

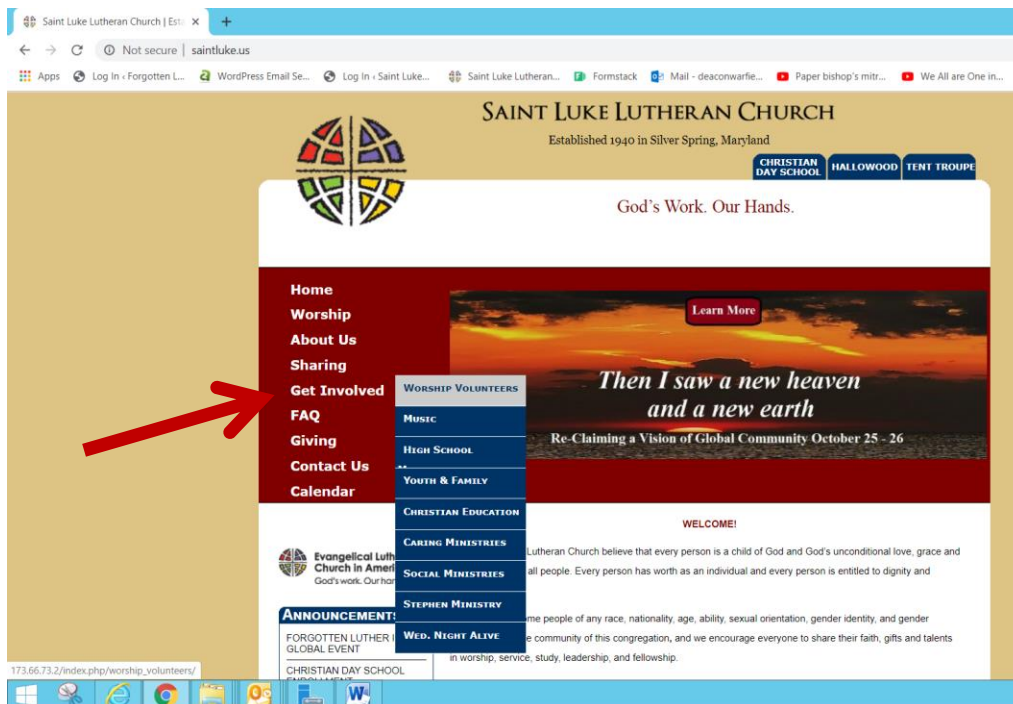
Saint Luke Lutheran Church

Worship Volunteer Website User Guide

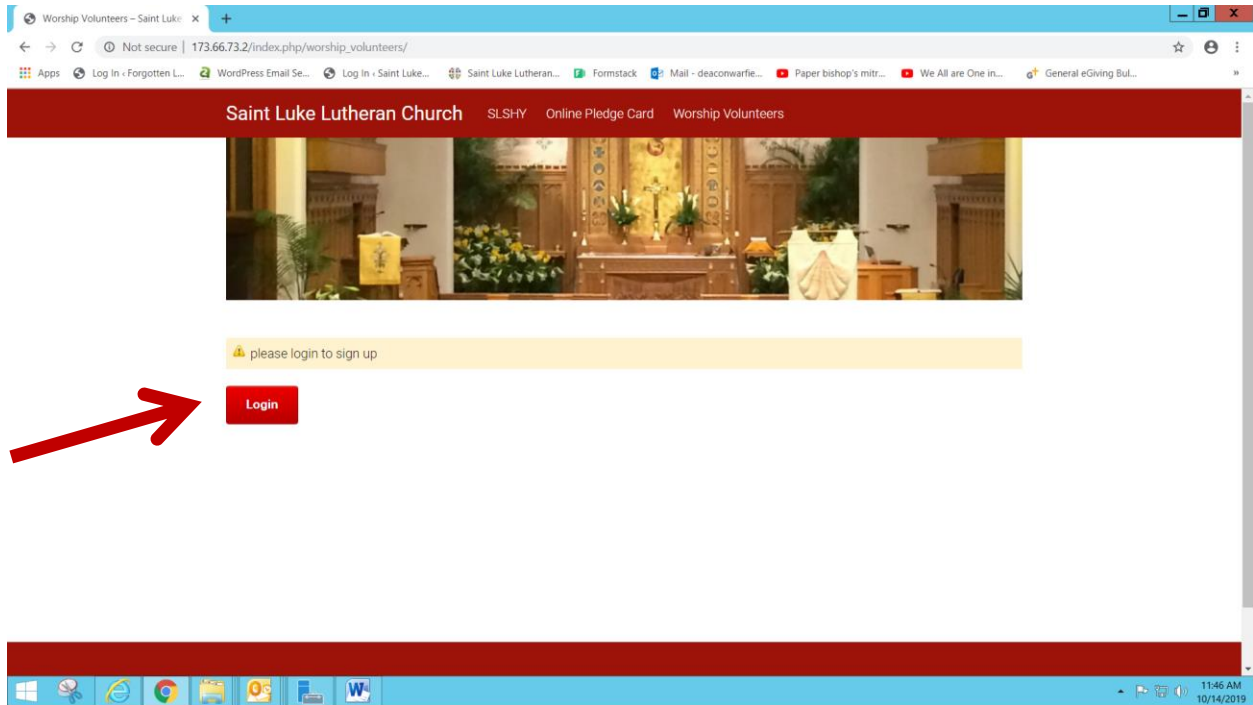
The Saint Luke Worship Volunteer Website will organize and keep track of all lay positions needed for each Sunday worship service. This includes greeters, ushers, Order of Saint John (crucifer, torch bearers, banner bearers) and other worship positions as needed. This website will automatically send out reminder emails