

The SEAS

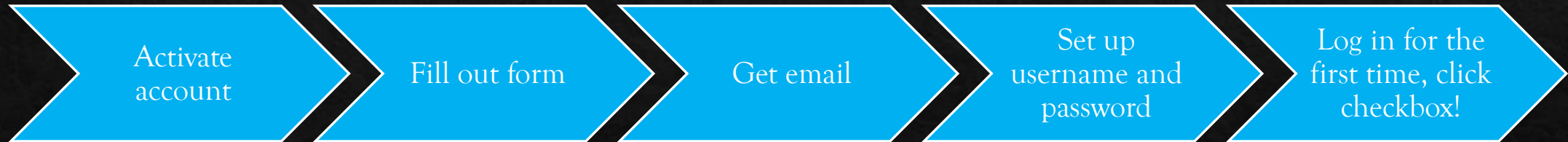
COMMUNITY TOOL

Powered by Church Community Builder

***For ministry
serving***

How to Log In

- ◆ Please visit our webpage for full instructions. Try it out before you leave today and we can help you answer any questions or resolve issues.



- ◆ You'll also want to download our app. The SEAS Community Tool and the SEAS app are two separate things but they “talk to each other.”

Update Your Serving Preference

◆ It is very helpful for us if you can update your serving Mass preference and blockout dates.

ASSIGNMENTS & REQUESTS BROWSE OPEN POSITIONS

Pending Accepted Declined Checked-In

May 2022

Preferences/Blockout Dates

Editing for: Martha GarciaWegener SEASP Marketing

PREFERENCES AVAILABILITY BLOCKOUT DATES

☐ Prefer to serve with family members

Liturgical Ministers

Sound Board

[+ ADD PREFERRED TIME](#)

Video

[+ ADD PREFERRED TIME](#)

CLOSE

Accepted Accepted Accepted

Ministry Schedule in the SEAS Community Tool

- ◊ When you are scheduled to serve, you'll receive an email asking you to serve
- ◊ The subject will be "St. Elizabeth Ann Seton: Serving Opportunity" – make sure it doesn't go to your spam or "updates" folder
- ◊ Click "View and Respond"

You've Been Scheduled

Hi Martha,

You have a new serving opportunity at St. Elizabeth Ann Seton. Please confirm if you can serve by clicking the button and accepting, declining or requesting a replacement.

Thank you for sharing your time!

From Martha GarciaWegener SEASP Marketing

[VIEW AND RESPOND](#)

Liturgical Ministers Schedule Details

[Video](#) • [A/V Tech Team](#)

SATURDAY 5 PM MASS

May 14 • 5p - 6p

Responding to Ministry Request

- ◆ If accepting, click “accept”
- ◆ If can't serve, click on “pending” and a pop-up menu will come up
- ◆ The pop-up menu will give you the option to accept, decline or find replacement
- ◆ When you click find replacement, it sends out an email to each person on the team asking if they can serve
- ◆ You can also check who is already serving that weekend by clicking “view schedule”

The screenshot displays the 'Manager Serving' interface. At the top, there are tabs for 'ASSIGNMENTS & REQUESTS' and 'BROWSE OPEN POSITIONS'. Below the tabs is a calendar for May 2022, with the 10th highlighted. To the right of the calendar is a list of team members, each with a checkbox and a name: Scott Wegener (SW), Martha Wegener, Annabel Wegener (AW), Jacob Wegener (JW), and Robert Wegener (RW). All checkboxes are checked. On the right side, there is a section for 'May 2022' showing a 'Video' request for 'Saturday 5 PM Mass • 5p-6p'. The request is currently 'Pending'. A pop-up menu is overlaid on the 'Pending' status, showing options: 'ACCEPT', 'DECLINE REQUEST', 'FIND REPLACEMENT', 'SWAP WITH SOMEONE', and 'MESSAGE SCHEDULER'. The 'ACCEPT' button is highlighted in blue.

