

New Look

- Redesign of display
- Increased functionality
- Link to parish website
- Navigation menus
- Improved smart phone support

Desktop Display

Demo Parish - Login

User ID

Password

Login

I Forget

ministerscheduling.com



Prayer for Our Nation

God our Father, Giver of life, we entrust the United States of America to Your loving care.

You are the rock on which this nation was founded. You alone are the true source of our cherished rights to life, liberty and the pursuit of happiness.

Reclaim this land for Your glory and dwell among Your people.

Send Your Spirit to touch the hearts of our nation's leaders. Open their minds to the great worth of human life and the responsibilities that accompany human freedom. Remind Your people that true happiness is rooted in seeking and doing Your will.

Through the intercession of Mary Immaculate, Patroness of our land, grant us the courage to reject the "culture of death." Lead us into a new millennium of life. We ask this through Christ our Lord. Amen.

Login

- Enter user id and password
- Click 'Login' button
- Password encrypted for transmission
- Fields are case sensitive

I Forget

Demo Parish - Get My Login Information

ministerscheduling.com



Get My Login Information

To retrieve your login information please complete the form below with your information exactly as entered in your profile.

First Name:

Middle Initial:

Last Name:

E-Mail:

Get It

Success Message

Demo Parish

ministerscheduling.com



Your Information Has Been Sent

Your account information has been located and an email has been sent to you with instructions for accessing your account.

Email Returned

Your login information



Inbox x meteorte@meteortech.com x

Parish Administrator <meteortechnolo...> Apr 6 (3 days ago) ☆

to JohnECarroll

You can reset your ministerscheduling.com password by clicking the following link and completing the change form.

<http://192.168.1.133/demo.ministerscheduling.com/orgAdmin.php?action=resetPassword&code=knyggNijzukZjAcs>

For your security, this link may be used only one time and will expire in 48 hours.

Thank you for using the liturgical ministry scheduling system.

Email Message

- Check spam folder if not received
- Contains one-time use link
- Link expires in 48 hours
- Can repeat process if link expires

Password Reset

ministerscheduling.com



Get My Login Information

Your User ID is shown below. If you cannot remember your password, please complete this form to define a new password for your account.

Name: John E. Carroll

User ID: John.E.Carroll

Password:

Confirm Password:

Reset Password Page

- Observe User ID setting
- Complete password fields
- Click 'Reset My Password' button
- Login using new credentials

Navigation

- Navigate sections to access features
- Calendar
- Preferences
- Profile
- Roster
- Parish Daily Schedule
- Smart phones gain menu access via icons

Navigation Panel

Demo Parish Save Changes Cancel Logout

ministerscheduling.com



[Calendar](#) [Preferences](#) [Profile](#) [Roster](#) [Parish Schedule](#)

Calendar Information

Export

Calendar

Please click on an available or blocked date to change your availability for that date. Use the "<" and ">" buttons to change the month.

Scheduled Assignments

<	April 2017	>
Date	Mass	Ministry

Smart Phone Display

Demo Parish

ministerscheduling.com

Parish Schedule

Print < 4/9/2017 >

Mass	Ministry	Ministers Scheduled
7:00 AM Sunday	EMHC	Minnie B. Brown Joseph B.

Calendar Section

- Set scheduling availability
- Manage assignments
 - Find substitutes
 - Blackout time removed
 - Take open assignments
 - Check ministry needs before mass
- Register for scheduled training sessions
- Export monthly calendar data

Set Availability

Demo Parish

par

Please click on an available or blocked date to change your availability for that date. Use the "<" and ">" buttons to change the month.

Legend:

- Unavailable date
- Assigned date
- Available date
- Date not considered

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

Scheduled Assignments

June 2017			
Date	Mass	Ministry	
6/4/2017	9:00 AM Sunday	Server	<input type="button" value="Find Sub"/>
6/11/2017	9:00 AM Sunday	Server	<input type="button" value="Find Sub"/>
6/18/2017	9:00 AM Sunday	Server	<input type="button" value="Find Sub"/>
6/25/2017	9:00 AM Sunday	Server	<input type="button" value="Find Sub"/>

Available Assignments

Available assignments highlighted in green are for preferred masses. Clicking the 'Take' button, once confirmed, will immediately transfer the assignment.

June 2017			
Date	Mass	Ministry	

Assignment List

Demo Parish

Save Changes

Cancel

Logout





Calendar Information

Export

Calendar

Please click on an available or blocked date to change your availability for that date. Use the "<" and ">" buttons to change the month.

