Ministry Scheduler Pro Instructions

**Desktop Computer Instructions**

1. Visit [www.lchope.org](http://www.lchope.org) and click on the “Volunteers” tab at the bottom of the page. Log in with your username and password.

\*Note: If you have lost your username or password, click the “Forgot?” link or email Jennifer at communications@lchope.org.\*

1. *To find out when you are scheduled next*, click the “My Schedule” tab at the top of the page, highlighted in green. This will show you all of the dates you are scheduled and for what ministry.
2. *To request a sub*, when you are in your “My Schedule” tab, click the “Request Sub” link next to the date you need a sub. Once clicked, a box will pop up, where you can type in a reason why you need a sub. Click “Request sub” again, and an email will be sent out to the entire group. Once someone accepts your sub request, you will receive an email. Contact your ministry leader or Jennifer Powell if you need help.
3. *To volunteer for an open position*, either scroll down to open positions at the bottom of the page in your “My Schedule” tab and click “Volunteer Now”, or go to the “Full Schedules” tab and click “Volunteer Now” on the date and position you would like.

\*Note: Only certain ministries offer open volunteering, including Lectors, Greeters and Communion Assistants. If you do not see a “Volunteer Now” option highlighted, speak to your ministry leader to suggest a date you are available.\*

1. *To view full schedules*, click on the “Full Schedules” tab at the top of the page highlighted in green. Click which schedule you would like to see, then scroll down to the date you are interested in. You will see all the volunteers who are listed on that date.
2. *To access readings or notes* for the date you are volunteering, under the “Full Schedules” tab, scroll down to the date you are volunteering, then click the date highlighted in green. This will take you to a new page. If there are resources, they will show up on the right hand side of the page. Notes are listed at the top or bottom of the page.
3. *To view the contact info* for other people in your ministry, click the “Rosters” tab at the top of the page, highlighted in green. Then choose the ministry you are looking for.
4. *To view or make changes to your personal contact info*, click the “My Profile” tab at the top of the page highlighted in green. Make any changes you need to, then don’t forget to scroll down to the very bottom of the page and click “Submit.” Changes will not be made unless the Submit button is clicked.

\*Note: Changes sometimes take a day or two to process – please be patient.\*

1. *To add vacation times*, scroll down through your My Profile page to the “Ministries and Scheduling” block. You will see “Unavailable Dates/Times” there. Click the “Add” button to input a new vacation date. This will give you a pop-up, where you can decide to input a single date or, by clicking the drop-down, input a date range that you will be out. Click OK when you are done. You will return to your profile page. Click “Submit.”

**Tablet or Phone Instructions (via App)**

1. To download MSP to your phone or tablet, go to your App Store and search for “Ministry Scheduler Pro.” The icon is a green box with a white “M” in the center. Install it.
2. After installing, enter Broomfield, CO as the church city and state, and click on “Lutheran Church of Hope” to select our church.
3. Log in with your username and password.

\*Note: If you have lost your username or password, click the “Forgot?” link or email Jennifer at communications@lchope.org.\*

1. *To find out when you are scheduled next*, click the “My Schedule” tab at the bottom of the page, highlighted in green. This will show you all of the dates you are scheduled and for what ministry.
2. *To request a sub*, when you are in your “My Schedule” tab, click the date you need a sub. Once clicked, a new page will show up – at the bottom, you will be able to click the “Request Sub” link. A comment box will show up, where you can type in a reason why you need a sub. Click “Submit sub request”, and an email will be sent out to the entire group. Once someone accepts your sub request, you will receive an email. Contact your ministry leader or Jennifer Powell if you need help.
3. *To access readings or notes* for the date you are volunteering, under the “My Schedule” tab, scroll down to the date you are volunteering, then click the date highlighted in green. This will take you to a new page. Click “Resources”, then choose the resource you need.
4. *To view full schedules*, click on the “Full Schedules” tab at the bottom of the page highlighted in green. Click which date you would like to see, then click “All Volunteers” to see all the volunteers who are listed on that date.
5. *To volunteer for an open position*, go to your “Open Positions” tab at the bottom of the page and click on the position you would like to volunteer for.

\*Note: Only certain ministries offer open volunteering, including Lectors, Greeters and Communion Assistants. If you do not see a “Volunteer Now” option highlighted, speak to your ministry leader to suggest a date you are available.\*

1. *To view or make changes to your personal contact info*, click the “My Profile” tab at the bottom of the page highlighted in green. Click “General Information” to make any changes you need to, then don’t forget to click “Submit Changes.” Changes will not be made unless the Submit button is clicked.
2. *To add vacation times*, click the “My Profile” tab then click “Can’t Serve Times.” Click the “Submit Another” button to input a new vacation date or date range. Click “Submit Changes” when you are done.

*Please note: The App Version of MSP is limited in its abilities. To access the full range of MSP offerings, log in on a computer. Additional benefits that are not available on the app include seeing rosters, changing email reminder settings, and accessing “Volunteer Now” links through Full Schedules.*