

Using the Ministry Scheduler Software

St. Alphonsus Liguori Homepage www.zionsvillecatholic.com

The image displays two screenshots of the St. Alphonsus Liguori Catholic Church website. The top screenshot shows the homepage with a blue arrow pointing to the 'MASS' link in the navigation bar. The bottom screenshot shows the 'Liturgical Schedules' page with a blue arrow pointing to the 'Ministry Volunteer Login' link in the 'Links' sidebar.

Homepage Screenshot:

- URL: www.zionsvillecatholic.com
- Navigation: HOME, ABOUT US, MASS, FAITH FORMATION, MINISTRIES, PARISH LIFE
- Section: Liturgical Schedules
 - Welcoming Children
 - Ordinary Time
 - Jubilee Year of Mercy

Liturgical Schedules Page Screenshot:

- URL: www.zionsvillecatholic.com/mass-schedule
- Section: Liturgical Schedules
- Quote: "The celebration of Holy Mass is as valuable as the death of Jesus on the cross." - Saint Thomas Aquinas
- Section: Mass Times
 - SAT: 5:30 PM
 - SUN: 8:00 AM | 10:30 AM | 5:00 PM
 - MON: 6:30 AM | 9:00 AM
 - TUE: 9:00 AM (The Holy Rosary is prayed following this Mass).
 - WED: 9:00 AM | 6:00 PM (The Holy Rosary is prayed following this Mass).
 - THU: 9:00 AM
 - FRI: 6:30 AM | 9:00 AM
 - SAT: 5:30 AM
- Section: Reconciliation Times
 - WEDNESDAY: 6:30 PM to 7:00 PM (following 6 p.m. Mass)
 - SATURDAY: 8:00 AM to 8:30 AM | 4:30 PM to 5:00 PM (or by private appointment)
- Links
 - Current Ministry Schedule
 - Ministry Volunteer Login
 - New Liturgical Minister Registration
- News
 - An Evening of Guided Meditation

This will transfer you to an external site (rotundasoftware.com).

Using the Ministry Scheduler Software

The screenshot shows a web browser window with the URL <https://secure.rotundasoftware.com/l/web-terminal/login/stalphonsusliguori?>. The page title is "St. Alphonsus Liguori Catholic Church" and the subtitle is "Ministry Scheduling Login". The login form includes fields for "Username:" and "Password:", a checkbox for "Remember me on this computer", and a "Login" button. A callout box next to the password field says: "If you don't know your password, [click here](#) and we'll send you an email to reset it." Below the login form, there are links for "Don't have an account yet? [Sign up now](#)" and "Forgot your username or password?". A yellow arrow points to the "Sign up now" link. Below these links, there is a "TIP" box stating "iPhone & Android app now available!" and a section for downloading the "Ministry Scheduler Pro" app. The "Organization ID" field is pre-filled with "stalphonesusliguori". At the bottom, it says "Powered by [Ministry Scheduler Pro](#)" and "© 2005-2016 [Rotunda Software, LLC](#)".

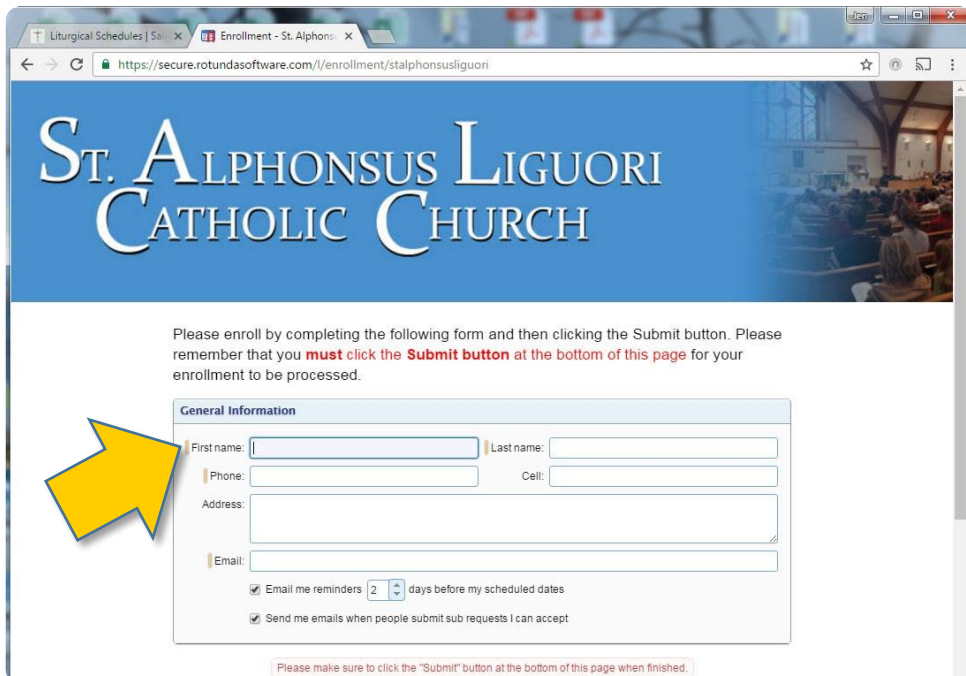
The organization ID will already be filled in, but if you arrive on the page or in the mobile app without it:

Organization ID **stalphonesusliguori**

Use the webpage to create an account.
After you have an account/login, you can use the webpage or the mobile app.

<http://www.rotundasoftware.com/ministry/stalphonsusliguori>

Creating a New Account



Liturgical Schedules | St. Alphonsus | Enrollment - St. Alphonsus

https://secure.rotundasoftware.com/enrollment/stalphonsusliguori

ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

Please enroll by completing the following form and then clicking the Submit button. Please remember that you **must** click the **Submit button** at the bottom of this page for your enrollment to be processed.

