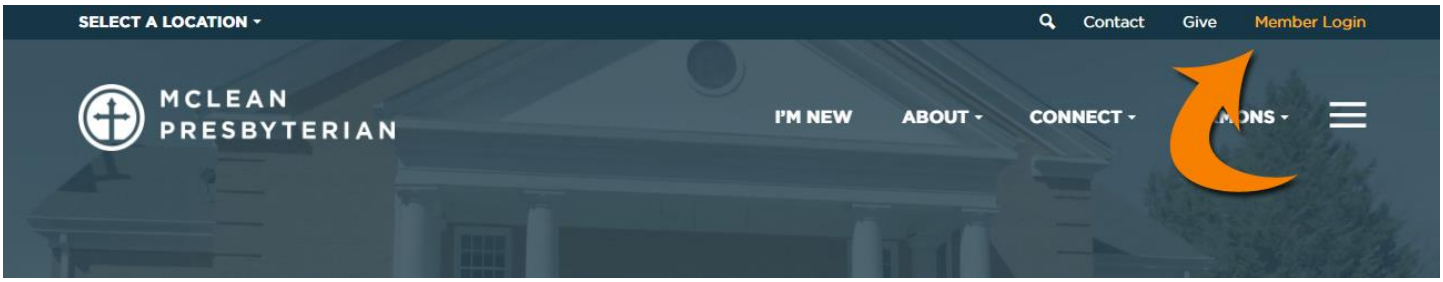
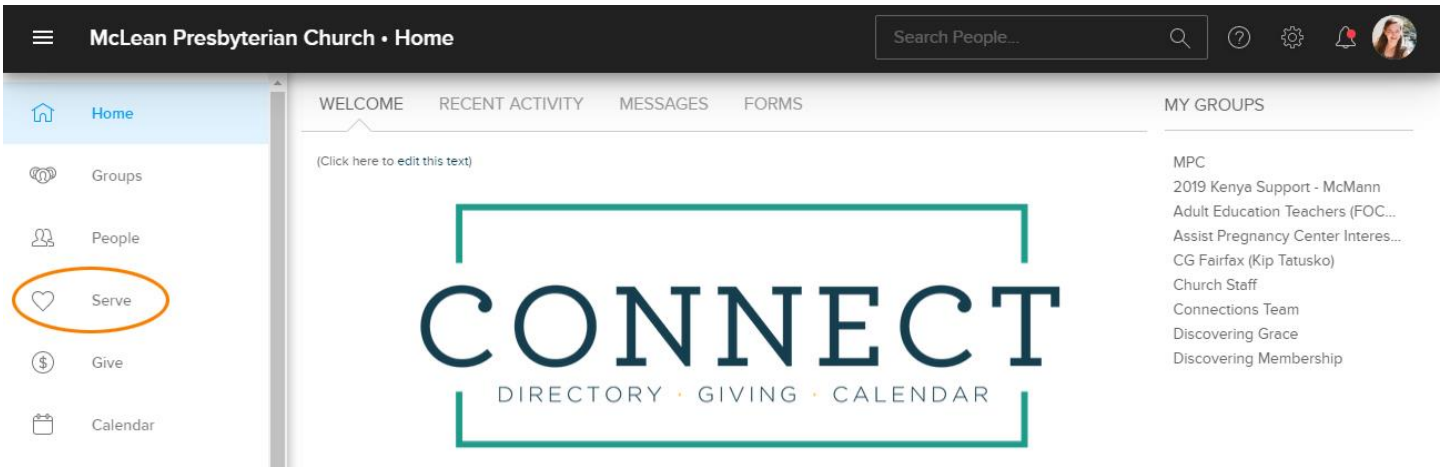
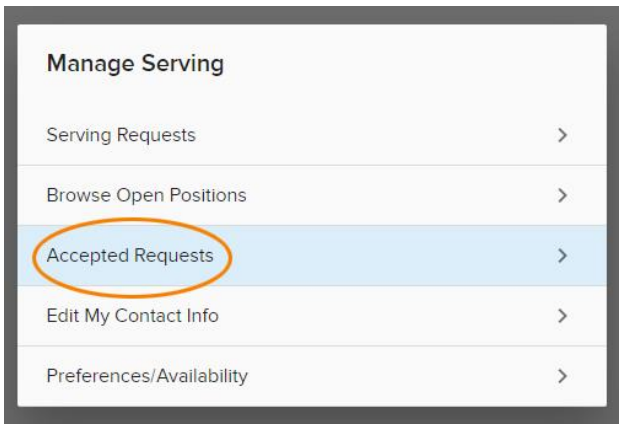
Viewing Your Schedule

