Parish Management Software

by Mass Intentions, Inc.

Adoration Guide for Parish Volunteers

This guide can be used by Adoration Volunteers. It includes instructions for signing up for a Personal Adoration Portal, managing their contact details, preferences and Adoration schedule, and checking in for an assignment using the Adoration Kiosk.

- **Registration -** *Adorers must be verified before they can make a commitment. Your parish leaders can point you to the registration page on the parish website. From there you will follow the instructions below.*
  - Navigate to the signup page on your parish website.
  - Complete and submit the form.
  - You will then receive an email with a link to verify your email address. Clicking that link will send your information to the parish for verification. A message will be displayed on your screen that indicates your account is on hold pending review. **Note: If you are a parish Ministry Volunteer and already use the MIO Personal Ministry Portal, you will be automatically verified.
  - After the account is verified by parish leaders, you will receive a final email with a link to log in and set up a password.
- **Your Personal Adoration Portal -** *Once you set a password and login, you will be able to view and edit your personal contact information and make adjustments as needed.*

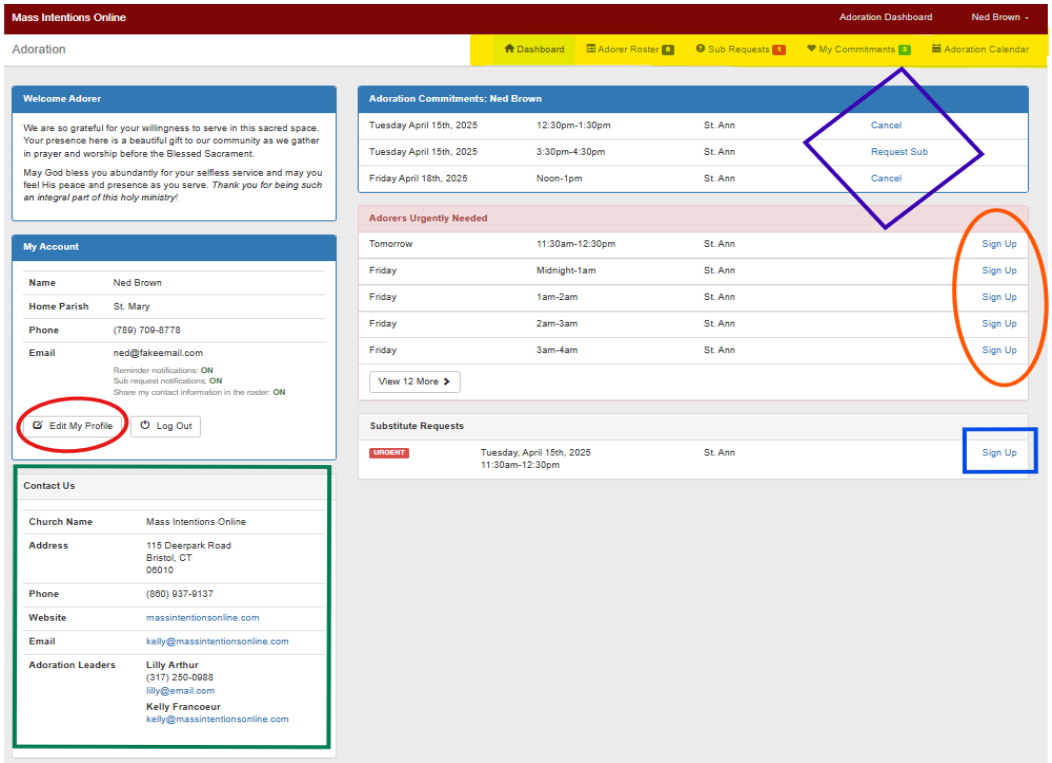
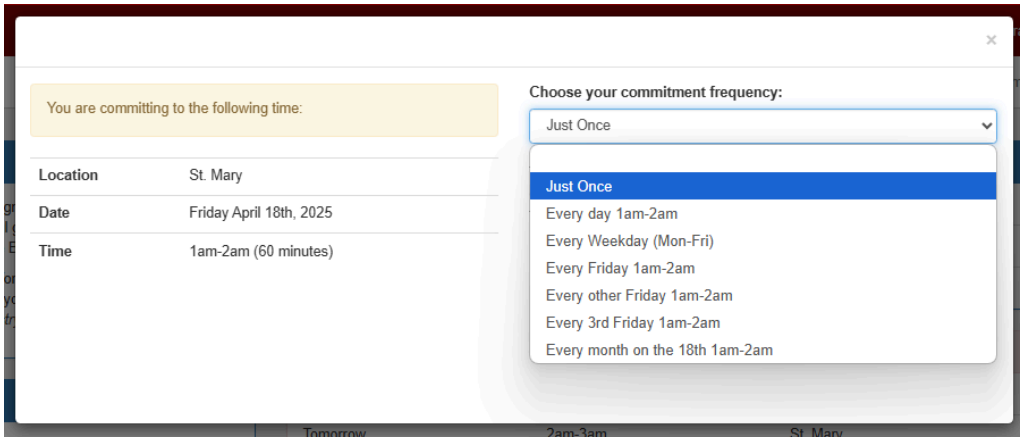


