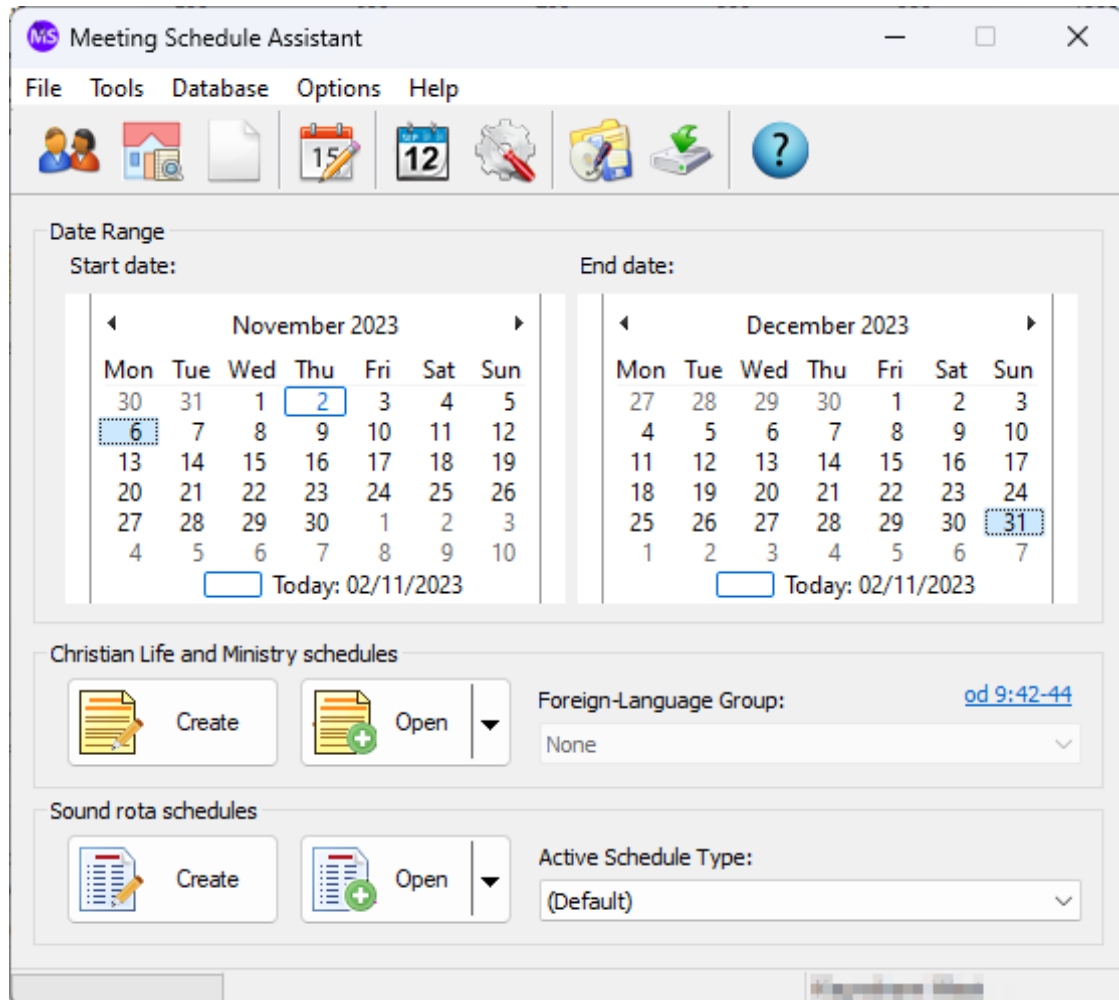# Overview

An introduction to Meeting Schedule Assistant

Meeting Schedule Assistant was originally called SoundRota. The program had become more versatile and required a name change to reflect what it could be used for. Thus, SoundRota was renamed Meeting Schedule Assistant in November 2010.

Purpose

What is your role in the congregation?

- Public Talk Coordinator — Then you will want to start by reading up on the Public Talks database manager. You will also want to familiarize youself with the Weekend Meeting Editor which is part of the Meeting Editor.
- Congregation Life and Ministry Overseer — You will want to read up on the Publishers database manager and familiarize yourself with the Meeting Editor.
- Department Overseer — If you care for the Attendants or Sound departments, then you will want to learn about the Assignments Editor and also familiarize yourself with the Publishers database manager.

The Meeting Editor includes a <u>Meeting Workbook Transfer</u> tool that makes it easy for brothers to share data with each other.

Meeting Schedule Assistant comes with a rich set of default report templates but you are not restricted to these. Templates can be customized as the need arises.

More Information

<u>Quick Start - Getting Started</u>

In a hurry? Then use this quick start guide. You should be making your schedule in no time! Hopefully!

<u>Using Meeting Schedule Assistant</u>

An overview of Meeting Schedule Assistant and the main menus.

<u>Using the 64 bit edition</u>

Many users are now using 64 Bit computers. This article provides some specific information about the 64 Bit edition.

The help documentation includes a wealth of information. Have a look at the Table of contents to see a list of all the topics.