Legend:

-  - Unavailable date
-  - Assigned date
-  - Available date
-  - Date not considered

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Scheduled Assignments

June 2017			
Date	Mass	Ministry	
6/4/2017	9:00 AM Sunday	Server	Find Sub
6/11/2017	9:00 AM Sunday	Server	Find Sub
6/18/2017	9:00 AM Sunday	Server	Find Sub
6/25/2017	9:00 AM Sunday	Server	Find Sub

Available Assignments

Available Assignments

Demo Parish Save Changes Cancel Logout

Export available date

- Date not considered

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

6/11/2017	9:00 AM Sunday	Server	Find Sub
6/18/2017	9:00 AM Sunday	Server	Find Sub
6/25/2017	9:00 AM Sunday	Server	Find Sub

Available Assignments

Available assignments highlighted in green are for preferred masses. Clicking the 'Take' button, once confirmed, will immediately transfer the assignment.

June 2017			
Date	Mass	Ministry	
6/3/2017	5:00 PM Saturday	Server	Take
6/25/2017	9:00 AM Sunday	Server	Cancel

Available Training Sessions

No training sessions are available at this time.

Training Registration

Demo Parish Save Changes Cancel Logout

Export

	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

None

Available Training Sessions

Training	Date	Time	Location	
2017 Server Training	5/17/2017	7:00 PM	Church	Register
2017 Server Training	5/20/2017	9:00 AM	Church	Register
2017 Server Training	5/27/2017	9:00 AM	Church	Register

Export Calendar

Demo Parish

Save Changes

Cancel

Logout





Calendar Information

Export

Calendar

Please click on an available or blocked date to change your availability for that date. Use the "<" and ">" buttons to change the month.

Legend:

-  - Unavailable date
-  - Assigned date
-  - Available date
-  - Date not considered

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Scheduled Assignments

June 2017			
Date	Mass	Ministry	
6/4/2017	9:00 AM Sunday	Server	Find Sub
6/11/2017	9:00 AM Sunday	Server	Find Sub
6/18/2017	9:00 AM Sunday	Server	Find Sub
6/25/2017	9:00 AM Sunday	Server	Find Sub

Available Assignments

Preferences Section

- Manage ministries
- Set scheduling maximums
- Set mass preferences as desired
- Define scheduling relationships
- Limit substitution requests
 - Block masses not attended
 - Preferred masses cannot be blocked

Preferences Section

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Preferences

Ministries

To become temporarily inactive, please remove all of the preferences.

Server:

Active

Assignment Maximums

Per Day:

1

Monthly:

6

Mass Preferences

Remove

9:00 AM Sunday

Remove

11:00 AM Sunday

Relationships

Keep together with:

No one selected

Ministries

Preferences

Ministries

To become temporarily inactive, please remove all of the preferences.

Server:

Assignment Maximums

Per Day:

Monthly:

Mass Preferences

9:00 AM Sunday

11:00 AM Sunday

Relationships

Keep together with:

No one selected

Maximums

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Preferences

Ministries

To become temporarily inactive, please remove all of the preferences.

Server:

Active

Assignment Maximums

Per Day:

1

Monthly:

6

Mass Preferences

Remove 9:00 AM Sunday

Remove 11:00 AM Sunday

Relationships

Keep together with:

No one selected

Mass Preferences

Demo Parish

Save Changes

Cancel

Logout

To become temporarily inactive, please remove all of the preferences.

Server:

Per Day:

Monthly:

Mass Preferences

9:00 AM Sunday

11:00 AM Sunday

Add:

Relationships

Keep together with:

No one selected

Keep apart from:

No one selected

Substitution Preferences

To change a substitution preference, click on the button beside it. The masses set as preferred for scheduling are always preferred for substitution and cannot be changed. Openings for masses shown with a green button will be distributed to you; those for a

Set Relationships

Demo Parish

Save Changes

Cancel

Logout

To become temporarily inactive, please remove all of the preferences.

Server:

Per Day:

Monthly:

Mass Preferences

9:00 AM Sunday

11:00 AM Sunday

Add:

Substitution Preferences

To change a substitution preference, click on the button beside it. The masses set as preferred for scheduling are always preferred for substitution and cannot be changed. Openings for masses shown with a green button will be distributed to you: those for a

Relationships

Keep together with:

No one selected

Keep apart from:

No one selected

Substitution Preferences

Demo Parish

Save Changes

Cancel

Logout

Add:

Select

Add Minister

Keep apart from:

No one selected

Add Minister

Substitution Preferences

To change a substitution preference, click on the button beside it. The masses set as preferred for scheduling are always preferred for substitution and cannot be changed. Openings for masses shown with a green button will be distributed to you; those for a mass with a red button will be withheld.