General Information

First name: Last name:

Phone: Cell:

Address:

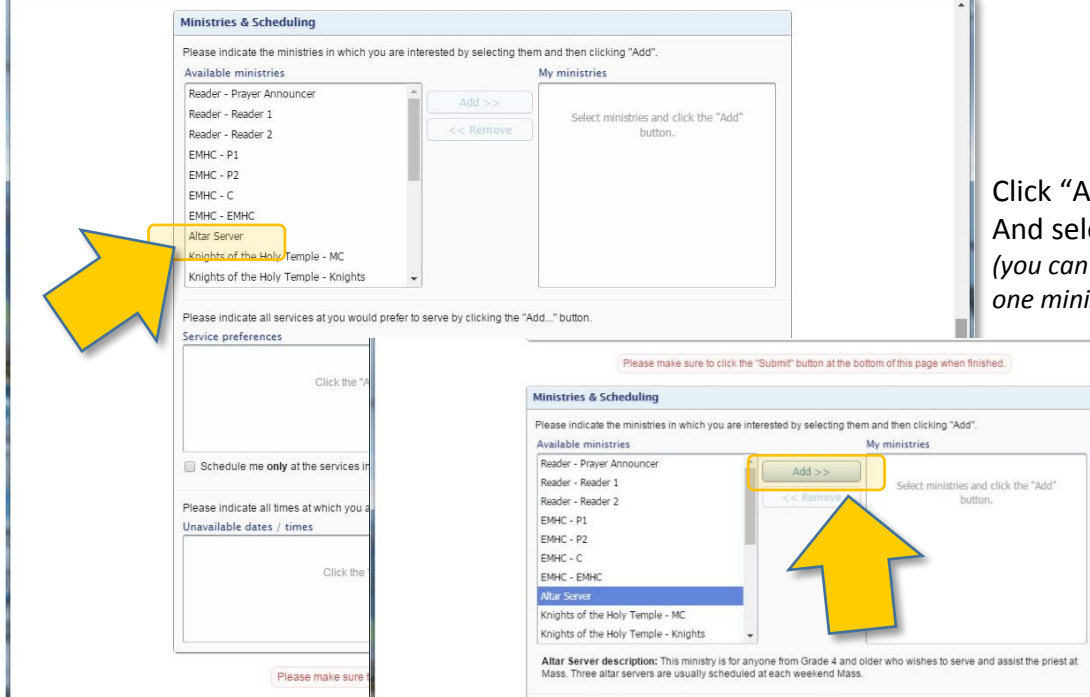
Email:

☒ Email me reminders days before my scheduled dates

☒ Send me emails when people submit sub requests I can accept

Please make sure to click the "Submit" button at the bottom of this page when finished.

Fill in your (child's) information.



Ministries & Scheduling

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Altar Server
- Knights of the Holy Temple - MC
- Knights of the Holy Temple - Knights

My ministries

Select ministries and click the "Add" button.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

☐ Schedule me **only** at the services in

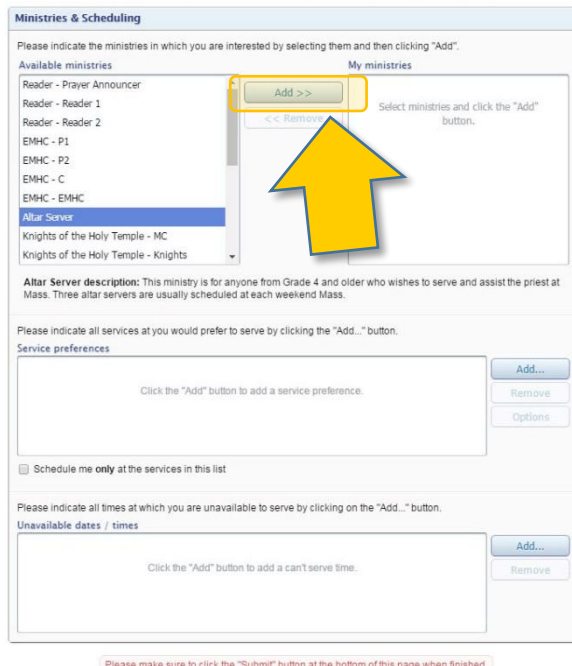
Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Click "Altar Server"
And select "Add >>"
(you can serve in more than one ministry)



Ministries & Scheduling

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Altar Server
- Knights of the Holy Temple - MC
- Knights of the Holy Temple - Knights

My ministries

Select ministries and click the "Add" button.

Altar Server description: This ministry is for anyone from Grade 4 and older who wishes to serve and assist the priest at Mass. Three altar servers are usually scheduled at each weekend Mass.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

☐ Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Creating a New Account

The screenshot displays a web form for creating a new account, divided into two main sections. The top section, titled "Available ministries", lists various roles: Reader - Prayer Announcer, Reader - Reader 1, Reader - Reader 2, EMHC - P1, EMHC - P2, EMHC - C, EMHC - EMHC, **Altar Server** (highlighted), Knights of the Holy Temple - MC, and Knights of the Holy Temple - Knights. A yellow box highlights the "Add..." button next to the "Altar Server" selection. A yellow arrow points from this button to the "My ministries" section, which currently contains only "Altar Server". Below this, a description for the Altar Server ministry is provided. The bottom section, titled "Service preferences", includes a checkbox for "Schedule me only at the services in this list" and a large text area for selecting service times. A yellow box highlights the "Add..." button in this section, with a yellow arrow pointing to it. A dropdown menu is open on the right side of the form, showing a list of Mass times: "The 1st Sun of the month, 8:00 AM (Nave)", "The 1st Sun of the month, 10:30 AM (Nave)" (highlighted), "The 1st Sun of the month, 5:00 PM (Nave)", "The 1st Sat of the month, 5:30 PM (Nave)", "The 2nd Sun of the month, 8:00 AM (Nave)", "The 2nd Sun of the month, 10:30 AM (Nave)", "The 2nd Sun of the month, 5:00 PM (Nave)", "The 2nd Sat of the month, 5:30 PM (Nave)", "The 3rd Sun of the month, 8:00 AM (Nave)", "The 3rd Sun of the month, 10:30 AM (Nave)", "The 3rd Sun of the month, 5:00 PM (Nave)", "The 3rd Sat of the month, 5:30 PM (Nave)", "The 4th Sun of the month, 8:00 AM (Nave)", "The 4th Sun of the month, 10:30 AM (Nave)", "The 4th Sun of the month, 5:00 PM (Nave)", "The 4th Sat of the month, 5:30 PM (Nave)", "The 5th Sun of the month, 8:00 AM (Nave)", "The 5th Sun of the month, 10:30 AM (Nave)", and "The 5th Sat of the month, 5:30 PM (Nave)".

