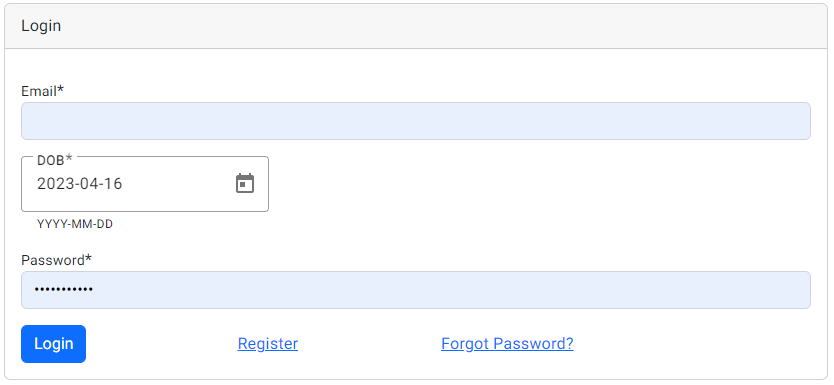
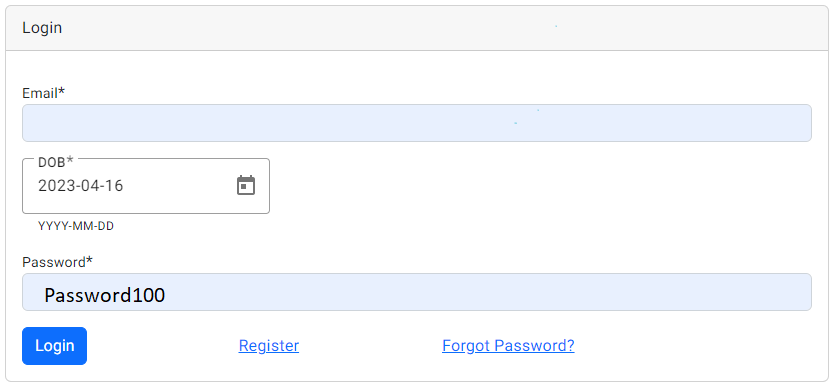
# Instructions on how to use Parish Scheduler

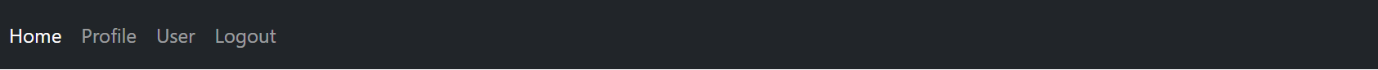
In order to use Scheduler, you will need to use an e-mail address to register and log in.

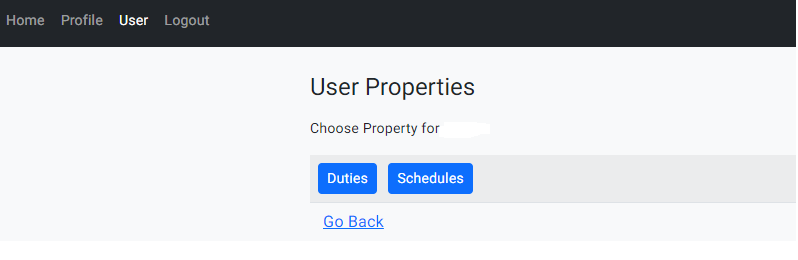
1. Log in to ‘https://www.oloa.info’ – you can access it from both your computer and your mobile. You will be presented with the login screen below:



