

## Ministry Scheduler Pro is Easy to Use

First, log-in with your username and password.

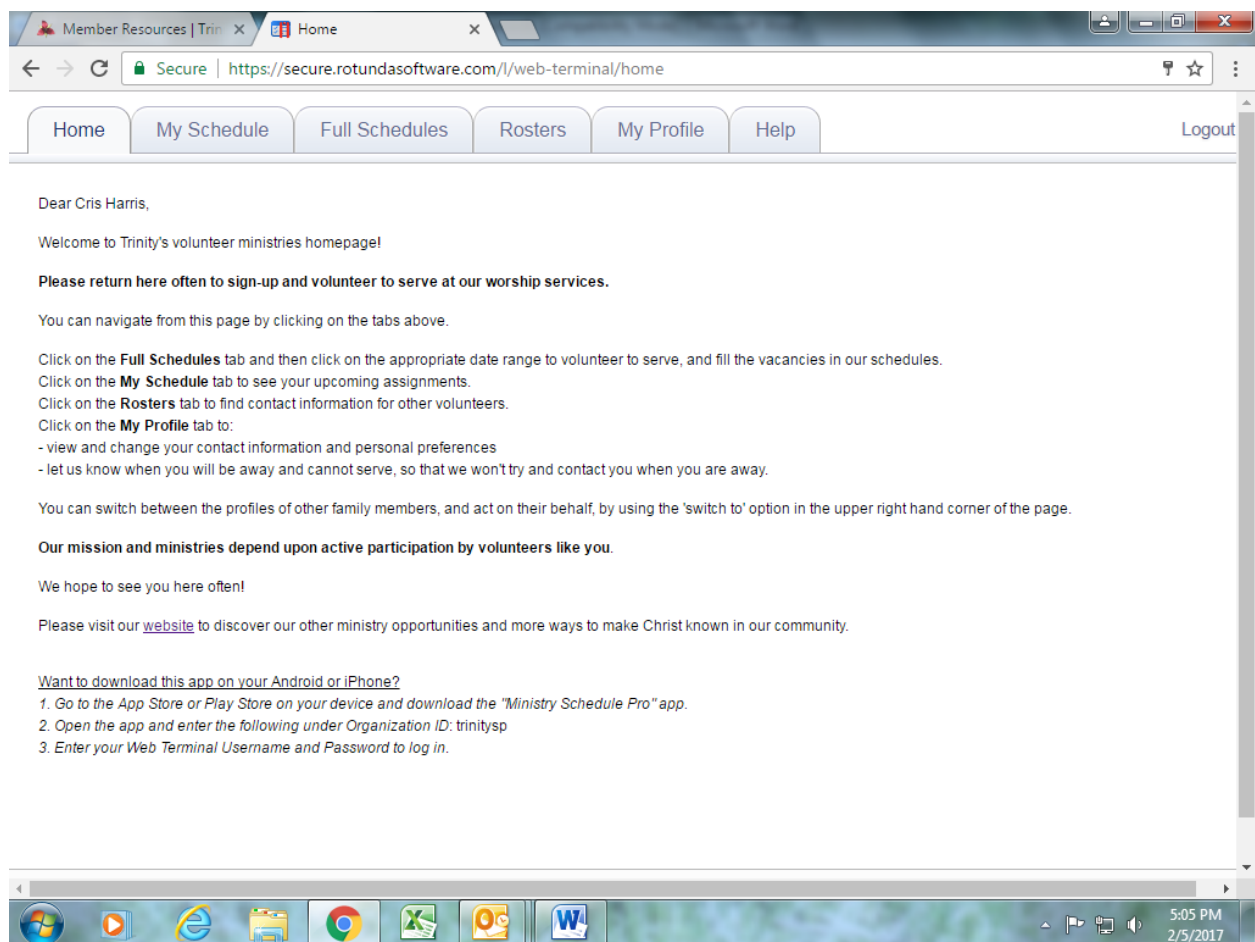
- If you don't have a password yet, contact the church office.
- If you have forgotten your password, click to have an email sent to you with your username and a link to reset your password.

After you log-in the screen below will appear.

This screen tells you what all your options are for viewing and updating your schedule:

- My Schedule - to see when you have agreed to serve
- Full Schedules - to see when volunteers are needed
- Roster of volunteers to find a substitute when your schedule changes
- My Profile - to change your contact information or indicate when you can serve and when you are NOT available, such as when you are on vacation.

Click the HELP tab to view a [video](#) or print a [guide](#) to learn more about using Ministry Scheduler Pro.



Thank You for volunteering! Trinity's mission & ministries depend on you!