can serve or cannot.

After you create a password and know your user name, go to the following link to sign in and update your account:

<https://secure.rotundasoftware.com/l/web-terminal/login/ctkmsla?>

Using the program:



(The above image is a snap shot of what the home screen of Ministry Scheduler Pro looks like.)

On the main screen there are six tabs. The first tab is the home screen (A). This page offers little that you need to worry about. The second tab is the “My Schedule” (B). You can see and check your schedule. In this tab you can see what you are scheduled for and request a sub if you need one. Also in this tab you can export your schedule to Google calendar, Outlook, or iCal. We will schedule all ministries quarterly. Each quarter a new request for the days that you cannot serve will come through your email. After this request has been completed, the schedule will be made. In the “Full Schedule” tab (C), you can view the schedule for a specific quarter. In the “Roster” tab (D), you can find the contact information for those who are in your same ministry. This tab helps when you are requesting subs or trying to contact those in your ministry. In the “My Profile” tab (E), you can change your information, change your available dates for serving, what Masses you are willing to serve for, and on this page is a place for any additional comments. The comments submitted in the comments box are regularly checked by Fr. Jeff. If you encounter any problems with the program, the “Help” tab (F) provides a link to their support program. You are also welcome to call the parish office at 406-728-3845 or email us at office@ctkmsla.org. In the subject heading, state “MSP help.” To log out, click the button on the far right side of the tab bar. On final note, Ministry Scheduler Pro sends out reminder emails to all those involved in ministries for the upcoming weekend.

Quick Reference Guide:

Checking your schedule:

Go to the main screen and click on the “My Schedule” tab. This will provide your schedule for the quarter.

Requesting a Sub:

The easiest way to request a sub is to go to the “My Schedule” tab and click on the “request sub” link on the far right of the day and Mass time for which you wish to request a sub. An email will then go out to all available people with your sub request.

Accepting a Sub:

If you would like to accept the sub request of another person, simply follow the link on the request email and the program will automatically take care of all the details.

To request days off or to change your schedule:

Option 1: at the beginning of each quarter, an email will be sent out to everyone in the ministry requesting the days that you cannot serve. The program will then automatically schedule the ministries. You can also request specific weekends and Mass times.

Option 2: After the quarterly request has been received and the schedule made, you can return to the “My Profile” tab and request specific days off.

How to export the schedule to your google, iCal, or outlook accounts:

Go to the “My Schedule” tab. Directly below the “My Schedule” tab is a series of small buttons labeled “Google calendar” or “iCal/ Outlook” depending on what program you want to export the calendar to. The program will automatically set it up for you.

FAQ:

- What if I don’t want to be scheduled but still participate in the ministry?

There are two ways to do this, you can click the “Sub only” when the schedule request email comes out at the beginning of the quarter. After this, you can choose to substitute for anyone who requests a sub. The other option is to accept sub request when they are emailed out.

- I am in one ministry already, how can I get scheduled for another ministry?

You can either email or call the office directly. You can also add a note to the additional comments box in the “My Profile” tab. MSP will not schedule anyone twice on the same weekend. If it does, please contact us so that we can fix that issue.

- What if I only want to be the first or second reader?

We changed the program to allow for a distinction between the first and second reader. When you are added to the program, you will automatically be added as a lector for both options. You will not be scheduled to be a lector for both readings at the Mass.

- Can I be scheduled for more than one Mass on a weekend?

No. The program automatically makes sure that you are only scheduled for one ministry at one Mass per weekend. In the event that the program makes a scheduling mistake, please contact us and let us know.

- What if I attend different Masses different weekends?

You have many options. You can select to be a lector at multiple different Masses for the weekend. The program will only schedule you at one of those Masses on any given weekend and you can test your luck and be surprised by what Mass is selected for you. The other option is to request to only be a sub and fill in for those who need it.

- What if I only want to serve on specific weekends?

The best way to ensure the weekends that you want is to request those specific weekends or, in contrast, request every other weekend off.

If you run into any further issues, please let us know and we will work to resolve them. Any input you can give will greatly help our ministries, scheduling, and aid in our goal to provide excellent liturgies.