You will see "Altar Server" appear under "My ministries"


Then click the "Add..." button to select your Mass preferences.

(As a service to the parish, please select all the Mass times that you are able to attend. You will be scheduled only for your preferred times, and you will only receive sub requests for those Masses.)

Please select all 5 weeks of your preferred Mass time.

This does not mean that you will be scheduled for 4-5 Masses per month!

Creating a New Account



Reader - Prayer Announcer
Reader - Reader 1
Reader - Reader 2
EMHC - P1
EMHC - P2
EMHC - C
EMHC - EMHC
Altar Server
Knights of the Holy Temple - MC
Knights of the Holy Temple - Knights

Select ministries and click the "Add" button.

Altar Server description: This ministry is for anyone from Grade 4 and older who wishes to serve and assist the priest at Mass. Three altar servers are usually scheduled at each weekend Mass.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences


Click the "Add" button to add a service preference.

☐ Schedule me **only** at the services in this list

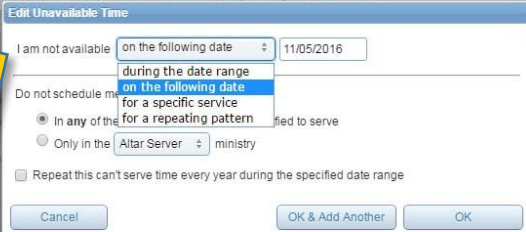
Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.



Next, please add your **"unavailable dates / times"** This is VERY important. It will keep you from being scheduled for those Masses.



Available ministries

Reader - Prayer Announcer
Reader - Reader 1
Reader - Reader 2
EMHC - P1
EMHC - P2
EMHC - C
EMHC - EMHC
Knights of the Holy Temple - MC
Knights of the Holy Temple - Knights
Altar Server or Knight:

My ministries

Altar Server

Knights of the Holy Temple - MC description: [No description available]

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

The 1st Sunday of Advent

☐ Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Edit Unavailable Time

I am not available


Do not schedule me

☒ In any of the ministries in which I am qualified to serve

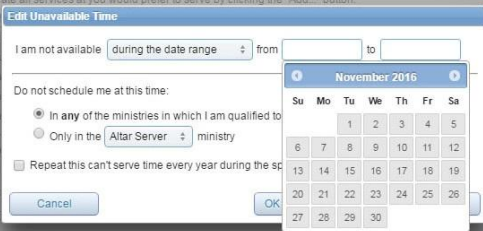
☐ Only in the ministry

☐ Repeat this can't serve time every year during the specified date range

Cancel OK & Add Another OK



Use the pull downs and calendars to fill in dates.



Edit Unavailable Time

I am not available from to

Do not schedule me at this time:

☒ In any of the ministries in which I am qualified to serve


☐ Only in the ministry

☐ Repeat this can't serve time every year during the specified date range

Cancel OK

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Creating a New Account

Knights of the Holy Temple - Knights

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Add...
Remove
Options

☐ Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Add...
Remove

Please make sure to click the "Submit" button at the bottom of this page when finished.

Additional notes or comments

Please List your preferred Mass time here! and any other comments or questions.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Submit

ST. ALPHONSUS LIGUORI
CATHOLIC CHURCH

Your enrollment form has been submitted.

You will be notified by email when your enrollment form is processed.

If another person would like to enroll from this computer you can [start over with a new form.](#)

When you have finished, click "Submit"

