

Liturgical Scheduling Program St. Anthony Parish

This guide is intended to assist you in using the scheduling program at St. Anthony Parish. For further assistance you can email staschedule@mediacombb.net or call 563-590-3143.

To view the complete schedule online: <http://www.stanthony-dubuque.org/Ministry-schedules>

To access your personal information or to retrieve your password:
<http://www.rotundasoftware.com/ministry/stanthonydbq>

After logging in you should see a screen like the one below.

To see your schedule and to request a sub: select the "My Schedule" tab.

To view the complete schedule: select the "Full Schedules" tab. Click on the arrows on the right to view more dates.

To review or change your personal information: select the "My Profile" tab, shown below.

To switch to the page of another family member click here.

General Information - Complete or correct the following information.

First Name

Last Name

Phone

Address

Email address

Email reminders: Specify how many days in advance that you want to be notified when you are scheduled.

You can change your password here if you want to do so.

For altar servers and candlebearers: Verify your grade in school and correct if necessary.

Ministries & Scheduling

Available ministries

- Extraordinary Minister - EM
- Extraordinary Minister - HM
- Extraordinary Minister - AM
- Sacristan
- Altar Server**
- Candle Bearer
- Childrens Liturgy - Prayer Leader
- Childrens Liturgy - Assistant
- Musician
- Altar Server Weekday

My ministries

- Lector
- Greeter - GUp
- Greeter - GDn

Altar Server description: [No description available.]

Service preferences

1. Sunday, 8:30 AM

Schedule me **only** at the services in this list

Unavailable dates / times

- Sep 10, 2016 - Sep 11, 2016
- Sep 24, 2016 - Sep 25, 2016
- Nov 26, 2016 - Nov 27, 2016

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

Ministries & Scheduling

Ministry qualifications: Should be listed in the right column under "My ministries".

Add or remove ministries by selecting a ministry and clicking on the "Add" or "Remove" button.

Service preferences

Times - Add or remove times by selecting "Add" or "Remove" button.

Schedule only at these times - Check this box if you want to be scheduled only at the times listed in the "Service preferences" box above.

Unavailable dates/times - Enter dates when you know that you will not be available to serve.

Additional notes or comments - Enter any information that you want to convey that is not included elsewhere.

Don't forget to click the "Submit" button at the bottom so that your information is recorded.