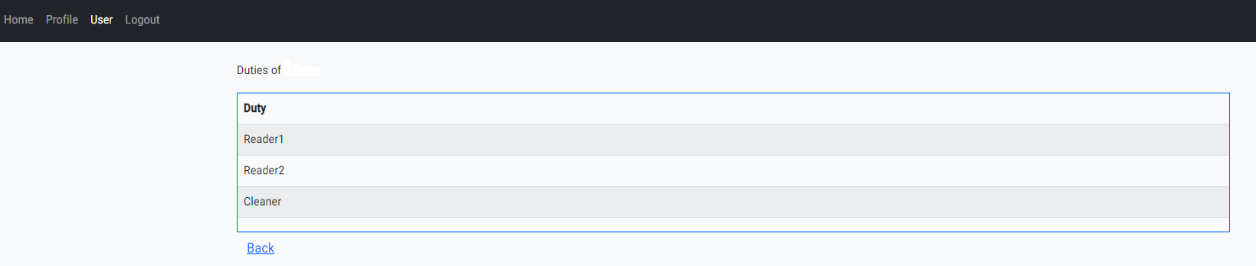
Use your email and default password *Password100*. You **must** change it as soon as you log in.



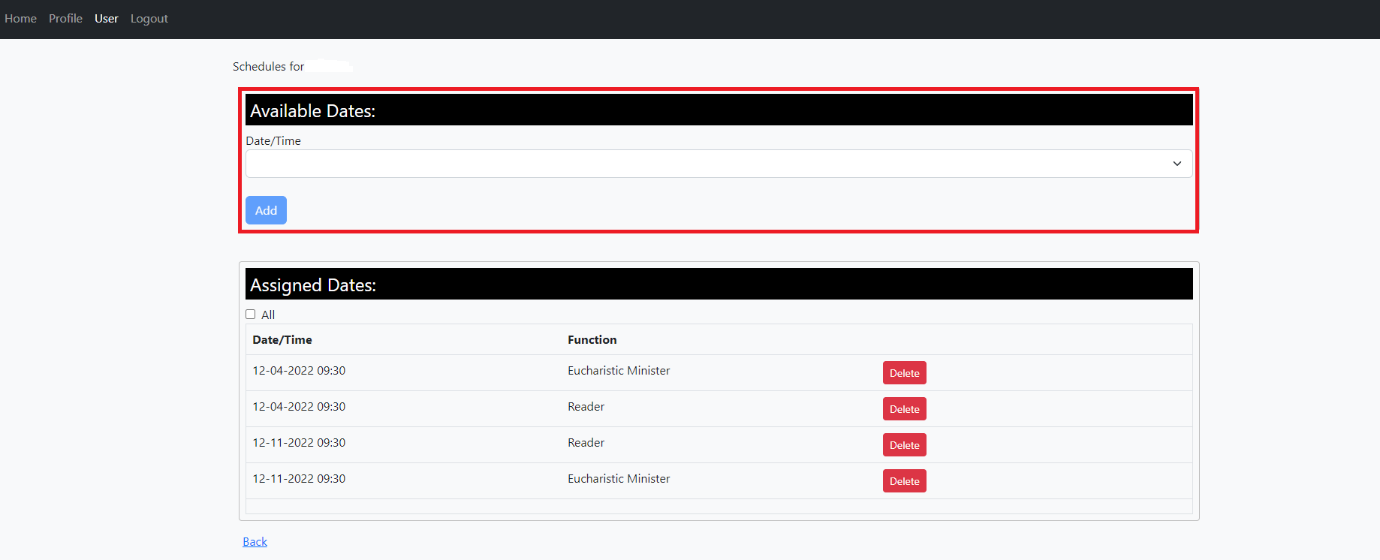
1. After successfully logging in, you will see the greeting screen with a menu at the top of the screen:
2. Click on *User*.