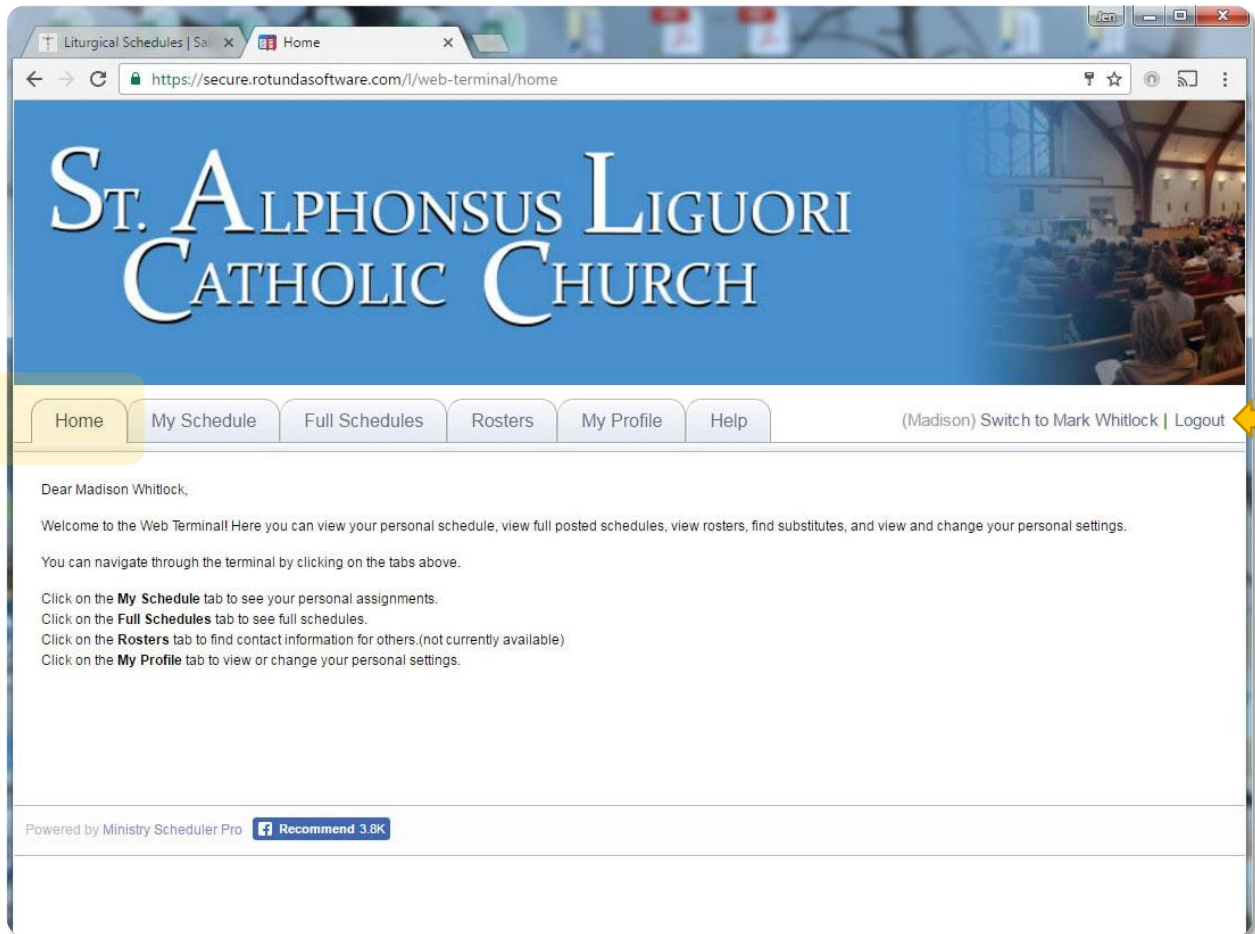
You will then receive a confirmation email with your login.

You can now accept any sub requests or open spots.

You will be scheduled during the next block.

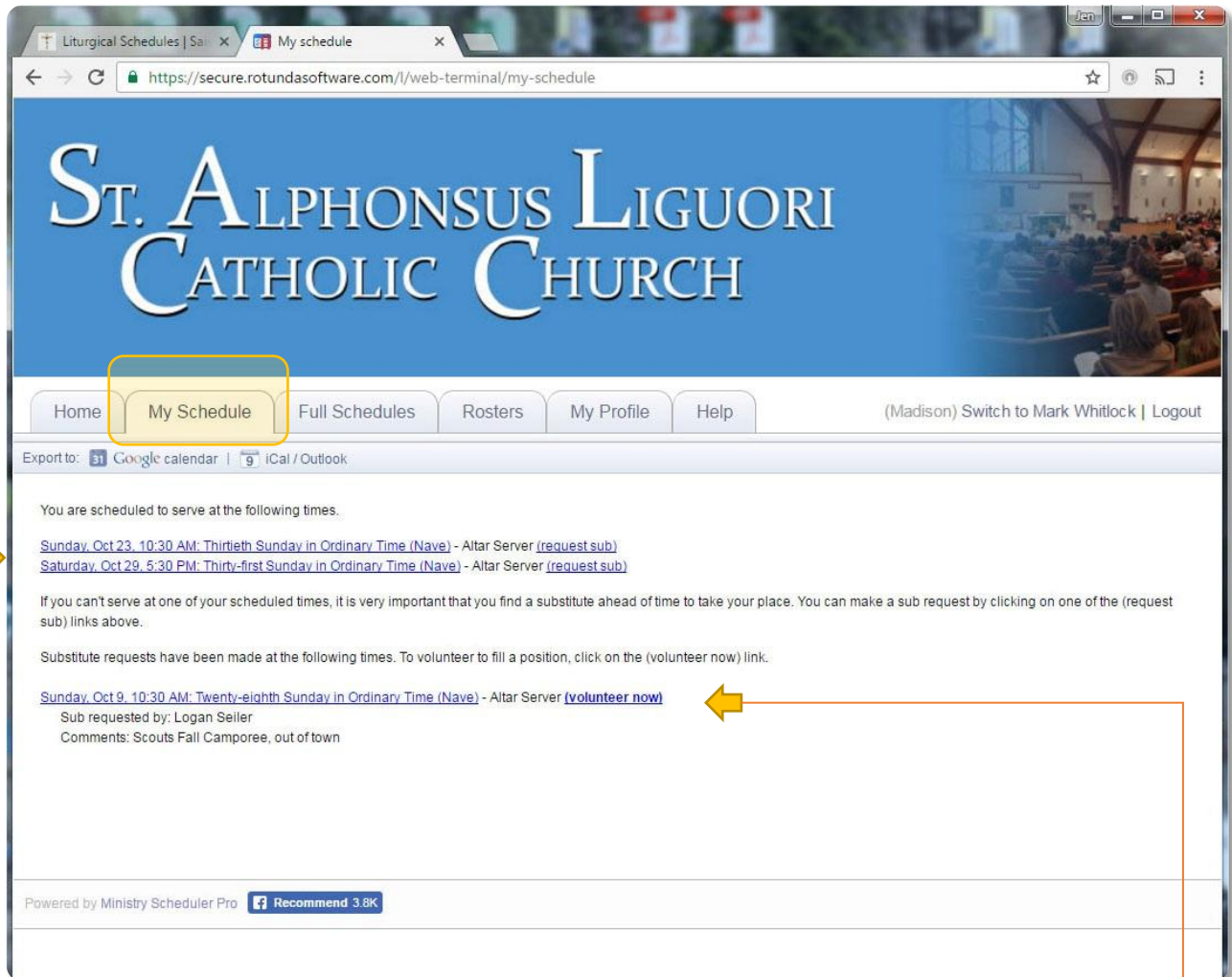
**You can come back and update your profile and preferences at any time!
Click the "My Profile" tab.**

Volunteering and Updating Your Information



Your login account name, and others in your family.
Easily switch to schedule other family members.

