

Ministry Scheduler Pro
Updating Non-availability Times
11/21/2023

One way to prevent scheduling concerns is to enter the date(s), which you are unavailable to serve, through your ministry scheduler profile. You can add a single date or range-of-dates that may conflict with your other scheduled obligations (Work, vacation, military service commitment, etc.). When the auto-fill is run, your “can’t serve dates” are taken into account and not used for scheduling. It is very easy to add a date/time.

First, go to the Ministry Scheduler Pro website and login using your account name and password. You can access the MSP login screen by going to any page on the CTK church website www.christthekingfl.org, and selecting the Ministry Scheduler Pro icon at the bottom of the page or the larger icon on the www.christthekingfl.org/Volunteer page.

Christ the King
EPISCOPAL CHURCH

EVENTS & PROGRAMS ABOUT GET CONNECTED VOLUNTEER WATCH CONTACT

GIVE

Greeters
Rebecca Waters

Lector, Prayers of the People
Jim Moomaw

Ushers
Bryan Whitehead

If you are ready to serve, or need to log in to your Ministry Pro Account, please click the link below:

MINISTRY SCHEDULER PRO
Click here to create a volunteer account or to access/edit your schedule.

On the CTK web, click this graphic image to open the MSP login screen.

Guides to help navigate Ministry Scheduler Pro:

Create an Account Reset Password Updating Times

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Guides to help navigate Ministry Scheduler Pro:

Create an Account

Reset Password

Updating Times

[GIVE](#) | [SUNDAY WORSHIP ONLINE](#) | [CONTACT US](#)



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(850) 267-3332



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You can also launch the MSP web terminal from any page of the CTK website by selecting the icon at the bottom of the page.



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Powered by [Ministry Scheduler Pro](#)
From [Rotunda Software](#)

Ministry Scheduling Login

Christ the King Episcopal Church

Santa Rosa Beach, FL

Username
dreis

Password
.....

Remember me

Log In

Forgot? To reset password

Don't have an account yet? Sign up now If you don't have an account - "Sign up now"

Enter *your* **Username** and **Password** to **Log In**

If you have forgotten the password, you can use the "Forgot?" link to reset your password.

After successfully logging in, you will see your 'Home Screen'.

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(Dave) | Logout

Home

My Schedule

Full Schedules

Rosters

My Profile

Help

Dear Dave Reis,

Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings.

You can navigate through the terminal by clicking on the tabs above.

Click on the **My Schedule** tab to see your personal assignments.

Click on the **Full Schedules** tab to see full schedules and sign-up for available openings.

Click on the **Rosters** tab to find contact information for others.

Click on the **My Profile** tab to view or change your personal settings.

Powered by Ministry Scheduler Pro

 Recommend 5.6K

For adding “can’t serve dates/times”, do the following:

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(Dave) | Logout

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Powered by Ministry Scheduler Pro

 Recommend 5.8K

Personal settings are found under the 'My Profile' tab and consist of:

- **General Info** such as name, email, phone, address, login password

- **Ministries and Scheduling** lets you select the ministry; and, the Service Preferences you want to volunteer your time serving.

- **Unavailable Dates and Times** - this is where you add the dates and times when you will **NOT** be available to serve during the current active schedule. You **MUST** enter these date (and times) during the initial opening of a new schedule prior to the schedule being auto-filled. Once the schedule has been auto-filled, you will need to choose the "Request a Sub" or "Cancel!" option next to the date you're unable to serve under your "**My Schedule**" tab to let others in your ministry know of the need.

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Scroll down to the bottom of the page to find the "Can't serve dates / times" section.

Can't serve dates / times

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

Add ▼

Remove

Edit

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

Additional notes or comments

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

Submit

Select the 'Add' button to begin entering unavailable dates.

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Schedule me **only** at these times

can't serve

Add ▾

Edit unavailable time

I am not available **on the following date** ▾ MM / DD / YY

Do not schedule me at this time

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

As **Chalice LEM** ▾ ←

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

ditional no

Cancel OK & Add another OK

Several options available under this drop down menu.

Dates entered can affect all ministries or individual selections

After entering the dates, remember to use the 'Submit' button before leaving the page or your entries will not be applied.