



Scheduling Across Languages Webinar Notes

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Contact Us

Your MSP license comes with unlimited support, and we're happy to help!

From the Help menu:

Send Data Files to Tech Support

support@ministryschedulerpro.com

(888) 622-0949

Additional Resources:

[View webinar recording](#)

[View Multilingual Scheduling](#)

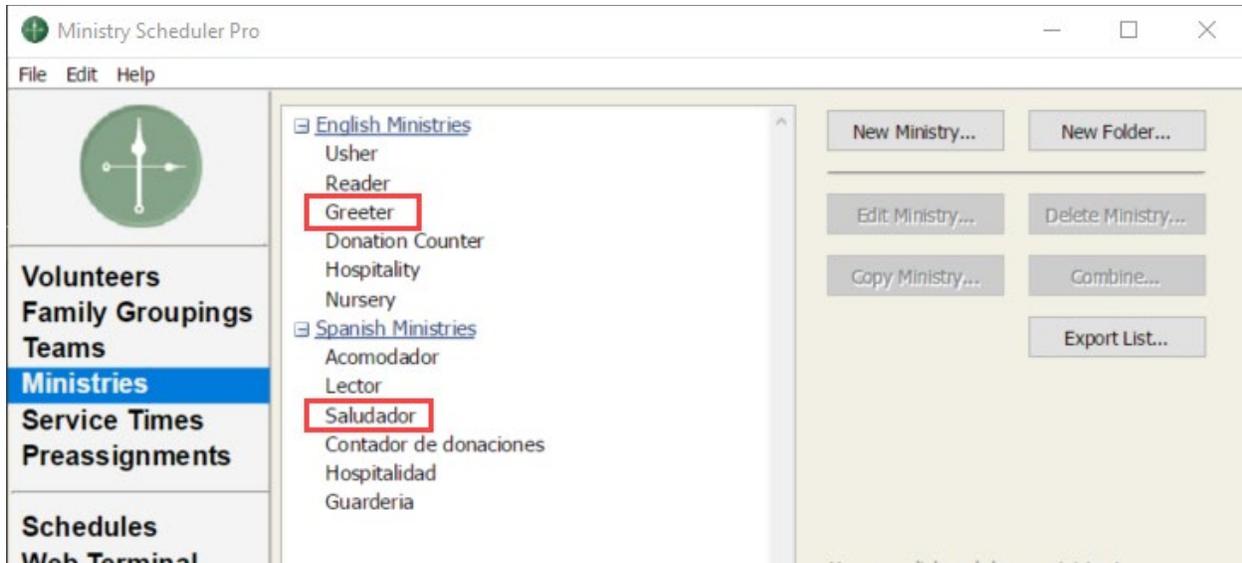
[Recommendations](#)

One Time Setup

Ministries

Create separate ministries for each language using the correct words in that language.

If you are on the Plus edition, we highly recommend having separate folders for each language.



Services

Schedule the Spanish-language ministries at the Spanish services, and the English-language ministries at the English services.

Add text to the "Description:" field when creating or editing a service in the Service Times pane to show the day and optionally the service name.

Schedules

Create separate Live Schedule Posts so volunteers will see all services for each language grouped separately.

1. When creating the first Live Schedule Post, go to the Included Ministries and choose all of the ministries in your first language
 - a. If you want volunteers to only see the Live Schedule Post for the ministries they belong to, check the "Only show schedules to volunteers in the included ministries" box at the bottom of this list
2. Name the Live Schedule Post so it is in the correct language, as well
3. From the Live schedule, go to File - Create additional Live Schedule Post and this time repeat the process for your 2nd language

After you set this up once, you can choose to CLONE your Live Schedule Posts in the future so you can apply the same settings to future schedules.

Web Terminal

Adding text so volunteers see both languages:

1. Go to the Web Terminal pane and click on the tab you want to edit
2. Paste in the text in the 2nd language above or below the English text
3. Click Commit Changes

Adding text so volunteers see only their preferred language:

- Follow the steps in [this article](#).

Automatic Emails

Reminder emails:

1. Go to the Web Terminal pane in MSP.
2. Click on the "Web Terminal settings..." button. (If you do not see this button, click on the Home tab of the Web Terminal pane -- the "Web Terminal settings..." button will be visible from here.)
3. In the Web Terminal settings pop-up window, go to the Auto Reminders section.
4. To see the text used in the automatic reminders for upcoming services, click on the "Edit Email Body..." button found in this section. In the new pop-up window, you will see the default text for automatic reminder emails.
5. If you are going to display in both languages, paste the translated text above or below the text that is showing.

If you want to adjust this email so it only shows in the volunteers preferred language using custom tokens, follow the steps in [this article](#).

Available Positions emails:

1. Go to the Web Terminal pane in MSP.
2. Click on the "Web Terminal settings..." button. (If you do not see this button, click on the Home tab of the Web Terminal pane -- the "Web Terminal settings..." button will be visible from here.)
3. In the Web Terminal settings pop-up window, go to the Auto Reminders section.
4. Now, click on the "Available Positions" subsection that has appeared underneath Auto Reminders.
5. To see the text used in the automatic email for open positions, click on the "Edit Email Body..." button found in this subsection. In the new pop-up window, you will see the default text for automatic reminder emails.
6. If you are going to display in both languages, paste the translated text above or below the text that is showing.

If you want to adjust this email so it only shows in the volunteers preferred language using custom tokens, follow the steps in [this article](#).

Ongoing Communication

Preconfigured templates (Spanish)

1. In the Announcements pane, click Use template and then choose Preconfigured
2. Use the drop-down arrow to the right of the template name to load the template in Spanish
3. In the “To” field, remove the “All Volunteers”
4. Click in the blank “To” field to see a list of all ministries. Select the Spanish-speaking ministries one at a time, or by selecting the entire folder
5. Make any changes you like to the template by typing in the body of the email
6. Preview the email and then send

Spanish resources

Some of our templates have resources linked for volunteers.

- The printable [Web Terminal guide for volunteers](#) is in Spanish beginning on page 12.
- The [video tutorial on the Web Terminal](#) for volunteers has closed captioning in Spanish.

Saving your own templates

If you are sending an email that is NOT one of our templates or if you edit one of the preconfigured templates to meet your needs and want to save those changes for future use, you can save the email as a template.

1. Compose the email and select the ministries you want to send to
2. In the lower left corner, choose “Save as template”
3. Once saved, you can pull this email up again by choosing TEMPLATE in the Announcements pane and then choose SAVED