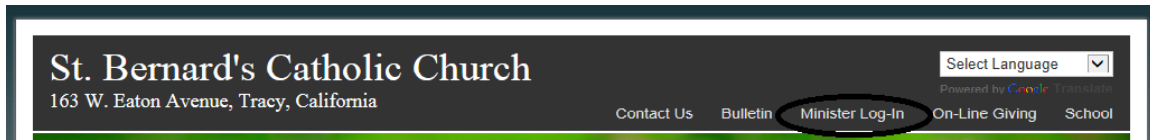


# St. Bernard's Parish On-Line Scheduling System for Extraordinary Ministers, Lectors, Altar Servers & Greeters

## Logging In:

- Log-In link to "Web Terminal" is available via the parish website at [www.st-bernards.org](http://www.st-bernards.org)
- The "Minister Log-In" link is located at the top of the home page.



- Each person (minister) will have their own username and password (sent via introductory email).
- Once logged in you may change your password.
- Family members will be able to "switch" back and forth between each family member.

## St. Bernard Catholic Church Ministry Scheduling Web Terminal Login

Username:

Password:

[Forgot your username or password?](#)

Remember my login automatically on this computer

## Web Terminal Home Screen

## Verify & update personal profile information

- Click the "my Profile" tab
- Edit/update your personal information as necessary.
- Press SUBMIT at the bottom of the page for your requests/changes to be processed
- You may edit the profile information of your other family members by using the "Switch to" feature located in the upper right hand corner

- If your son or daughter is an Altar Server and he/she does not have a personal email, you may enter your own email to receive their information

Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. We will review your submission and accommodate any preference changes in the next schedule as best we can. Please remember that you **must click the Submit button at the bottom of this page** for your request to be processed.

**General Information**

First name:  Last name:

Phone:  Cell:

Address:

Email:

Email me reminders  days before my scheduled dates

Send me text message (SMS) reminders two hours before my scheduled times

### Email & Text Message Reminders

- The system is automatically set up to send you an email reminder 4 days prior to your scheduled service date. This should allow you ample time to request a sub if necessary. If you wish to change the email reminder setting, go to the "My Profile" tab and adjust accordingly.
- If you wish to receive a text message reminder two hours prior to your scheduled service time, go to the "My Profile" tab and enter your cell number (including area code) in the cell number field. Check the box that says "Send me text message reminder..."
- **BE SURE TO PRESS "SUBMIT" AFTER MAKING ANY CHANGES TO YOUR PROFILE**

Email me reminders  days before my scheduled dates

Send me text message (SMS) reminders two hours before my scheduled times

### Exporting Schedule to your Google or Outlook Calendar

- Click on "My Schedule" tab
- To export your schedule to your personal calendar, click the Google (Android), iCal (iPhone) or Outlook calendar icon and follow the prompts. (When exporting into your phone calendar, log-into the Web Terminal from your phone)

You are scheduled to serve at the following times.

[Sunday, Jan 12, 11:00 AM: Feast of the Baptism of the Lord \(HFC\) - EM - Area 3-Lea \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

## Requesting a Substitute

- Click on "My Schedule" tab
- Click "Request Sub" next to the day in which you are unable to serve (see illustration above)

Request a substitute

Position: Sunday, Jan 12, 11:00 AM: Feast of the Baptism of the Lord (HFC) as EM - Area  
3-Lead

Comments / reason:

Nevermind **Request sub**

- Providing a comment or reason for needing a sub is optional
- Press "Request sub" to send
- Your sub request will only be sent (via email) to those who are qualified to fill that position and who are available to serve on that day and time.
- You will be notified via email when someone volunteers to fill your request. The live schedule will be automatically updated to reflect the changes
- If additional people volunteer to fill position after it has already been filled, they will receive an immediate response saying position is already filled

## Viewing Live Schedules for all Masses when logged into the Web Terminal

- Click the "Full Schedules" tab
- "Volunteer Now" indicates volunteers are still needed for unfilled positions
- "Sub Request" next to someone's name means they are still in need of a substitute

## Viewing Live Schedules for all Masses via the parish website

- Go to [www.st-bernards.org](http://www.st-bernards.org)
- Click on the "Resources" tab
- Click on "Schedules"



The screenshot shows a navigation menu with the following items: Home, Welcome, Parish Life, Sacraments, Faith Formation Information, Contribute, News, Resources, and Parish Webstore. The "Resources" menu is open, showing a list of links: Today's Readings, Saint of the Day, Calendar (Google), Bulletin, Fr. Chad's website, Diocese of Stockton, Forms & Documents, Newsletters, and Schedules. Below the menu is a photograph of the church altar, featuring a crucifix, statues, and candles.

## Entering "Can't Serve" Dates & Times

- Click on the "My Profile" tab
- Scroll down page to "Can't serve dates/time" and click "Add"

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

**Can't serve dates / times**

Sunday, February 3, 2013	Add... Remove
Sunday, February 24, 2013	
Sunday, March 10, 2013	
Sunday, March 24, 2013	
Sunday, April 7, 2013	
Sunday, April 21, 2013	


To declare another can't serve time click the "Add..." button now.



**Additional notes / comments to submit with this profile change form**


Please make sure to click this "Submit" button when finished. **Submit**



- Select how you would like to enter your "can't serve date(s)"



Do not schedule me (choose one of the following four options):



On the following date:   (Click calendar icon or type)

Between these dates:   and  

At this service time:  

Between the dates of:   and  


   of every month  Count full weekends only

Between the dates of:   and  

Add this can't serve time to myself as well as to all of my family members

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

January 2014						
S	M	T	W	T	F	S
29	30	31	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	31	1
2	3	4	5	6	7	8

- If you would like the "can't serve" date to apply to all of your family members, simply check appropriate box.
- Click "OK+Add Another" for each additional can't serve date, otherwise click "OK"

**IMPORTANT: Be sure to press "SUBMIT" after you have finished entering all your "can't serve" dates. This will save your requests.**