

Welcome to the Perpetual Adoration Scheduling and Adorer Maintenance System for Our Lady of Mt. Carmel Parish

The following provides step by step guidance for navigating the system. To access the system, adorers will need to register and then be approved by the administrator.

ACCESSING THE SYSTEM -

ADDRESS: adoration.olmc1.org

Registering as an Adorer:

Register as an Adorer:

Email:

First Name:

Last Name:

Password:

Type: ▼

- Enter a valid email address, your first and last name and a unique password (*no format or character requirements or restrictions; however it is case sensitive*) and hit SUBMIT.
- A pop-up will appear confirming your registration and an email will be sent to the administrator for approval.
- Once your registration is approved an email notification will be sent to you confirming your username.

You can now log in to the system to sign up!

Logging in:

Login:

Username:

Password:

Enter your username and the unique password you created at registration and SUBMIT.

USING THE SYSTEM –

From the Home page you can:

- View the calendar
- Sign up for a single or recurring hour of adoration
- Request a sub
- Update your profile

Click on the **CALENDAR** Tab:

You'll see a view of the current month and a selection of hours for each day. If you are currently signed up to adore, your assigned hours will show in green. Critical hours (those with one or no adorers) will show in red.

You can sign up for an hour of adoration from this tab:

- Click on an individual time slot
- a pop-up screen will appear confirming if you wish to sign up, list the number of adorers currently scheduled for that hour and provide a selection box to click if you want to make the hour a weekly recurring assignment.
- Click the box to make the hour recurring, if applicable
- Hit continue ---*Congratulations and Thank you! You are now scheduled as an adorer.*

Click on the PRAYER SIGNUP tab and a popup box will appear

For Recurring sign-ups (if making a weekly commitment)

- Select the box next to recurring Signup
- Select a day and hour
- Hit continue ---*Congratulations and Thank you! You are now scheduled for an hour of weekly adoration!*

For individual hour sign-ups

- Click in the box and a calendar view will appear
- Select the day
- Enter the beginning time of the hour you want assigned
- Hit continue ---*Congratulations and Thank you! You are now scheduled for an hour of adoration!*

To REQUEST A SUB click the corresponding tab and a popup box will appear

- Click in the box to access the calendar and select the day and time that a substitute adorer is needed
- Hit submit
- An email request will be sent to the substitute adorer list

Click on the PROFILE tab:

- From here you can view/update your personal information
- View your assignments/sign-ups
- Request to be added to the sub list by clicking the box next to Sub. (This automatically adds your email to the distribution list when sub requests are entered for scheduled hours).

PLEASE NOTE:

If your assigned adoration time falls between the hours of 10PM to 6AM, the Chapel will be Accessible using a swipe card or FOB only. Please contact the parish office to have one issued to you.

If at any time you would like to learn more about our adoration chapel, please visit:
<https://www.olmc1.org/adoration>



Jesus asks us each: "Could you not keep watch for one hour?"

Mark 14:37