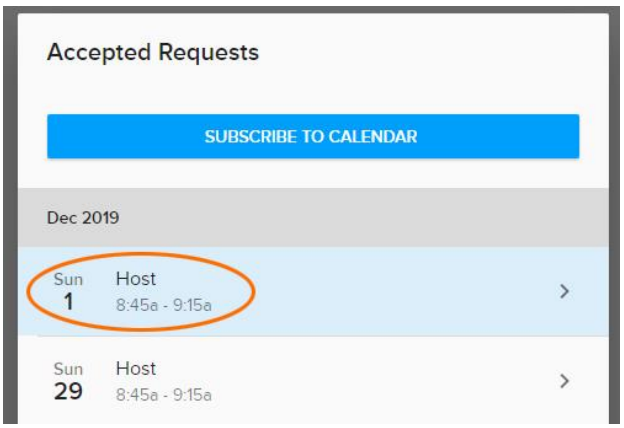
Logging In: To look at your serving profile, go to mcleanpres.org and click **Member Login**. This will take you to the login page for Connect. (**Tip:** Bookmark ***Connect*** so you can login easily!)

Once you have logged in, click the **Serve** link in your menu.









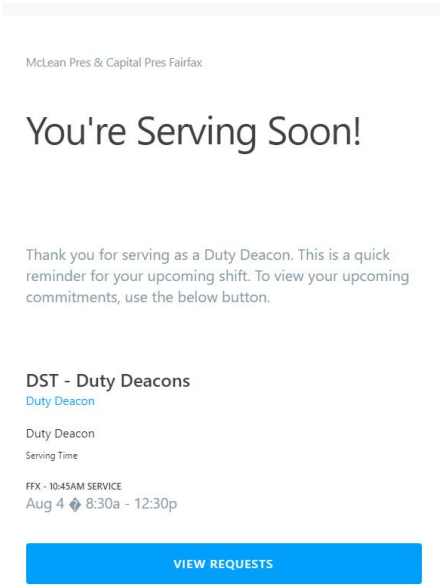
To see a full list of when you have been scheduled to serve, click **Accepted Requests**. Click any of these serving times to view more options. (See full description of your serving menu on *Page 3*.)

(**Tip:** If you know when you will not be available to serve, click **Preferences/Availability** to block off those dates so you don't have to find as many swaps during the year.)

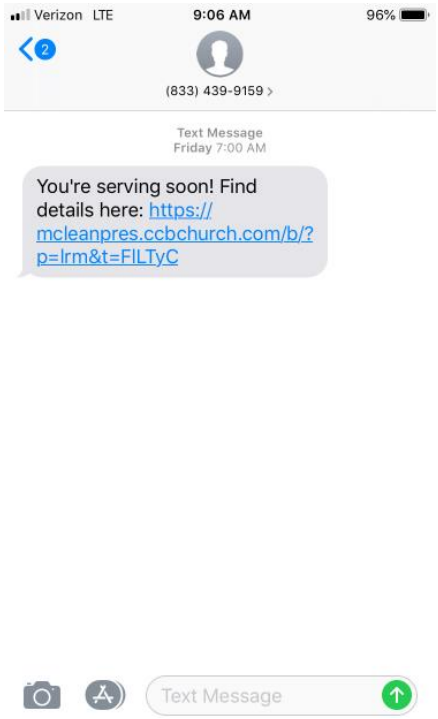
Managing Your Schedule

When You Are Scheduled, you will receive a ***reminder email***. If you have entered a mobile number and carrier in your Connect profile, you will also receive a ***reminder text***.

Reminder Email:



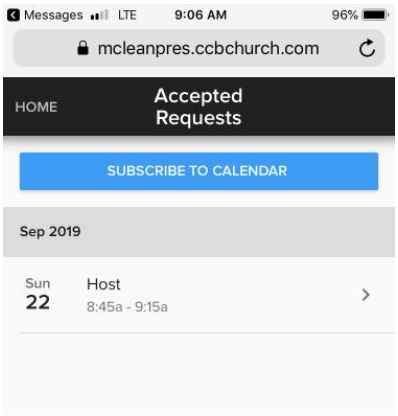
Reminder Text:



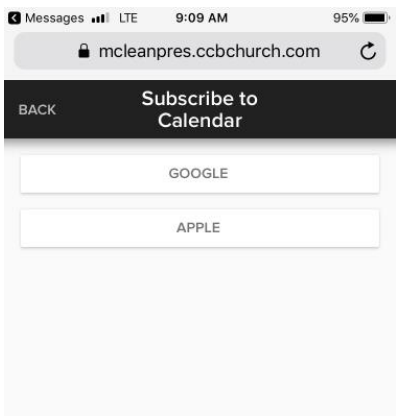
(**Tip:** If you do receive reminder texts, add **833-439-9159** to your contacts so you know at a glance this is a serving reminder from your church!)

Both of these reminders will have a **View Requests** link which will take you to a list of your **Accepted Requests**. From here you can click on the ***volunteer date*** to view more options, or **Subscribe to Calendar** (Note that this will add your full Connect calendar to your personal calendar. Go to **Calendar** on your Connect menu to see if you want to add it.)