Manager Serving

ASSIGNMENTS & REQUESTS BROWSE OPEN POSITIONS

May 2022

Saturday 14

Video
Saturday 5 PM Mass • 5p-6p

DECLINE ACCEPT Pending

Sunday 15

Pending

Video
Saturday 5 PM Mass
Sat, May 14, 5p-6p

VIEW SCHEDULE

ACCEPT

Can't serve? Here are some options:

DECLINE REQUEST

FIND REPLACEMENT

SWAP WITH SOMEONE

MESSAGE SCHEDULER

Show:

- ☒ SW Scott Wegener
- ☒ Martha Wegener
- ☒ AW Annabel Wegener
- ☒ JW Jacob Wegener
- ☒ RW Robert Wegener

Ministry Schedule – Communication Preferences

- ❖ You also have the option to receive texts if your mobile provider is updated in your profile and you have selected to receive texts in your communication preferences
- ❖ To set your communication preferences and mobile carrier, log in and click “actions,” then “communication preferences”

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Verizon Mobile Phone (319) 329-3249 Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-22 Trad Wed Night - 2nd Grade - Garcia-Wegener	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church Directory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SEAS Launch Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday RE Catechists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Future Group Defaults

You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default	Use group default	Use group default	Use group default

Scheduling Communication

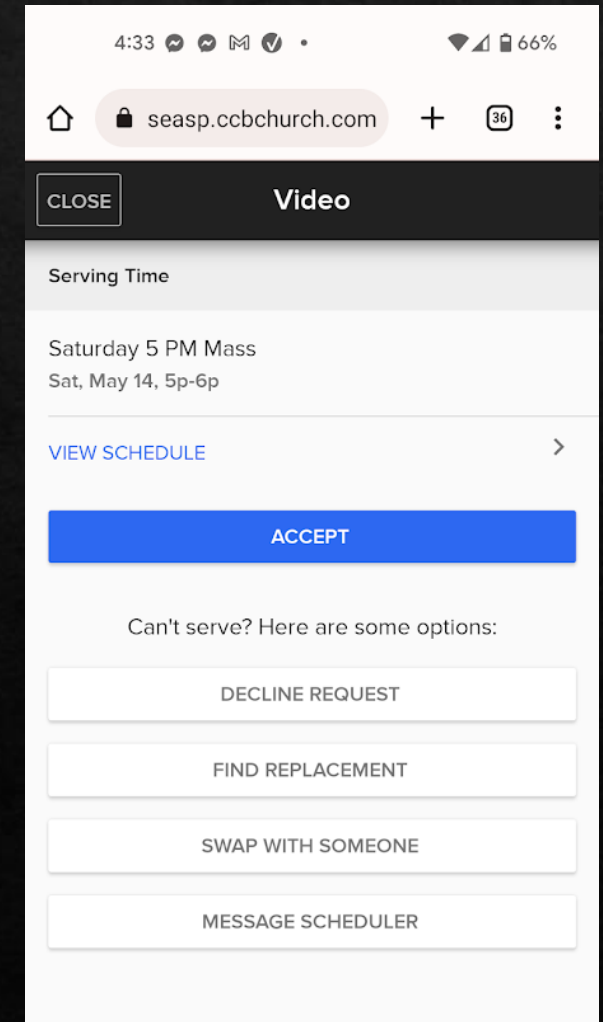
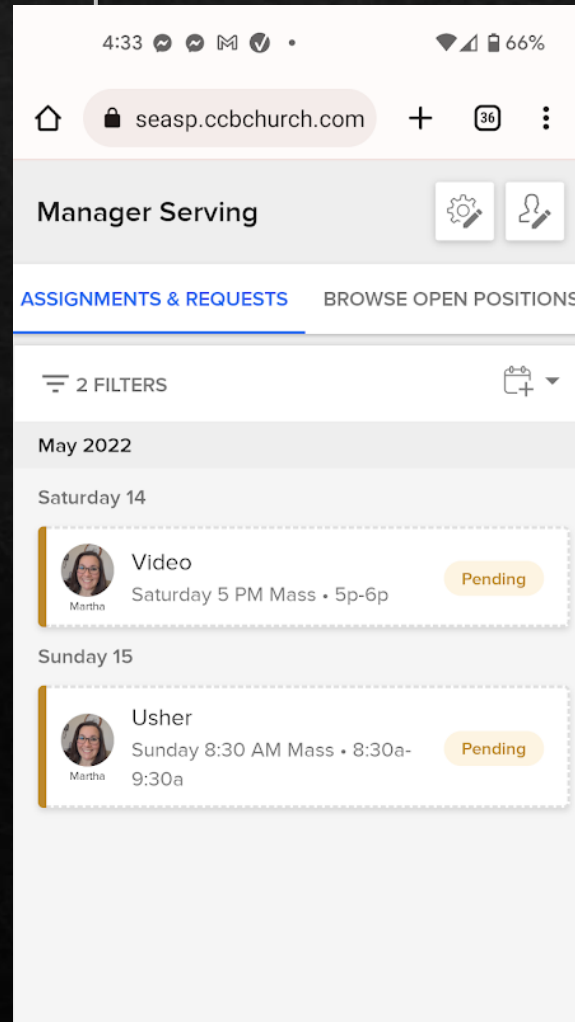
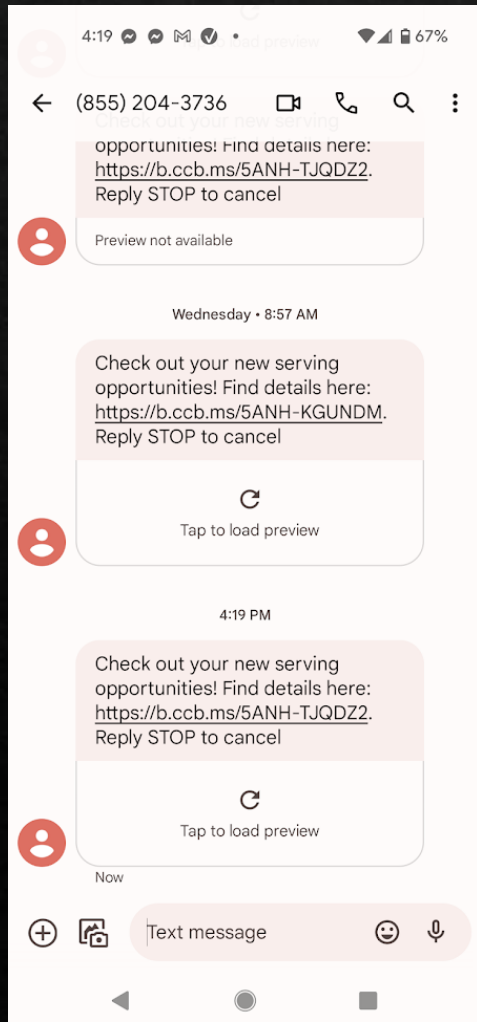
These scheduling notifications are usually sent by church leadership or staff.

