

# St. Thomas More Parish

## Liturgical Ministries Volunteering

### Ministry Scheduler Pro (“MSP”)

### Installation Guide

#### Step 1:

You should have received an email titled “STM Ministry Scheduler Pro (MSP) login information” that provides this information:

Subject St. Thomas More Parish Ministry Schedule Pro (MSP) Login Information

Dear Noah Body,

The easiest way to access your volunteer schedule is to get the **Ministry Scheduler Pro (MSP)** app on your mobile device.

To login, you'll need to enter your organization ID username and password:

Organization ID to sign in: **stmcaedm**

Username:

Password:



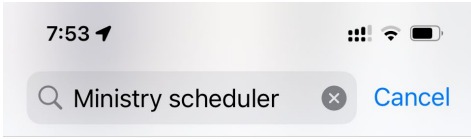
A short video on how to use the MSP mobile app is available [here](#).

Below is your login information to allow you to visit our Web Terminal by clicking on the link below or typing it into your browser:

<https://secure.rotundasoftware.com/30/msp/web-terminal/home>

For information and help on how to use this system, please watch this [short video](#) or refer to this [printable guide](#).

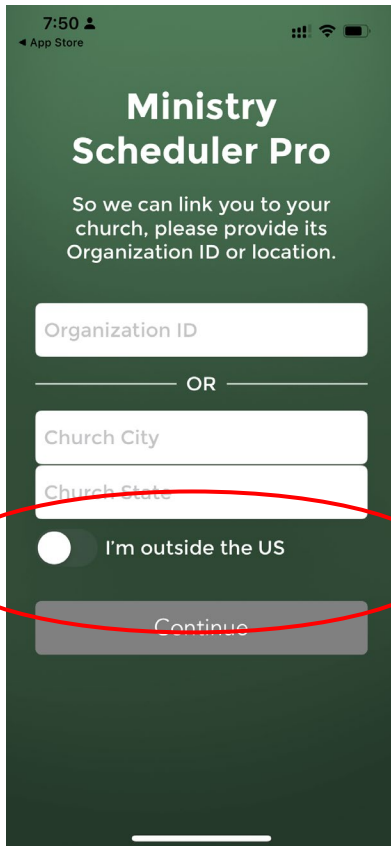
If you have any questions you can call the parish office 780-434-6313 for assistance. Thank you!



Step 2: Download the app



Step 3: Open the app



Step 4: Select "Continue"

# Ministry Scheduler Pro

So we can link you to your church, please provide its Organization ID or location.

OR



I'm outside the US

Continue

Step 4: Select "Continue"

< Back

Please select your church! If you can't find your church, contact your scheduling administrator and ask for your church's Organization ID.

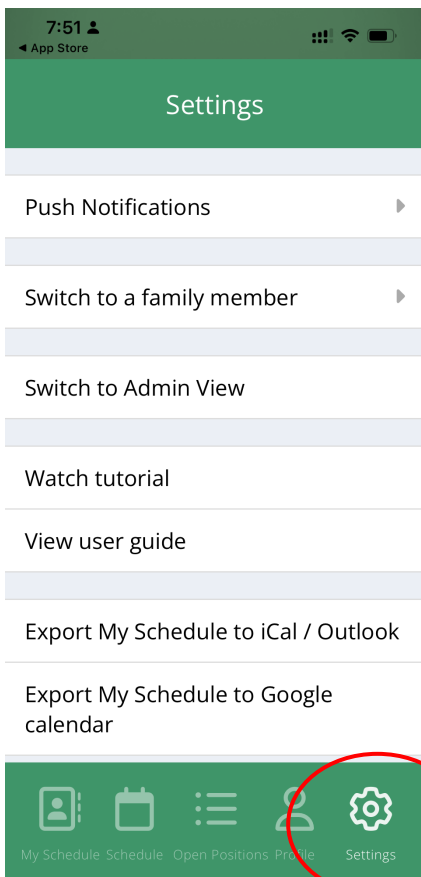
The Catholic Parish of  
Corpus Christi

Edmonton, AB

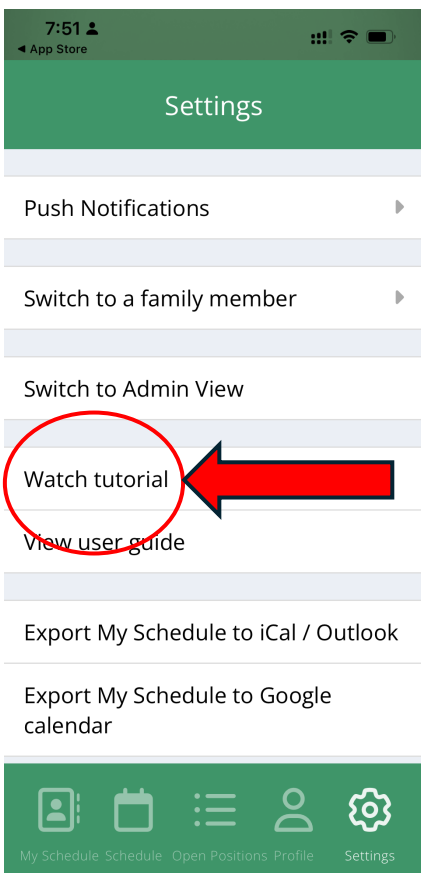
St. Thomas More  
Catholic Church

Edmonton, AB

Step 5: Select "St. Thomas More Catholic Church"



Step 6: Select “Settings”



Step 7: Select “Watch tutorial”

Still have questions? Please call  
the parish 780-434-6313