

## MSP Tips and Guidelines

Access the log-in link to MSP on the parish website. <https://www.summitcatholic.org/> Go to the Ministries heading, and then choose Liturgical Ministries.

1. New volunteers can sign up using the SIGN UP NOW link. You will receive an email with a link to MSP as well as your user name and password. Indicate in the note section which ministries you are interested in.
2. Existing volunteers can access their account using the MSP link.
3. If you would like information on how to view the schedule and update your account, choose the box labeled HELP WITH MSP. The video there is very helpful.

We highly suggest also downloading the MSP app to your phone. You can perform almost every function needed from this user-friendly app. It is available for both Apple and Android devices.

### IT IS VERY IMPORTANT TO UPDATE YOUR PROFILE!

On your computer or on the app, choose the MY PROFILE tab or button.

1. Verify your correct email and phone number
2. Verify your desired ministries and preferred service times. (Be sure to choose the correct church location!)
3. Enter any dates you know you will be UNAVAILABLE – especially during the immediate next two months. This will assure you are not scheduled when you are unavailable during the new two month schedule. An email will be sent out to you two weeks prior to the new schedule to remind you to update your UNAVAILABLE times.
4. If you want to send any additional note to the scheduler, enter in the note section.
5. Be sure to hit SUBMIT!!
6. You may also update any family members' profiles as well by choosing their name in the upper right hand corner of the page (on the computer only). Please be sure their UNAVAILABLE times are updated as well.

*If you would like to be scheduled on a regular schedule (for example: always lector at the 5:00 Mass on the first weekend of each month) please let the scheduler know. This is an easy thing to do and you will always have your preferred assignment, and not be scheduled at other times.*

*Family members are always scheduled at the same Masses unless you request otherwise.*

You will receive an email about a week prior the beginning of a new schedule that tells you what your assignments are for the next two months.

If you find you are unable to be present at your scheduled time, it is easy to request a substitute in the software. Just click on “request sub” and an email will be sent to all qualified volunteers for that Mass time. Please watch to make sure your request is accepted by someone and follow up with other volunteers on the roster as needed. As a last resort, let the volunteer coordinator and sacristan for that Mass aware you will not be there.

You are very welcome to contact me by phone or email to discuss any special needs or concerns you may have. I am happy to help you with any issues with the computer software or with the app. We truly believe that using the MSP software makes it easy for both our full and part time parishioners to be involved in our lay liturgical ministries. Your help is greatly appreciated!

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