Volunteering and Updating Your Information



My Schedule Tab

Your current schedule with links to the scheduled item and substitution requests.

Open substitution requests with links directly to accept the position

Navigate to this webpage on you mobile phone or on your computer and you can subscribe to this calendar
Subscribed calendars will automatically update, but are not editable.

Volunteering and Updating Your Information

Full Schedules Tab

ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

Home My Schedule **Full Schedules** Rosters My Profile Help (Madison) Switch to Mark Whitlock | Logout

Readers, EMHCs, Altar Servers, Knights of the Holy Temples, Ushers, Sacristans, Music Ministry and Cantors Sep 1 - Nov 1

Sunday, September 25 : Twenty-sixth Sunday in Ordinary Time

	Reader	EMHC	Altar Server	Knights of the Holy Temple	Usher	Sacristan
Sunday, 8:00 AM (Nave)	John Noel - PA Robin Damm - R1 Jacqueline Noel - R2	Tim Youngs - P1 Cathy Youngs - P2 Mark DeCarlo - C Terie G Thompson - EMHC Kathy Kinzel - EMHC Charlotte Matusiak - EMHC DEACON PLACEHOLDER - EMHC Megan DeVelis - EMHC Matt Brown - EMHC		VOLUNTEER NOW - KHT	Dennis Matusiak Dick Williams Bob Wahlstrom Andy Damm	Betsy Damm
Sunday, 10:30 AM (Nave)	Andrew Auersch - PA Mary Kelly - R1 Frank Violi - R2	Jack O'Brien - P1 Kim Reinhart - P2 Peg Lupinski - C Rose Means - EMHC Sandy Lehnen - EMHC DEACON PLACEHOLDER - EMHC Adrianne Carisch - EMHC Maggie Sailer - EMHC	Gianfranco Gonzales Madison Whitlock Logan Sailer	VOLUNTEER NOW - MC	Mark Whitlock Jay Hermacinski Terry Spartz VOLUNTEER NOW	Sandy Lehnen
8:00 AM (Nave)		Aggie Weber - EMHC Charlotte Matusiak - EMHC Deb Easterday - EMHC Karen Hoaglund - EMHC Andy Damm - EMHC				
Sunday, 10:30 AM (Nave)	Katie Swanson - PA (sub requested) Matt Kincaid - R1 Pia Meyers - R2	Peg Lupinski - P1 Leanne Gilmore - P2 Maggie Sailer - C Amy Wagner - EMHC DEACON PLACEHOLDER - EMHC Robin Damm - R2	Emma Hermacinski Wyatt Sailer Logan Sailer (sub requested) - ACCEPT	VOLUNTEER NOW - M		
Sunday, 8:00 AM (Nave)			Jerry Maier - C Mark DeCarlo - EMHC Aggie Weber - EMHC			
Sunday, 5:00 PM (Nave)	Josie Haydock - PA YOUTH PLACE HOLDER	Katie Swanson - P1 Matt Kincaid - R1 Pia Meyers - R2				

Accept substitute request

Position: Sunday, Oct 9, 10:30 AM: Twenty-eighth Sunday in Ordinary Time (Nave) as Altar Server

For: Logan Sailer

Comments: *Sandy Pelt-Gonzalez, out of town*

☒ I would like to take on this position for Logan Sailer without a trade.

☐ I would like to trade Logan Sailer this position for one of my scheduled positions.

Your comments:

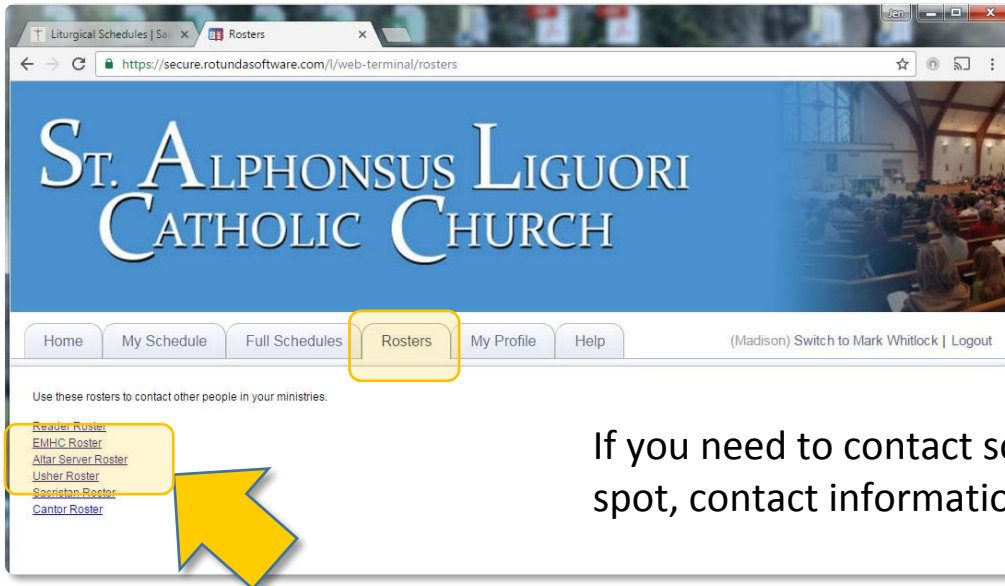
[Nevermind](#) [Accept sub request](#)

Your name will appear in green.

