



## *Parish Management Software*

**by Mass Intentions, Inc.**

### Your personal Online Ministry Scheduling page is waiting for you!

*Thank you for your interest in filling a ministry role at our parish.*

*We invite you to register online using the link provided to you.*

- **Volunteer Registration Information –**

- Enter your Contact information – name, DOB, phone, email, address.
- Indicate a Head of Household (if applicable) – when checked, this family member will have the ability to manage other members of the household. Each family can have more than one Head of Household.
- Indicate your Family Scheduling Preferences:
  - **Babysitter** – One family member will not be assigned to a ministry role for a Mass when Family Grouping/Babysitter required status is active.
  - **Serve Together** – If a family desires to be assigned to the same Mass, a warning will appear on the schedule so that manual adjustments can be made.
  - **One Mass per Weekend** – Family will not be assigned to serve during more than one Mass per weekend.
- Ministry Groups – make ministry selections according to your preference/abilities.

- **Indicate your Availability** (*Mass times will appear once a location has been selected*)

- Designate preferred locations and Mass times for scheduling purposes.
- Designate preferred locations and Mass times for last minute substitutions.

- **Add Additional Family Members –**

- Choose “Add a Family Member” if entering information for another member of the household.
- Once all family members have been added, select “Continue”. You will be asked to confirm your registration details. If changes are necessary at this point, choose the “Edit” link at the bottom of each family record.
- Click “Submit Registration” to complete the registration process.
- Registrations need to be reviewed by an admin before scheduling/training can occur.

*MIO is honored to be working with your parish to streamline the scheduling and notification process for dedicated volunteers like you!*