

New Scheduler Guide

Designed for schedulers taking over an existing MSP database.

Steps for getting started

Access MSP

Open MSP on your computer or [install MSP](#) using your [Activation Code](#) and administrator password.

Get Oriented

Use the [Crash Course for New Admins](#) video and companion checklist below.

Learn More

Access resources and find answers to specific questions in our [Help Center](#).

Tips for managing your account

Communicate clearly

- [Add your email address](#) to the Announcement Pane.
- [Update the From address](#) for automatic emails.

Create a schedule

- [Review](#) the Service Times pane for updates.
- [Request updates](#) to volunteer availability.
- Get [notified](#) and [process](#) volunteer changes made online.
- [Create](#) and fill the schedule.

Manage your schedule

- [Designate](#) yourself as a Web Admin.
- Turn on [auto processing](#) for sub requests or [approve manually](#).
- Track attendance via the [Sign-in Kiosk](#) or [print sign-in sheets](#).

Want Personalized Help?

Contact us at (888) 622-0949 or email support@ministryschedulerpro.com with the subject line 'New Scheduler.'
Your Account Rep will ensure you get started on the right foot!

