

Welcome to Life! Church's Online Rostering System

We are excited to introduce you to our Online Rostering System. This service allows Life! Church to manage and support all who make our Gatherings possible. Depending on the department that you serve within, there may be different features we have made available to you to utilize for the best experience serving at Life! Please take time to explore the user-interface of the system and become familiar with it. This service is dynamic, with continuous upgrades to make the most of this central database.

Let's get started!

LOGIN:

direct website:

http:rosters.mylifechurch.com

(link also on mylifechurch.com under *resources, serving roster*)

*username: **firstname.lastname***
(John Doe would login **john.doe**)

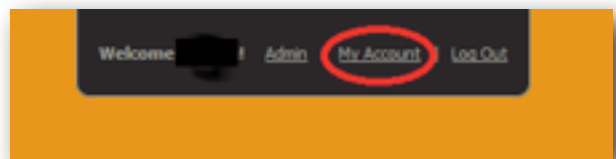
*password: default is **lost2found2whole***

Please change your password in your account settings on your first login. If you have problems logging in please email **rosters@mylifechurch.com** to have your account login reset.



ACCOUNT SETTINGS:

Click **My Account** at the top of the page. Update your contact information including email and phone numbers. If you would like to receive text reminders, please fill in your cell phone information and select both boxes that appear (general, scheduling).



Please change your password here.

ROSTERS:

Click **Roster** in the header to view up to four weeks of Gatherings and the rostered positions you have been scheduled for. Also check out any service notes and times that may be rostered for the Gathering. (Song Set Lists are posted as well for Worship & Production Teams).



AVAILABILITY:

Click **Availability** in the header to submit dates you are unavailable to serve in the Gatherings. This feature allows you to schedule the time off you need for vacations, holidays, and other appointments that may come up.



Please make full use of this feature so that our rostering can be as accurate as possible when we begin to schedule.

SONGS: (for Worship & Production Teams)

Click **Songs** in the header to access charts, lyrics, mp3s, song notes, and more. Songs to be learned will be highlighted at the top of the page, and each song will include a chart for the male key and the female key.



MASTER LIST: (for Worship & Production Teams)

Click **Master List** in the header to access the Master List of music so you can keep your music up-to-date and be prepared for rehearsals.



PLEASE ENTER YOUR UNAVAILABLE DATES FOR THE NEXT MONTH BY THE 15th OF THE CURRENT MONTH.

THE ROSTER WILL BE POSTED AROUND THE 20th OF EACH MONTH.

PLEASE CONFIRM YOU ARE SERVING WHEN YOU ARE PROMPTED. YOUR CONFIRMATION HELPS YOUR TEAM LEADER REST EASY AND COUNT ON YOU. IT IS UNSETTLING FOR A TEAM LEADER TO NOT HAVE CONFIRMATIONS.

If you have any questions or problems with the Online Rostering System, please email rosters@mylifechurch.com and we will be more than happy to help you figure out the system.

Thank you for serving in the Gatherings as part of the Life! Church family.