☒ **Recommended** I'd like to receive email notifications for scheduling.

☒ **Recommended** I'd like to receive text notifications for scheduling.

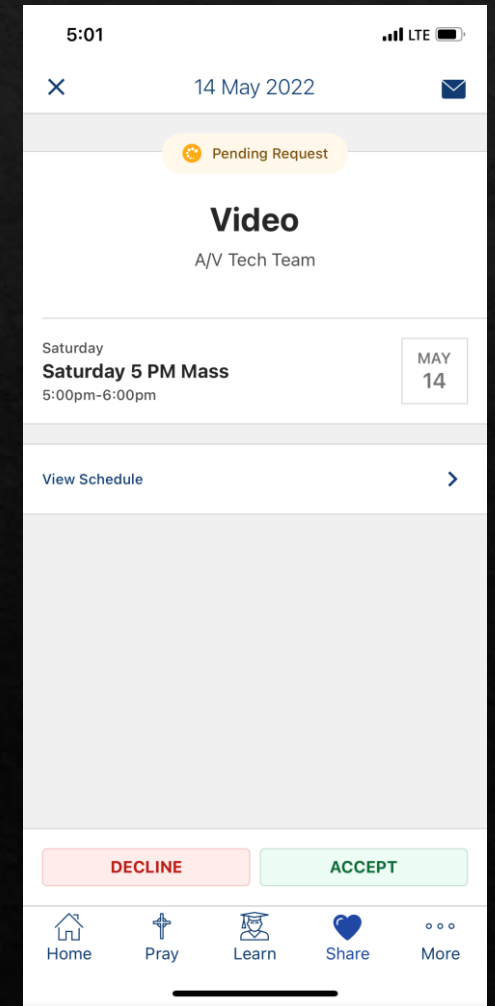
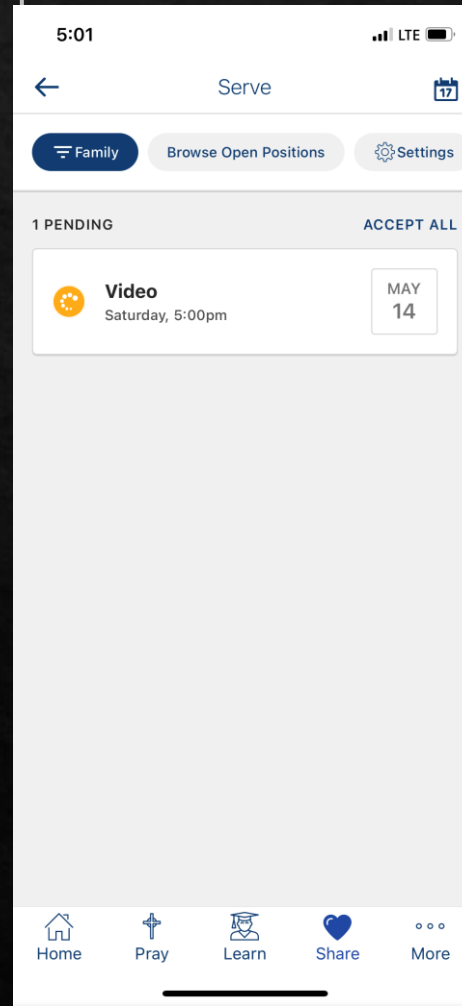
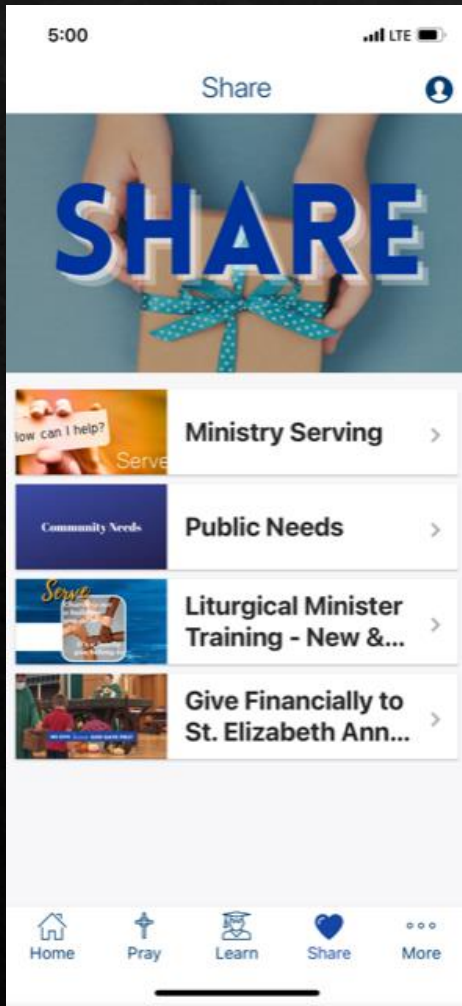
Responding to Ministry Request – “Mobile Version”

- Click on your text notification, then click “pending”
- The pop-up menu will come up and you can accept, decline or find replacement
- You can also check who is already serving that weekend by clicking “view schedule”



Responding to Ministry Request – “App Version”

- ◆ In the SEAS app, click “share”
- ◆ It will show you your pending ministry request
- ◆ Click on the request and accept or decline



Other Notes -

- ◆ Please be sure to respond to the request ASAP
- ◆ You can respond to the ministry request without logging in by clicking on links
- ◆ Goal is to “schedule” and find replacements but can find open positions in bulletin, app and on the web
- ◆ Serving weeks are defined by what you see on the calendar – weekends aren’t grouped

Any Questions?

- ◆ Thank you for your patience as we transition!
- ◆ If you need specific help with logging in, come back after your ministry training and we will help you.