



Instructions for use of Adoration Pro

(Adoration scheduling software)

Using Adoration Pro to sign up for your weekly Holy Hour commitment:

1. Access the website at www.adorationpro.org/seaslv
2. The link will open a page with two options. Select Weekly Commitment.
3. Then select the day and hour you wish to sign up for and complete the information in the window that opens (Name, email, phone numbers and communication preference). Please note if you prefer text communication you must include your cell phone number.
4. You may also sign up to be a substitute adorer. Follow steps one and two. When the schedule page opens scroll to the bottom of the list of days/times and you will see an option to "become a sub". Select this option and fill in the required information.
5. You will receive a confirmation of the hour that you signed up to pray and a separate confirmation if you signed up to be a sub. The confirmation will be text or email pending which method you chose as your preference.

Using Adoration Pro to sign in when you arrive for your Holy Hour:

- Once the iPad has been set up outside the Chapel, it will have the sign-in screen displayed. Select "**Adorer sign-in**". The next screen will ask if you are a visitor or a scheduled adorer, select scheduled adorer. Select your name from the list of names displayed and you are checked in.

To find a substitute if you are unable to make your Holy Hour:

1. Open up adoration pro from the Adoration Pro website www.adorationpro.org/seaslv
2. Move cursor over "find a sub" under the Weekly Commitment tab and click to open.
3. Enter this password: **subpass**
4. You may choose to send an "auto sub request"
 - a. You will be prompted to enter your name, your number, your email, the date and the time the sub is needed. Once you've completed the information click on the "send sub request" button.
 - b. A message will be sent to all registered subs in the system with your request.
 - c. You will receive a message confirming your request.
 - d. You will also receive a message confirming when someone has agreed to substitute.
 - e. Note that a message will be sent to the coordinator as well.
5. If you prefer, you may choose to "manually find a sub from the list".
 - a. A list of all subs in the system with contact information will appear.
 - b. Please remember you are responsible for finding the sub. Contact the parish office if you are unable to find a sub.