

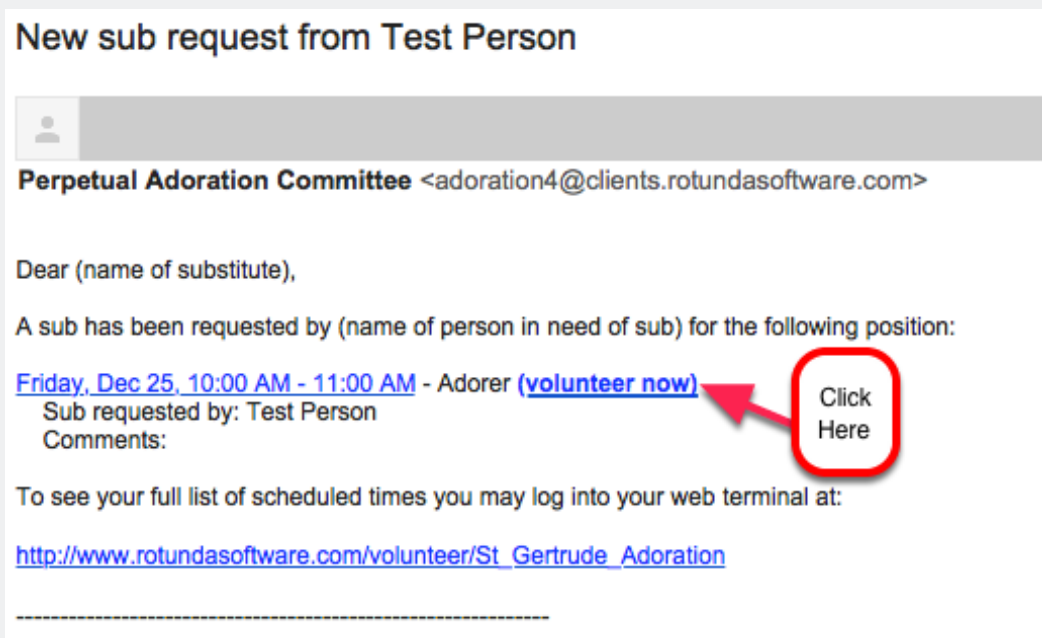
Info for Substitute Adorers

Register as a Substitute Adorer -

When you register you can list the days and times that you are available, or you can leave this blank and you will receive all the requests that are submitted.


When a sub is needed you will receive an email -

To accept this request to be a sub just click the highlighted text "volunteer now".



The screenshot shows an email titled "New sub request from Test Person". The sender is "Perpetual Adoration Committee <adoration4@clients.rotundasoftware.com>". The email content includes a greeting "Dear (name of substitute)", a statement "A sub has been requested by (name of person in need of sub) for the following position:", and a specific request: "Friday, Dec 25, 10:00 AM - 11:00 AM - Adorer (**volunteer now**)". Below this, it says "Sub requested by: Test Person" and "Comments:". A red arrow points from a red-bordered box containing the text "Click Here" to the "volunteer now" link. At the bottom, it says "To see your full list of scheduled times you may log into your web terminal at:" followed by the URL "http://www.rotundasoftware.com/volunteer/St_Gertrude_Adoration".

New sub request from Test Person

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

Dear (name of substitute),

A sub has been requested by (name of person in need of sub) for the following position:

[Friday, Dec 25, 10:00 AM - 11:00 AM](#) - Adorer (**volunteer now**)

Sub requested by: Test Person
Comments:

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

http://www.rotundasoftware.com/volunteer/St_Gertrude_Adoration

After you accept the sub request you will receive an email -