You can click "ACCEPT" on any open position.

Volunteering and Updating Your Information

Rosters Tab



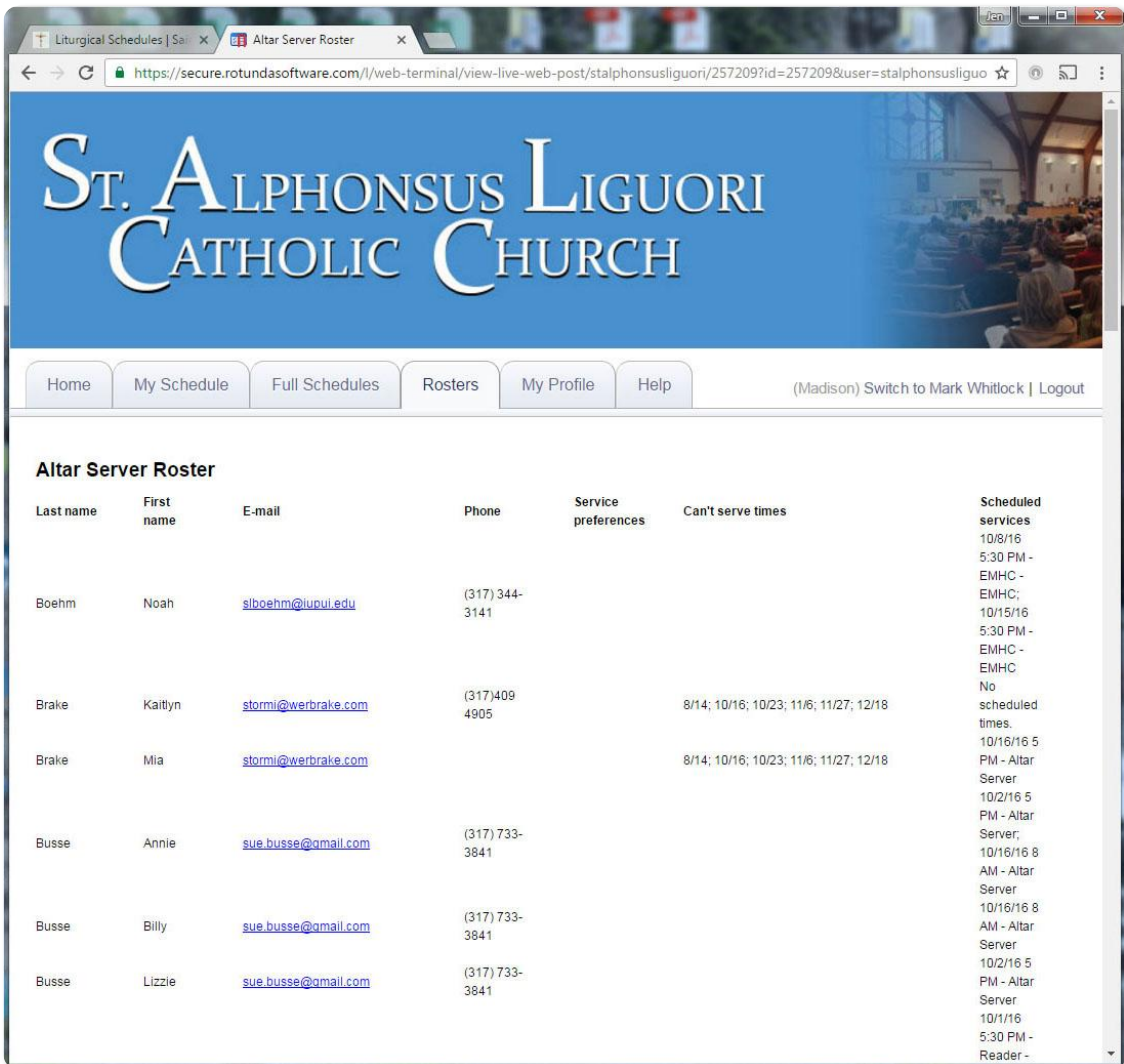
St. ALPHONSUS LIGUORI
CATHOLIC CHURCH

Home My Schedule Full Schedules **Rosters** My Profile Help (Madison) Switch to Mark Whitlock | Logout

Use these rosters to contact other people in your ministries.

- Reader Roster
- EMHC Roster
- Altar Server Roster
- Usher Roster
- Sacristan Roster
- Cantor Roster

If you need to contact someone to fill your spot, contact information can be found here.



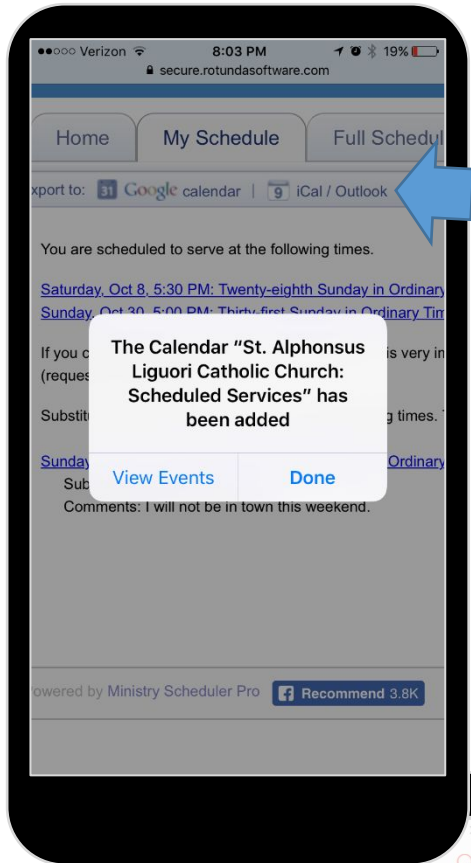
St. ALPHONSUS LIGUORI
CATHOLIC CHURCH

Home My Schedule Full Schedules Rosters My Profile Help (Madison) Switch to Mark Whitlock | Logout

