

# Rostering for Life! Church

As a leader you have been granted special access in the Online Rostering System. This access will allow you to schedule your team. Before walking through the rostering process, please be sure to review the following plan we have adopted for rostering.

## THE PLAN

1. Team members go to the Online Rostering System by the 15th of every month to enter in any “unavailable” dates for the next month.
2. Team leaders will plug in the coming month’s schedule according to this schedule:
  - The Office creates services in the roster by 14th of the month
  - Team Members have their unavailability dates IN by the 15th of the month
  - Worship Leader rosters the 16th/17th of the month
  - Kids Life! Leaders schedule the 18th/19th of the month
  - First Impressions and Production roster the 20th of the month
  - Prayer Team rosters on the 21st of the month
3. Team members will need to “accept” their positions. There should be no need to “decline” if they have already entered their unavailable dates.
4. Team members will receive reminders of the positions as their serving times approach.
5. If team members have a last minute cancelation (into the month) they will contact the team leader directly and the team leader will adjust the roster as needed.
6. If the team members have not “accepted” by the start of the month, leaders may need to send them a personal note/text/reminder until they grow accustomed to the process. The goal is to have the schedule set by the first of the coming month.

### LOGIN:

<http://rosters.mylifechurch.com>

(link also on Life! Church website)

username: **firstname.lastname**

(Clark Kent would be **clark.kent**)

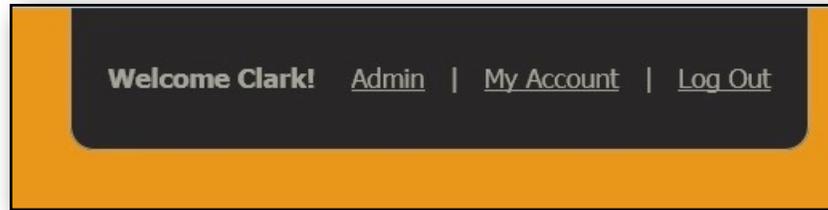
password: default password is

**lost2found2whole**

**Please change your password in your account settings as you now have administrative privileges attached to your account. If you have problems logging in please email [rosters@mylifechurch.com](mailto:rosters@mylifechurch.com).**

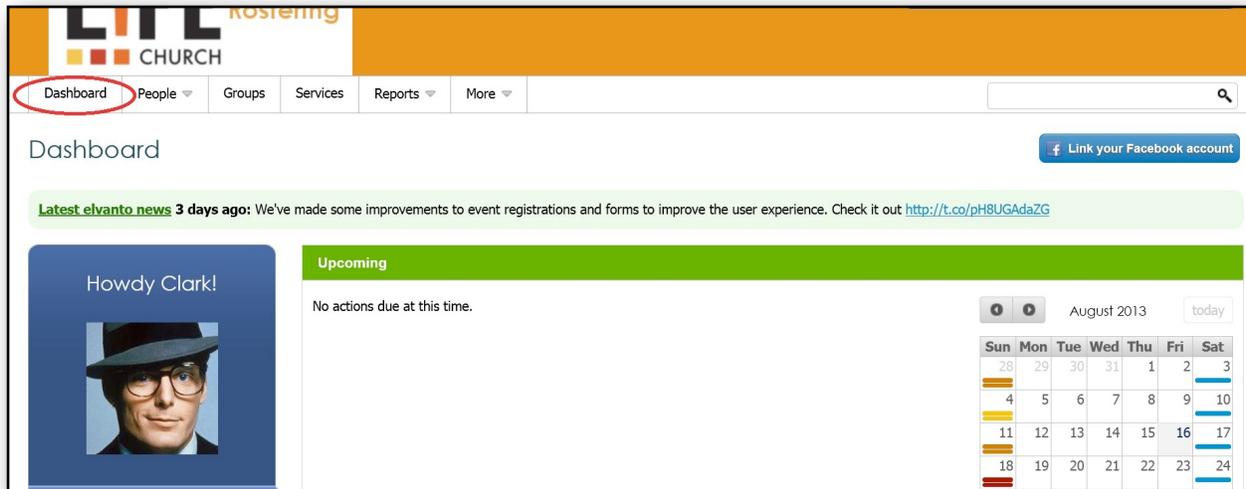


The screenshot shows the login interface for the LIFE Online Rostering system. At the top, the logo reads "LIFE Online Rostering" with "CHURCH" below it. A blue button with the Facebook logo says "Log In with Facebook". Below that is a login form with two input fields: "Username or Email" containing "clark.kent" and "Password" which is masked with dots. To the right of the password field is a link that says "I forgot my password". Below the password field is a checkbox labeled "Remember me on this computer". At the bottom of the form is a green "Log In" button.