figure 1

- The menu bar highlighted in figure 1 which is at the top of your Adoration portal provides you with quick navigation links. Your screen is further laid out as described below.
- Communication Preferences - Adjustments can be made from the contact page by clicking the "Edit my Profile" link circled in red on figure 1. From that screen you can:
  - Edit your name and contact information.
  - Opt in to share your contact information with other Adorers. Checking this option will put your contact information onto a roster that is accessible by other volunteers. This document is intended to make it easier to communicate about this ministry and help one another when a need or question arises.
  - Opt in to receive reminder notifications any desired number of hours before you are scheduled to serve.
  - Opt in to be notified when a substitute is needed. Checking the substitution option reveals a table of days and times that you can use to indicate when you would be willing to serve as a substitute.
- Contact Information - When you need to reach out to Adoration leadership, you will find that contact information in the "Contact Us" section which you will see in the green square of figure 1. Click on any email address to open your computer default email application and send a message.
- Adoration Commitments - Your upcoming assignments are listed on the top right of the screen. The purple diamond in figure 1 indicates the controls you might have over your upcoming assignments. You may see the ability to:
  - "Request a sub" - click this selection and add an optional note to your sub request if desired. When you hit "Send" that request will be sent to any volunteer who has indicated they can help at the time of the adoration slot.
  - "Cancel" an assignment (based on the parameters set by parish staff. purple diamond
- Urgent Adoration Needs - Sign up to fill an "Adorer Urgently Needed" slot by clicking any of the "Sign Up" links in the orange oval on figure 1.
  - Vacancies are considered URGENT in the upcoming days before the commitment is to occur.
  - When you sign up to accept an assignment, you will have the ability to indicate if you are available for just that day, or if you would like for it to be an ongoing commitment. If that is the case, you will choose the level of commitment that you desire. See example below:



        - If you choose to make this a recurring assignment, you will also be asked to indicate an end date for that commitment.

    - Sub Requests - View any open Sub requests and volunteer to fill them - those links are found where you see the blue rectangle in figure 1.

        - Click “Sign Up” near any sub request that you would like to volunteer for.
        - That assignment will be added to your Adoration Commitment List and an email will be sent to the Adorer who requested it.

    - Adoration calendar - The upcoming schedule is at the bottom of your portal screen. Scroll down to view.

        - The legend at the top provides an explanation of the color-coding on the schedule.
        - Navigation tools are to the right of the legend. Easily navigate to a desired month, day, or week by selecting the corresponding option. Arrows allow movement back and forward for easy scrolling.
        - You will see your assignments reflected in blue.
        - Click on a teal or white block to accept an available time slot. That assignment will be added to your Adoration Commitment List.
        - When you sign up to accept an assignment, you will have the ability to indicate if you are available for just that day, or if you would like for it to be an ongoing commitment. If that is the case, you will choose the level of commitment that you desire along with an end date.
        - You will have a few minutes to cancel your offer to fill a slot based on the timing parameters set by your parish.