to participants who have signed up as a worship volunteer 4 days prior to the worship event.

In order to take advantage of this system, you must register as a user following the 7 steps below. Note, the first 5 steps are only required the first time you login. Step 6 and 7 will be used for returning users.

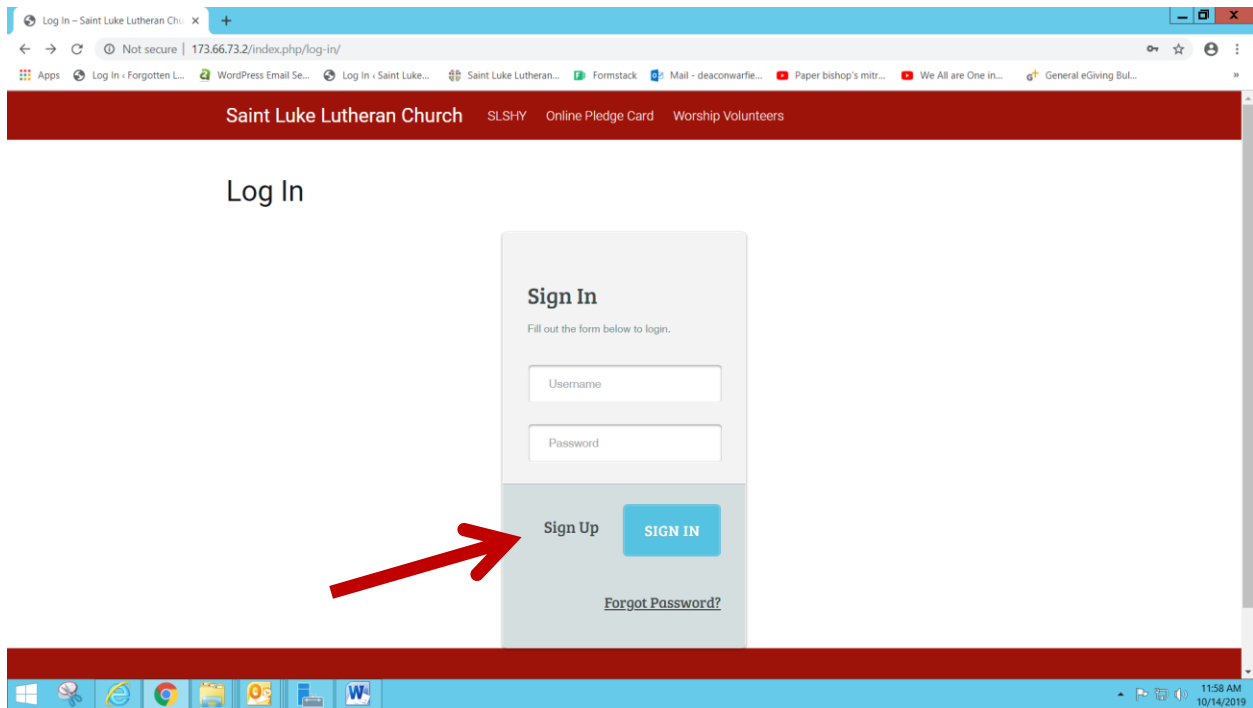
Step 1: Navigate to the Saint Luke website at www.saintluke.us . Then click on Get Involved -> Worship Volunteers