### ADMIN LOGIN:

Click **Admin** at the top of the page. This takes you to your own Dashboard. From here you can see a calendar of upcoming services, your profile picture, and any notes written to you.



### ROSTERING:

Click **Services** in the header.

This will take you to a listing of Gatherings available to edit. To roster an entire month at a time, check all the boxes next to the Gatherings you would like to edit, then select **Edit** and click **Go**. If you do not see a date you need to roster, clear all filters to view every service available.



Open the department and team that you lead. Then select **Roster Volunteer**. A listing of your team members will pop up. Select the team member you would like to roster and a confirmation window will pop up. If the individual has put an unavailability in for that date, the top will contain notification of this in red. It may also show the person as unavailable because they are doing other non-conflicting serving. You can ignore the warning and still roster them by clicking **Roster Volunteer** anyway. For example, Clark Kent is unlocking the doors in the morning AND greeting. He can do both without a problem.

Clark Kent

Confirmed Unconfirmed Declined

Select the position you would like to roster this volunteer onto

Departments	Sub Departments	Positions
<input checked="" type="radio"/> Staff <input type="radio"/> Worship <input type="radio"/> Production <input type="radio"/> Prayer <input type="radio"/> First Impressions <input type="radio"/> Kids' Life!	<input checked="" type="radio"/> Gathering	<input type="radio"/> MC <input type="radio"/> Message <input checked="" type="radio"/> Opener <input type="radio"/> Closer

Assigned Times

**Service Times**

9:15 AM  
 9:15 Missions Gathering  
 11:00 AM  
 11:00 Missions Gathering

**Rehearsal Times**

8:30 AM  
 Worship Rehearsal & Prayer  
 8:55 AM  
 Team Prayer  
 10:40 AM  
 Team Prayer

Schedule Notification  
 Yes, schedule a notification to be emailed to this volunteer

Who does this Volunteer report to?  
 None (add)  
 This volunteer will also report to **Cyr, Ps Abi & Cyr, Ps Joe** who is the reports to person for Staff / Gathering / Opener.

Roster Volunteer or [cancel](#)

Be sure to select which service you are rostering the team member for, and which “rehearsal” times they should attend (this also includes pre-service prayer times). If you don’t select a time, they will automaticall be rostered for both the 9:15 service and the 11am service.

At this point, if you are comfortable making the proper selections on the following screen you can continue to roster your team for that particular Sunday from here. If not, select the **X** on the top of this window, and repeat the above steps. Be sure to roster the entire month using the outline above.

### CHECKING UNAVAILABILITIES:

At any point within the **Admin** section of the site, point to **People**, then mouse over **Volunteers** select **Unavailable Volunteers** from the pop-up list. This list will be sorted by the dates which the volunteers are unavailable.



## ADDING A TEAM MEMBER:

To add a new team member, mouse over **People** and select **Add New Person** from the drop-down menu. Choose **Member**. Enter the person's information-- First and Last Name, Email Address, Phone Numbers, Gender, and any other information you have. Choose the Location at which they will be serving-- Life! Church and/or Amplify Youth. Choose their demographic. BE SURE to check "**Yes, this person is a volunteer**" or else they will not show up in the roster. Choose which Department they will be serving in, and which role. Check all appropriate boxes. Click Add Person. Their edited profile will appear. Click **Account**. Next to "New Password" type the default password twice, lost2found2whole . Select the Country: United States and Eastern Time Zone. Click Save Account. Notify [rosters@mylifechurch.com](mailto:rosters@mylifechurch.com) that you have added a new team member and the Office will send a welcome email to the Team Member with instructions on how to use their roster.

## EDITING A TEAM MEMBER:

In the search bar, search for the team member you are going to edit. Edit their personal information under Edit Person or add or remove them from a team by selecting Account. Under Departments, uncheck or check whichever serving role you are adding them to or removing them from. Be sure to click **Save Account** !



If you have any questions or problems with the Online Rostering System, please email [rosters@mylifechurch.com](mailto:rosters@mylifechurch.com) and we will be more than happy to help you figure it out.

Thank you for being an integral part of the Life! Church family, and leading your teams in service, connecting them with God and each other.