



Pre-Call Checklist

To ensure we make the most of our time together, it would be great if you could do the following before we meet:

- If your church has multiple schedulers/ministry leaders, print and fill out this [quick worksheet](#).
- Try the following in the program and take notes on any questions/stumbling blocks you hit along the way:
 - Create a few ministries (especially some that have more complicated needs).
 - Create a few service times (at least one weekly and one yearly service).
 - Import/sync/create volunteers.
 - If you're feeling ambitious, try creating and running a practice schedule. We can always delete it later!

Proposed Call Agenda

- Go over multiple ministries/leaders worksheet (10 minutes)
- Talk through ministries/service times/volunteer set up (20 minutes)
- Talk through scheduling process (20 minutes)
- Q&A/Next Steps (10 minutes)

Helpful Resources

- [Interactive Scheduling Roadmap](#) - An overview of MSP's scheduling cycle with links to helpful resources each step of the way.
- [Online Knowledge Base](#) - Searchable database full of answers to the most commonly asked questions.
- [Resources page](#) - Quick access to all training and help resources, including upcoming webinars.