



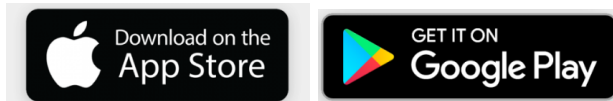
Ministry Scheduler Pro

5 tips to help you get the most out of MSP:

1 View schedules anytime on the app or web terminal

Check assignments online and fill in open positions to help keep all liturgies fully covered. Download the free mobile app for easy access on the go.

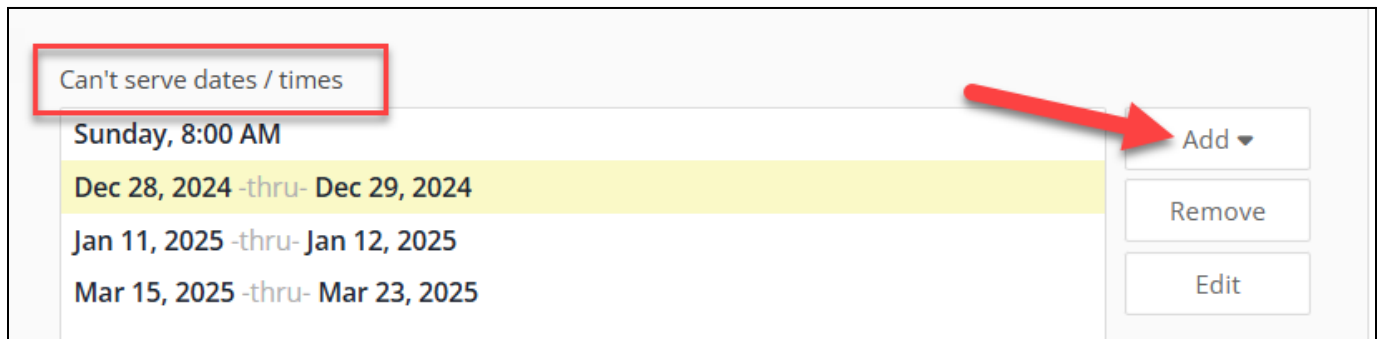
Search for “**Ministry Scheduler Pro**” on your mobile app store, and enter **SMOS** as our church ID when you log in.



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

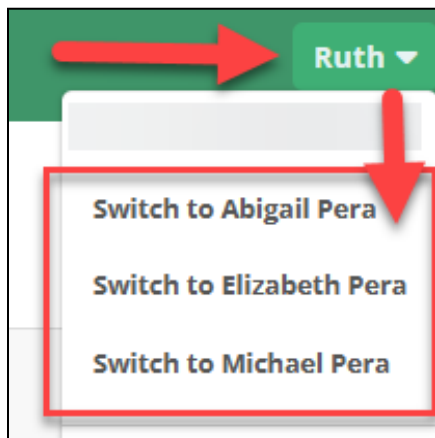
2 Add “can’t serve dates” to your profile

Going on vacation or planning a weekend getaway? Block your “can’t serve dates” in your MSP profile. This ensures smooth scheduling and avoids last-minute conflicts.



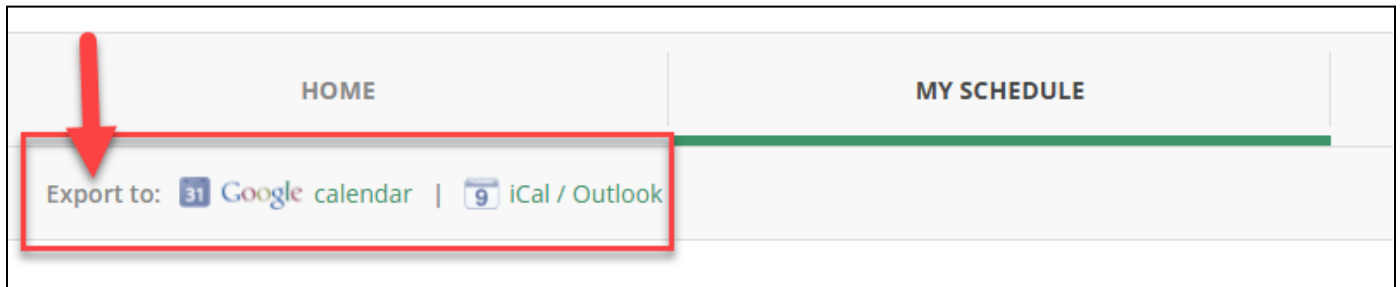
3 Check family members' schedules

Quickly toggle between family members' profiles in MSP to view their assignments and update “can’t serve dates” for everyone in one place! You can even add multiple emails to kids' profiles so both parents can be kept in the loop.



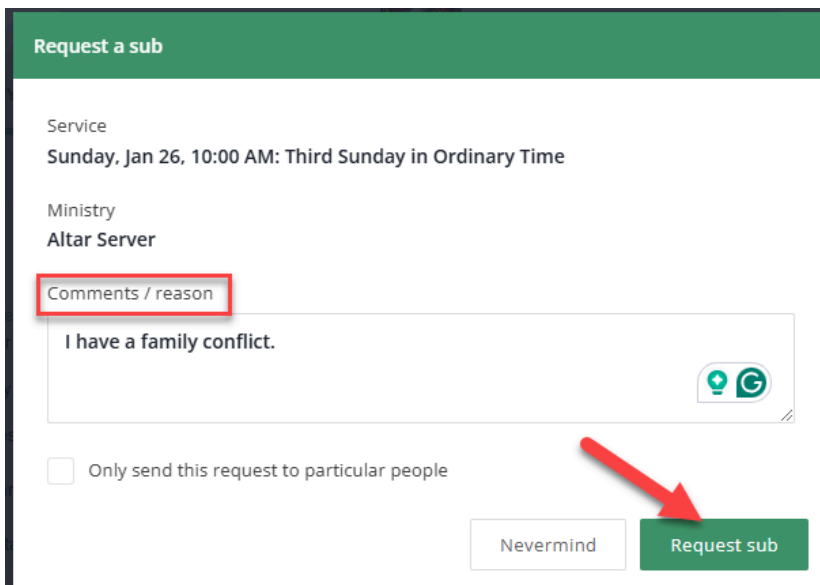
4) Sync with your personal calendar

Did you know you can sync your ministry schedule with your personal calendar? Any scheduling updates in MSP will appear automatically in your own calendar, so you'll always stay in the loop!



5) Watch for reminders and sub requests—and fill in for others

Email reminders are sent 3 days before Mass by default, but you can adjust this in your MSP profile. Can't make it? Click "request a sub" in your reminder, and MSP will notify other volunteers who can fill in. Another tip: adding a comment to sub requests boosts responses!

A screenshot of the 'Request a sub' form in MSP. The form has a green header with the text 'Request a sub'. Below the header, there are several fields: 'Service' with the value 'Sunday, Jan 26, 10:00 AM: Third Sunday in Ordinary Time', 'Ministry' with the value 'Altar Server', and 'Comments / reason' with the value 'I have a family conflict.'. There is a checkbox labeled 'Only send this request to particular people' which is unchecked. At the bottom of the form, there are two buttons: 'Nevermind' and 'Request sub'. A red arrow points to the 'Request sub' button.