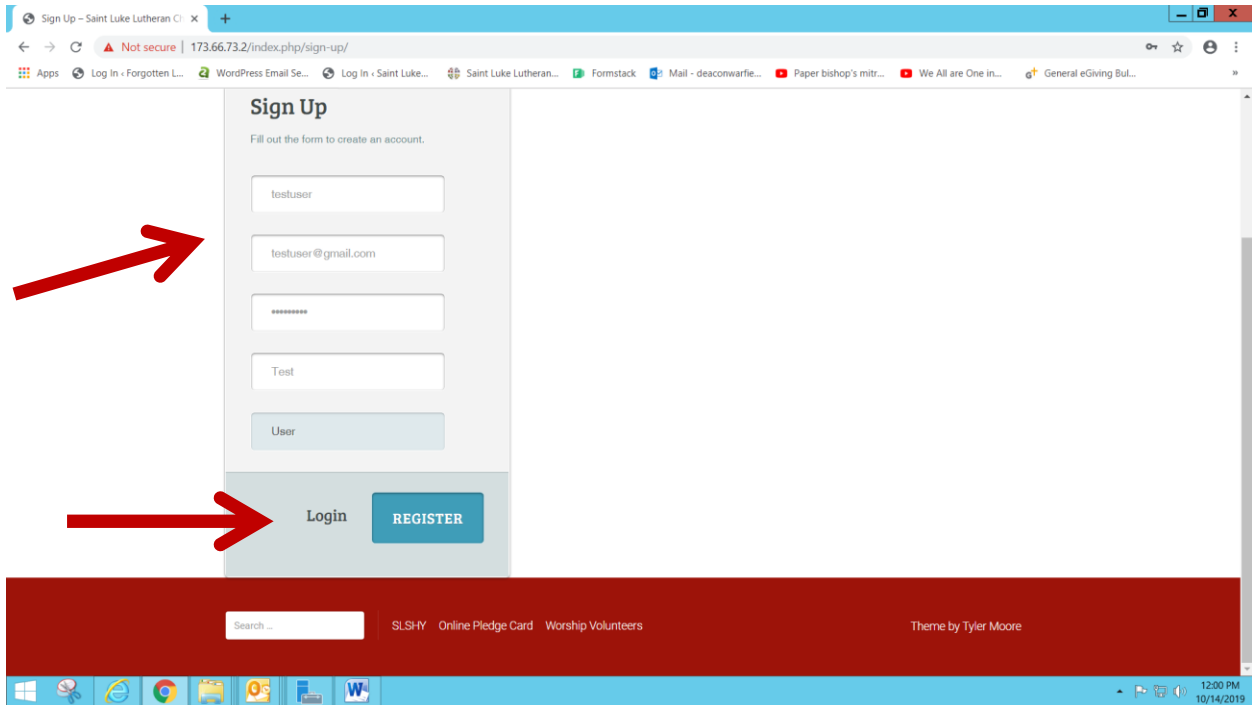
Step 2: Click on the Login button