Accepted Requests:

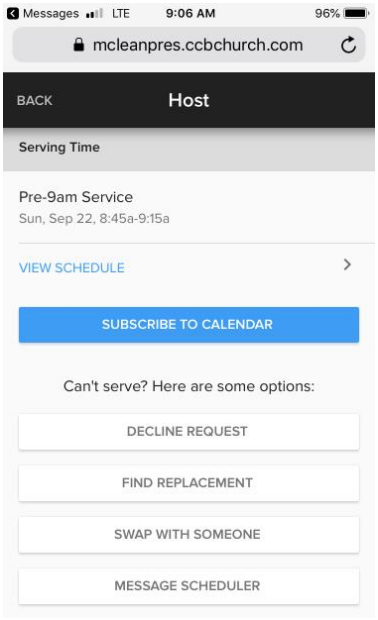


Subscribe to Calendar:



By clicking on the ***volunteer date*** you will open a menu of options for that specific serving commitment:

Volunteer Date:



+ View Schedule: This will allow you to view the full schedule and see who else will be serving with you. (see below)

+ Subscribe to Calendar: This will add your full Connect calendar to your personal calendar.

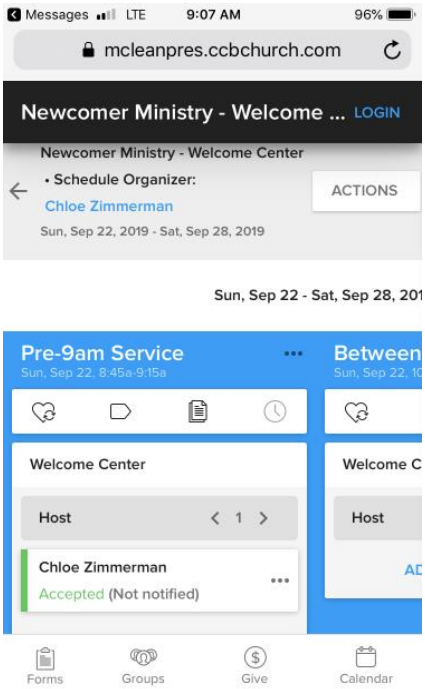
+ Decline Request: If you need to notify someone of your inability to serve on a certain date, please use the **Message Scheduler** option instead.

+ Find Replacement: Message your whole serving team to see if someone is available to replace you. Do not use for the Nursery schedule.

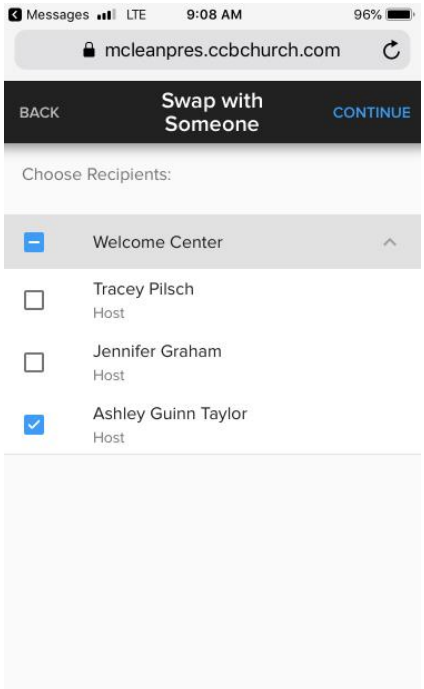
+ Swap with Someone: (Recommended) If you cannot serve when you were scheduled, click any week(s) that you know you can serve. The system will then walk you through sending a message to everyone serving on those weeks. You will have an opportunity to deselect people from this list as well.

+ Message Scheduler: If you any other questions about your serving, you can always use the **Message Scheduler** option which will allow you to write a quick not directly to the schedule organizer.

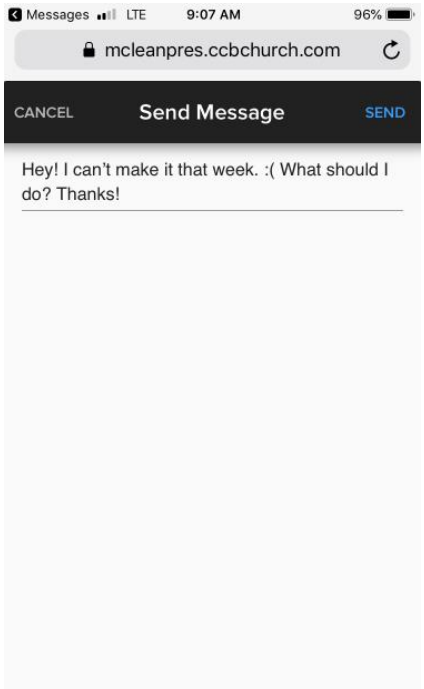
View Schedule:



Swap with Someone:



Message Scheduler:



If you have any trouble with your schedule or need help managing your serving, you can always contact our Connections team. **Ashley** (ashley@mcleanpres.org) and **Chloe** (chloe@mcleanpres.org) will be happy to help you.

Thank you for serving!