

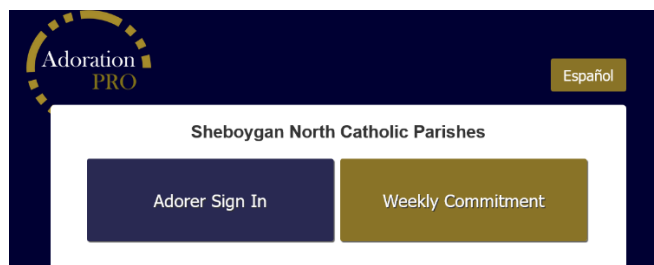
Instructions for Using AdorationPro

The AdorationPro program can be accessed using a smartphone, computer, or tablet by going to the following website:

<http://adorationpro.org/sheboygan>

Sign Up as a Scheduled Weekly Adorer

If you want to be a regular scheduled adorer, click the *Weekly Commitment* button to Sign Up (not the *Adorer Sign In*).



Choose the hour you'd like and click the *Sign Up* button to the right.

Our goal is to have 2 adorers per time slot.

Monday			Tuesday			Wednesday		
Time	Adorers	Choose Time	Time	Adorers	Choose Time	Time	Adorers	Choose Time
12:00am		Sign Up	12:00am		Sign Up	12:00am		Sign Up
1:00am		Sign Up	1:00am		Sign Up	1:00am		Sign Up
2:00am		Sign Up	2:00am	Adorer	Sign Up	2:00am	Adorer	Sign Up
3:00am	Adorer	Sign Up	3:00am	Adorer Adorer	Sign Up	3:00am	Adorer	Sign Up
4:00am		Sign Up	4:00am		Sign Up	4:00am		Sign Up
5:00am		Sign Up	5:00am	Adorer	Sign Up	5:00am	Adorer	Sign Up
6:00am	Adorer	Sign Up	6:00am	Adorer	Sign Up	6:00am	Adorer	Sign Up

Only two scheduled weekly adorers may sign up for the same hour. If you and your spouse or other family members adore at the same hour or share an hour, please sign up under a single name. If an hour is unavailable because it is filled, the *Sign Up* button will be grayed out, so please choose another hour.

Complete the Sign up entering your name, email, preferred phone number and message preference (text or email). Click the *Sign Up* button on the bottom of the screen, and you are signed up!

Once signed up, you will be asked whether you want to be a sub. If you click the button “*No Thanks*” you will return to the home screen and are finished.

If you click “*Yes, I would like to also become a Sub*” complete the next screen with the requested information and click the *Sign up* button. The next screen will confirm you are signed-up as a sub.

Confirmation Message: You will receive an email or text message (depending on what method you have chosen) with a confirmation of your regular weekly hour time slot and/or of your willingness to be a sub.

The confirmation message as a sub also contains a link to adjust the hours you are available as a sub. Please keep this link for future changes to your sub availability. You can also adjust the hours for your sub availability by clicking the My Info button on the home page.

Note: Emails and text messages confirming sign-ups may take several minutes to appear. If you do not receive an email, please check your junk/spam email folder.

Reminder Messages: In addition to the confirmation message at sign up, you will receive an email or text reminder the day before your scheduled hour. The reminder email will also contain a link for finding a sub, if needed. Instructions for finding a sub will also be contained in the confirmation message when you sign up for your weekly hour.

Note: Only the administrator can see the adorer’s full name on the list of scheduled weekly adorers. For privacy reasons, only the word “Adorer” will appear on the general sign up page, and only your initials will appear when signing in at the chapel.

To Become a Sub (steps to follow if you’d like to only be a sub, or if you did not sign up as a sub when signing up as a scheduled weekly adorer described above)

Go to the AdorationPro website: <http://adorationpro.org/sheboygan>

Click the *Join Sub List* button on the home screen. Complete the next screen with the requested information. Click the *Sign up* button, and the next screen will confirm you are signed up as a sub, and you are done signing up.

You will receive an email or text message (depending on what method you have chosen) with a confirmation of your willingness to be a sub. This message will also contain a link allowing you to designate the hours for which you are available as a sub. Please keep this link for future changes to your hour availability.

Further Questions:

If you have questions about signing up, or would like to change your hour after signing up, please contact the AdorationPro administrator for our parishes:

Catherine Gallagher at adorationsheboygan@gmail.com