Altar Server Roster

Last name	First name	E-mail	Phone	Service preferences	Can't serve times	Scheduled services
Boehm	Noah	siboehm@iupui.edu	(317) 344-3141			10/8/16 5:30 PM - EMHC - EMHC; 10/15/16 5:30 PM - EMHC - EMHC
Brake	Kaitlyn	stormi@werbrake.com	(317) 409-4905		8/14; 10/16; 10/23; 11/6; 11/27; 12/18	No scheduled times. 10/16/16 5 PM - Altar Server
Brake	Mia	stormi@werbrake.com			8/14; 10/16; 10/23; 11/6; 11/27; 12/18	10/2/16 5 PM - Altar Server;
Busse	Annie	sue.busse@gmail.com	(317) 733-3841			10/16/16 8 AM - Altar Server
Busse	Billy	sue.busse@gmail.com	(317) 733-3841			10/16/16 8 AM - Altar Server
Busse	Lizzie	sue.busse@gmail.com	(317) 733-3841			10/2/16 5 PM - Altar Server 10/1/16 5:30 PM - Reader -

Subscribing to the calendar

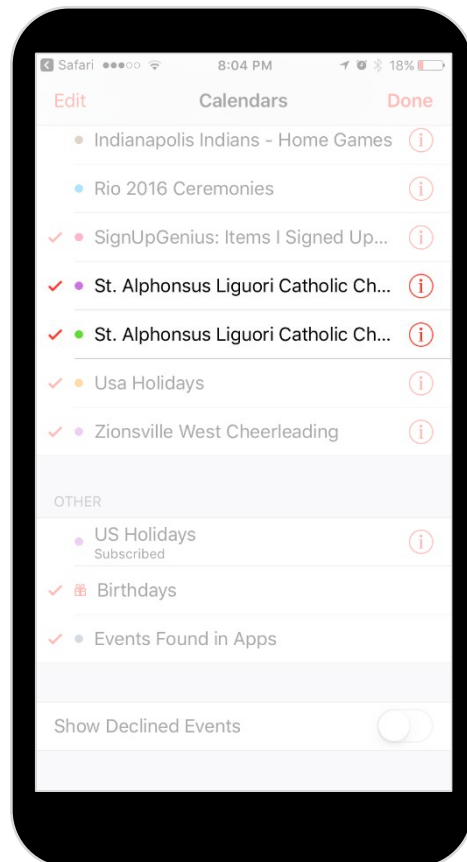
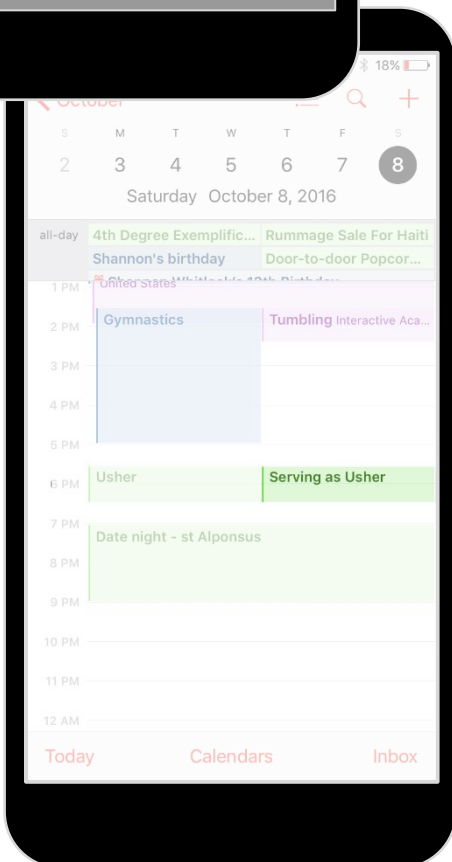


In your web browser/Safari, navigate to the ministry website. Log in and click the “My Schedule” tab. Next to the “Export to:” click the iCal link.

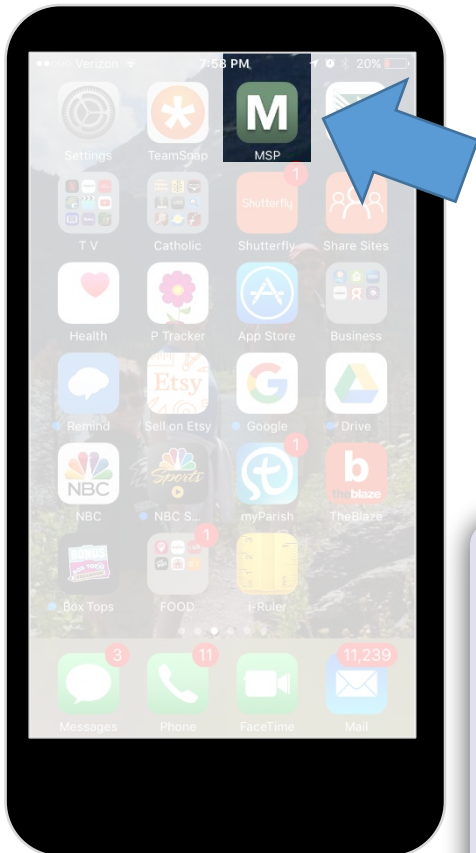
Under your “Calendars” list, it will show up in the Subscribed calendars.

You will see “Serving as...” in your calendar.

These will automatically update when the schedules come out.



Mobile APP



The mobile app can be found in the App Store - search for "Ministry Scheduler"- or by a link on the login on web page.

