

Instructions for use of Adoration Pro

(Adoration scheduling software)

“The time you spend with Jesus in the Blessed Sacrament is the best time you will spend on earth. Each moment that you spend with Jesus will deepen your union with Him and make your soul everlasting more glorious and beautiful in heaven, and will help bring everlasting peace on earth.” – St. Teresa of Calcutta

Using Adoration Pro to sign up for your weekly Holy Hour commitment:

1. Access the Parish Web site at www.ollparish.info, navigate through “Ministries” under “Prayer” to “Adoration Chapel” you will find Adoration Pro instructional videos (courtesy of St. Bonaventure Catholic Church) and the Adoration Pro Portal. Select Adoration Pro Portal, click on the “Weekly Commitment” button on the page <https://www.adorationpro.org/ollmandeville>
2. Then select the day and hour you wish to sign up for and complete the information in the window that opens (Name, email, phone numbers and communication preference). Please note if you prefer text communication you must include your cell phone number.
3. You may also sign up to be a substitute adorer. Follow steps one and two. When the schedule page opens scroll to the bottom of the list of days/times and you will see an option to “become a sub”. Select this option and fill in the required information.
4. You will receive a confirmation of the hour that you signed up to pray and a separate confirmation if you signed up to be a sub. The confirmation will be text or email pending which method you chose as your preference.

Using Adoration Pro to sign in when you arrive for your Holy Hour:

The iPad inside the Chapel will have the sign-in screen displayed. Select **“Adorer sign-in”**. The next screen will ask if you are a visitor or a scheduled adorer, select scheduled adorer. Select your name from the list of names displayed and you are checked in.

To change your personal information in Adoration Pro:

1. Open up Adoration Pro from either the parish web site or using the link (see #1 above under sign up).
2. Click on “My Info”
3. Put in your last name and email or mobile number
4. Your name and time slot will be returned in the search results (if you entered the correct information)
5. Click “Edit this Profile” and a link to your record in Adoration Pro will be sent to your contact information provided.
6. Click on the link provided in email or text. Edit your information including email or text.

If you need to edit your commitment time or cancel your commitment, please email olliturg@ollparish.info.