Will Not Sub 5:00 PM Saturday

Will Not Sub 7:00 AM Sunday

Preferred Mass 9:00 AM Sunday

Preferred Mass 11:00 AM Sunday

Will Not Sub 5:00 PM Sunday

Profile Section

- Change personal information
- Change user id
- Change password

Profile Section

Profile

First Name:	<input type="text" value="John"/>	E-Mail:	<input type="text" value="JohnECarroll@ministerscheduling.com"/>
Middle Initial:	<input type="text" value="E"/>	Phone 1:	<input type="text" value="(415) 976-8940"/>
Last Name:	<input type="text" value="Carroll"/>	Phone 2:	<input type="text"/>
Address Line 1:	<input type="text" value="1616 Don Jackson Lane"/>	FAX:	<input type="text"/>
Address Line 2:	<input type="text"/>	User ID:	<input type="text" value="John.E.Carroll"/>
City:	<input type="text" value="San Fransisco"/>	<p>Please leave the Password fields blank unless you wish to change the password setting in the profile. To change the password, please enter the new value into both the Password and Confirm Password fields.</p>	
State:	<input type="text" value="California"/>	Password:	<input type="text" value="Password"/>
Zip Code:	<input type="text" value="94115"/>	Confirm Password:	<input type="text" value="Confirm Password"/>

Roster Section

- View roster for selected ministry/ministries
- Use roster to contact others for substitution

Roster Section

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Liturgical Minister Roster

Server

Server Roster

Name	Phone	Preferences
Bradley C. Brindley	(415) 550-0077	7:00 AM Sunday 9:00 AM Sunday
Cathleen D. Bryan	(415) 644-4122	5:00 PM Sunday 5:00 PM Saturday
John E. Carroll	(415) 976-8940	9:00 AM Sunday 11:00 AM Sunday
Josephine J. Freese	(415) 519-9642	5:00 PM Saturday 5:00 PM Sunday
John J. Hale	(415) 451-2283	11:00 AM Sunday 5:00 PM Sunday 9:00 AM Sunday

Select Ministry

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Liturgical Minister Roster

Server

Server Roster

Name	Phone	Preferences
Bradley C. Brindley	(415) 550-0077	7:00 AM Sunday 9:00 AM Sunday
Cathleen D. Bryan	(415) 644-4122	5:00 PM Sunday 5:00 PM Saturday
John E. Carroll	(415) 976-8940	9:00 AM Sunday 11:00 AM Sunday
Josephine J. Freese	(415) 519-9642	5:00 PM Saturday 5:00 PM Sunday
John J. Hale	(415) 451-2283	11:00 AM Sunday 5:00 PM Sunday 9:00 AM Sunday

Parish Schedule Section

- View parish daily schedule
- Print daily assignments
 - Suitable for minister sign-in use
 - Identifies outstanding sub requests

Parish Schedule Section

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Parish Schedule

Print



4/9/2017



Mass

Ministry

Ministers Scheduled

7:00 AM Sunday

EMHC

Minnie B. Brown

Joseph B. Dickey

Orville M. Jones

Jay R. Kehl

Reader

Milton M. Harmon (1)

Margaret M. Dale (2)

Server

Bradley C. Brindley

Elvira R. Heffington

Robin J. Williams

9:00 AM Sunday

EMHC

Heather J. Floyd

Print Daily Schedule

Demo Parish

Save Changes

Cancel

Logout

Calendar

Preferences

Profile

Roster

Parish Schedule

Parish Schedule

Print

4/9/2017

>

Mass

Ministry

Ministers Scheduled

7:00 AM Sunday

EMHC

Minnie B. Brown

Joseph B. Dickey

Orville M. Jones

Jay R. Kehl

Reader

Milton M. Harmon (1)

Margaret M. Dale (2)

Server

Bradley C. Brindley

Elvira R. Heffington

Robin J. Williams

9:00 AM Sunday

EMHC

Heather J. Floyd

Printed Daily Schedule

4/9/2017 Schedule

7:00 AM Sunday

EMHC

Minnie B. Brown

Joseph B. Dickey

Orville M. Jones

Jay R. Kehl

Reader

Milton M. Harmon (1)

Margaret M. Dale (2)

Server

Bradley C. Brindley

Elvira R. Heffington

Robin J. Williams

Scheduled Introduction

- Introduction planned when next schedule is prepared
- Web site will be closed from Thursday through Sunday
- Report any difficulties you encounter to:
<http://www.ministerscheduling.com/serviceRequest.php>