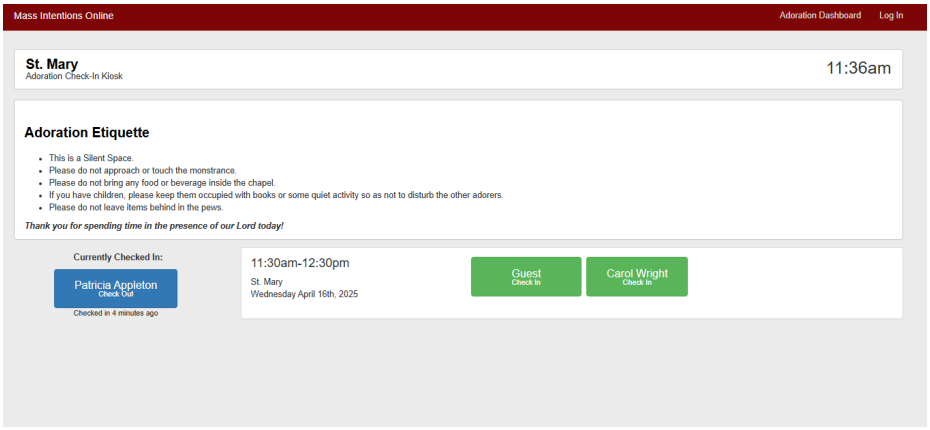
    - Adorer Roster - This list is accessed from the menu bar at the top of the page. It includes contact info for other adorers. All listed volunteers must have opted-in to be included on the roster.

        - Search for specific volunteers by typing their information into the “Search” field.
        - To contact another volunteer via Email, click on the appropriate email address to open your computer default email application and send a message.
        - Adorer Leaders are indicated by star icon.

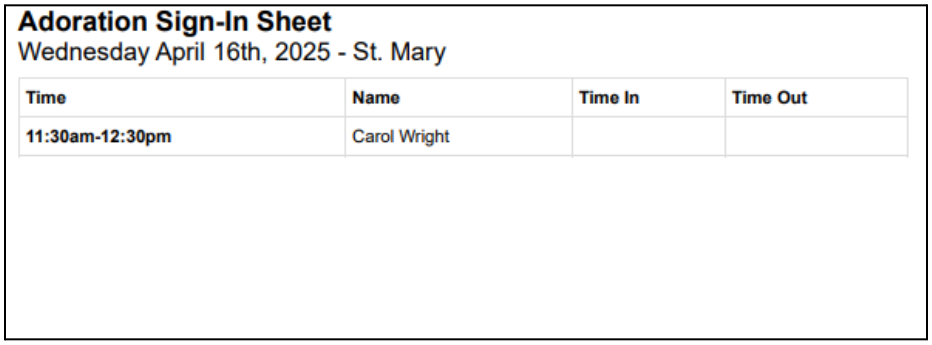
- **Check-In Kiosk -** *Set-up will vary based on the needs/practices of your particular parish. There might be a tablet available for check-in at your worship space, there may be a physical sign-in sheet, or you may be asked to check-in using a QR code and your cell phone.*

    - Tablet - Find your name displayed on the Kiosk screen and tap it to sign in. If you are not registered for the time slot you are attending and so your name is not listed, you can sign in as a “Guest” by

choosing guest and entering your name.



- Mobile Check-In - Using your phone, scan the QR code displayed in the worship and check in on your personal device.
- Paper Check-In - Write in the time you enter and leave the worship space. If you are not registered for the time slot you are attending, and so your name is not listed, enter your name on a blank line.



Adoration Sign-In Sheet

Wednesday April 16th, 2025 - St. Mary

Time	Name	Time In	Time Out
11:30am-12:30pm	Carol Wright		

- **Log-In Issues** - *If at any time you cannot access your account, you can request an automated password reset.*