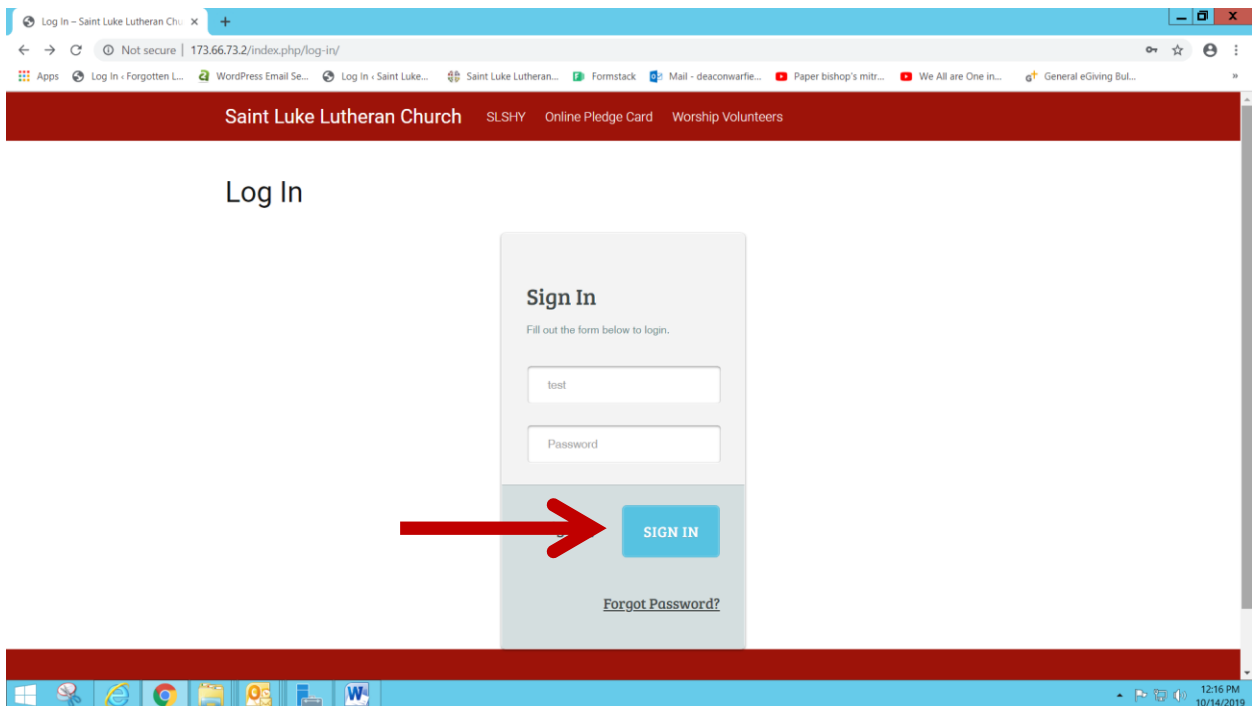
Step 3: New users will need to click on the Sign up link



