

## PLANNED NEED FOR A SUBSTITUTE:

This protocol should be used if you are aware ahead of time that you will not be able to make your regular, committed hour of Adoration. Please contact the other individual(s) of your hour and let them know you are not able to make a certain day and time. Please verify that at least one other individual from your hour WILL BE at the chapel for the scheduled hour. If your other co-adorers are not available either, first try to find a substitute on your own, then request a sub via the online VSP system.

Here are some ideas to find a substitute:

1. Contact an adorer before or after your time slot to cover your time, or maybe each could take 30 minutes of your hour.
2. Contact someone on the list of substitutes. There are many substitute adorers who are anxious to help. Go to the VSP Web Terminal login page: [http:// www.rotundasoftware.com/volunteer/ St\\_Gertrude\\_Adoration](http://www.rotundasoftware.com/volunteer/St_Gertrude_Adoration)  
Click on "Rosters" for a listing with subs. name/number/email
3. Find another regular adorer (friend or acquaintance) who will switch with you.
4. Contact someone else that adores at your hour but on a different day.
5. Ask a family member or good friend to substitute for you and ensure that they know the procedures (door access code, signing in, subs, etc.). This provides them with the gift of a wonderful experience and you with a great evangelization opportunity. This method should also help us to add new adorers in the future.
6. **AFTER** these attempts have been exhausted, it is time to submit an online sub request using the steps on the following page...

## REQUEST A SUB USING YOUR COMPUTER:

Here are the steps to request a sub on your computer. Bring up the website: [http://www.rotundasoftware.com/volunteer/St\\_Gertrude\\_Adoration](http://www.rotundasoftware.com/volunteer/St_Gertrude_Adoration) and login.

# St. Gertrude Church

Volunteer Scheduling Login


Username:

Password:

Remember me on this computer

Login

Don't have an account yet? [Sign up now.](#)  
[Forgot your username or password?](#)



**TIP** iPhone & Android app now available!

Download **Volunteer Scheduler Pro** from the app store on your mobile device and enter your Organization ID

## Home Page

Home My Schedule Full Schedules Rosters My Profile

Dear Test Person,

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.  
Click on the **Rosters** tab to find contact information for others.  
Click on the **My Profile** tab to view or change your personal settings.

Click on "My Schedule"

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## Select date sub is needed.

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Export to: Google calendar | iCal / Outlook

You are scheduled to serve at the following times.

- [Friday, Nov 27, 10:00 AM - 11:00 AM - Adorer \(request sub\)](#)
- [Friday, Dec 4, 10:00 AM - 11:00 AM - Adorer \(request sub\)](#)
- [Friday, Dec 11, 10:00 AM - 11:00 AM - Adorer \(request sub\)](#)
- [Friday, Dec 18, 10:00 AM - 11:00 AM - Adorer \(request sub\)](#)
- [Friday, Dec 25, 10:00 AM - 11:00 AM - Adorer \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

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**Click on "request sub"**

## Add comment if needed and click "Request sub".

**Request a substitute**

Position: Friday, Dec 25, 10:00 AM - 11:00 AM as Adorer

Comments / reason:

**Click on "Request sub"**

Nevermind Request sub

If you later find a sub on your own, you can come back to this page and cancel your request -

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**Friday, Dec 25, 10:00 AM - 11:00 AM**

Volunteers

[Test Person](#) Adorer [Sub requested - cancel](#)

**cancel**

**If your request is accepted you will receive an email that looks something like this -**

Your sub request has been accepted by (Name of substitute)



**Perpetual Adoration Committee** <adoration4@clients.rotundasoftware.com>

Dear (person that requested a substitute),

(Name of substitute and email) has volunteered to fill your sub request for the following position:

Friday, Dec 25, 10:00 AM - 11:00 AM - Adorer

You are no longer scheduled at this time.

To see your full list of scheduled times you may log into your web terminal at:

[http://www.rotundasoftware.com/volunteer/St\\_Gertrude\\_Adoration](http://www.rotundasoftware.com/volunteer/St_Gertrude_Adoration)

If you did not receive an email stating your sub request HAS been accepted... your hour will NOT be covered because no one has volunteered to cover it for you.

If you do NOT find someone to sub for you, please notify one of the adorers in the time slot before you and let them know that you will not be coming on that day, and that they will have to cover the Blessed Sacrament when they leave.