St. Alphonsus Liguori Catholic Church

Ministry Scheduling Login

Username:

Password:

☒ Remember me on this computer

[Login](#)

If you don't know your password, [click here](#) and we'll send you an email to reset it.

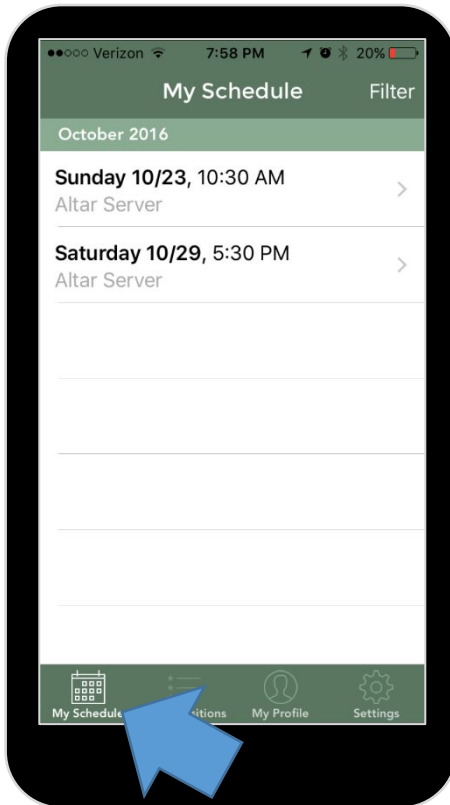
Don't have an account yet? [Sign up now.](#)

[Forgot your username or password?](#)

 **TIP** iPhone & Android app now available!

Download **Ministry Scheduler Pro** from the app store on your mobile device and enter your Organization ID

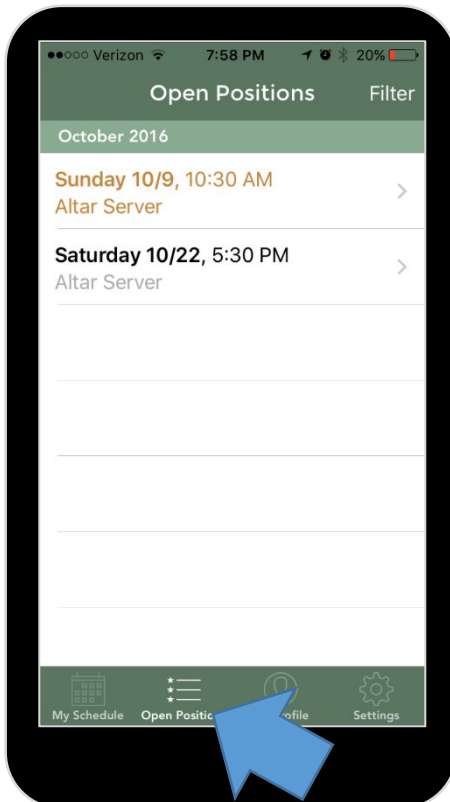
Organization ID



My Schedule page will show you all your scheduled Masses.

Times that you have requested a sub will show in orange until the request has been fulfilled.

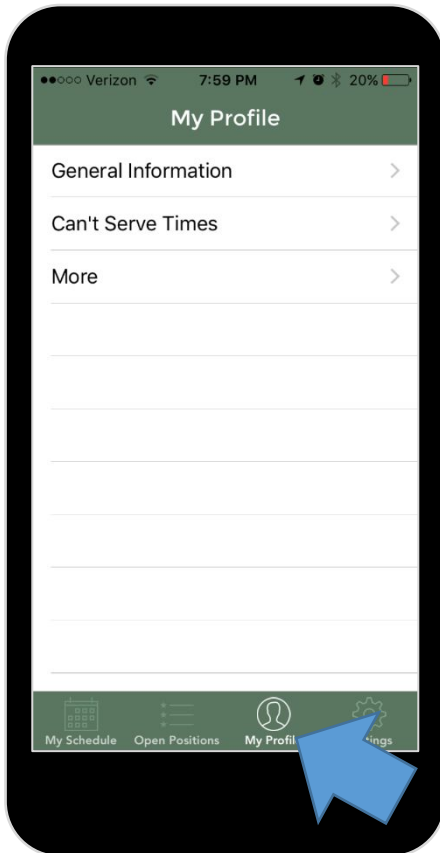
You can click on the day to request a sub.



Open Positions page will show any unfilled spots, and any sub requests will show in orange.

You can click on the day to accept a position.

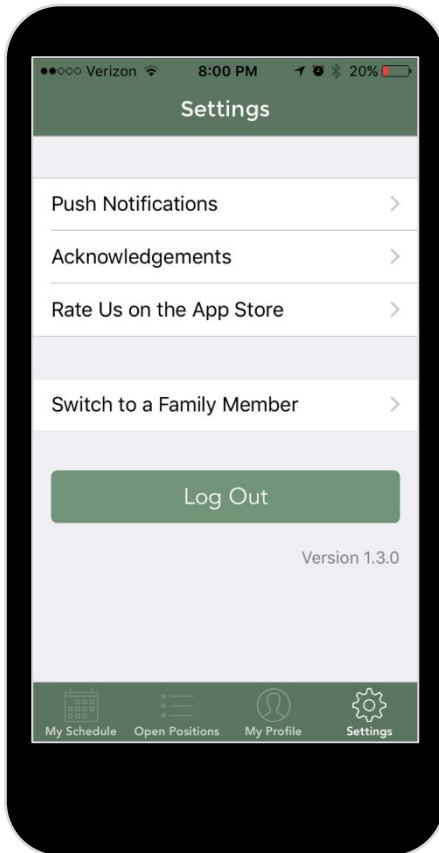
Mobile APP



The My Profile page lets you update “Can’t Serve Times” and more.



Mobile APP



Settings let you add push notifications.

You can also switch to other family members to see their schedule and update preferences or sub requests.