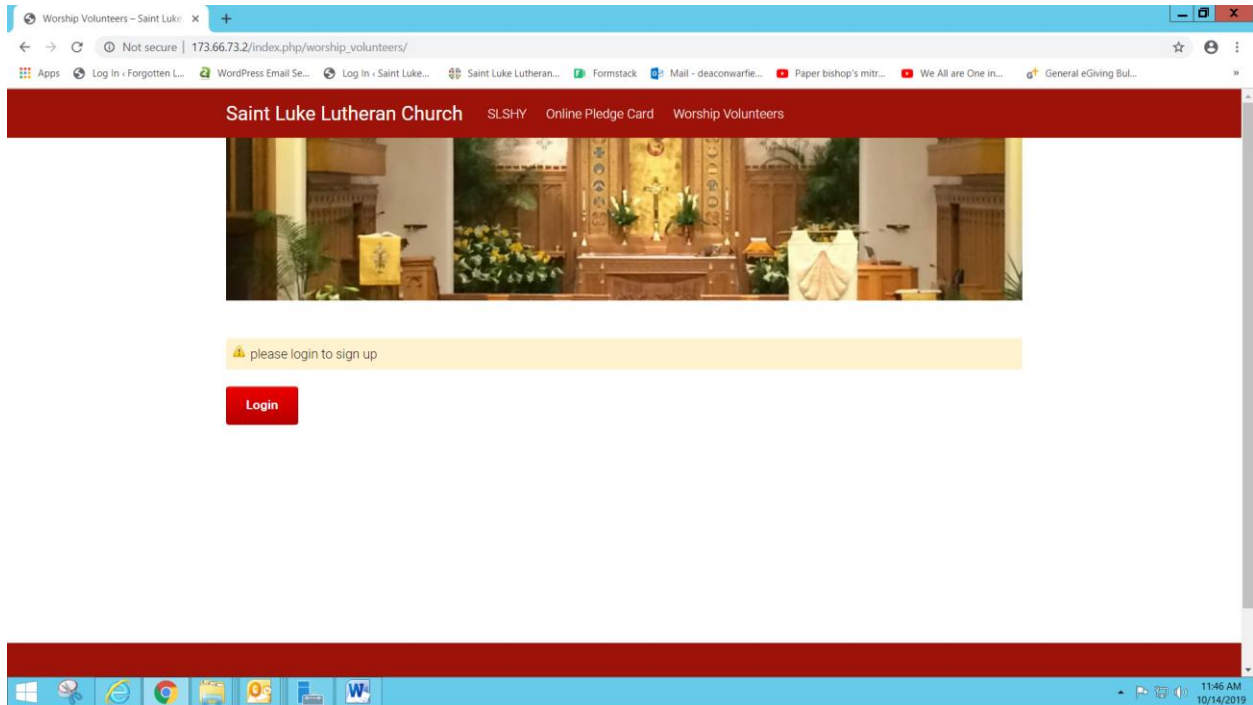
Step 4: Enter your information in the Sign Up fields and click the Register button



Step 5: Once you are registered, Click on the Login button, Enter your user information and then click on Sign In. For first time users this step will need to be repeated.



Step 6: Once you are registered, Click on the Login button, Enter your user information and then click on Sign In. For first time users you will need to repeat the login process.




Step 7: Once the system has logged you in, you are able to select Greeters or Ushers and proceed to signup for the volunteer event

Worship Volunteers – Saint Luke x +

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Saint Luke Lutheran Church SLSHY Online Pledge Card Worship Volunteers



Current Volunteer Sign-up Sheets

Title	Start Date	End Date	Open Spots	
Greeters	October 6, 2019	December 29, 2019	88	View & sign-up >
Usher	October 13, 2019	December 29, 2019	88	View & sign-up >

Login

Search ... SLSHY Online Pledge Card Worship Volunteers Theme by Tyler Moore

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Worship Volunteers – Saint Luke x +

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Saint Luke Lutheran Church Howdy, test test

Greeters

Event Chair: Kyle Warfield

Sign up below...

October 20, 2019

Task/Item	Start Time	End Time	Available Spots
Early Service	8:40 am	9:00 am	#1: Sign up >
			#2: Sign up >
			#3: Sign up >
			#4: Sign up >
Late Service	10:10 am	10:30 am	#1: Sign up >
			#2: Sign up >
			#3: Sign up >
			#4: Sign up >

October 27, 2019

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After using this process to register, the next time you use this system you will only need to login once. If you have any trouble using this system, please contact the church office at 301.588.4363