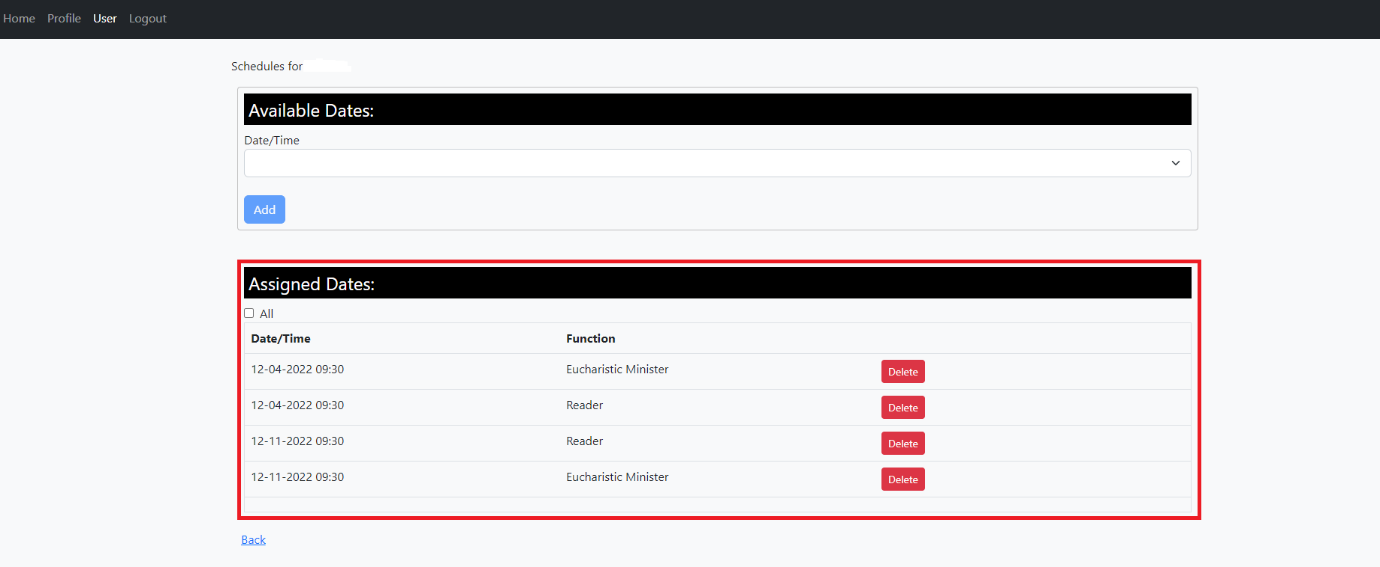
1. Click on *Duties*. This will allow you to see what ‘duties’ you are assigned to (E.g. Reader).



Click *Back* to go back to the main screen.

1. Click on *Schedules*. Under *Available Dates* you will see the dates that are available to be assigned to you or another team member/volunteer.

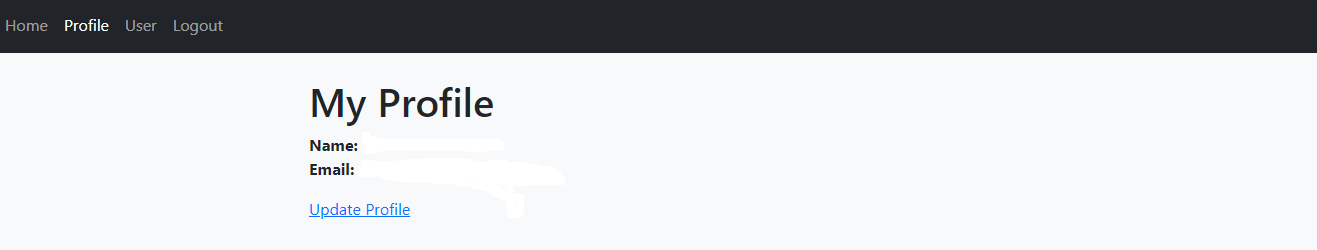
Under Your *Assigned Dates* you will see all the dates assigned to you by the parish administrator.

(Note: you may be assigned more than 1 function).

If you cannot make the date assigned to you, you will need to click *delete* to remove it from the list of your currently assigned dates, so the parish administrator and your team members may be notified, and you can be replaced. Conversely, you may want to check periodically if dates become available under the *Available Dates* section. These dates may have been removed from your team member’s assigned dates and so need to be filled.

The checkbox *All* underneath *Assigned Dates* willallow you to see either all assigned dates including past dates (if checked) or just the latest dates (if left blank).

1. Click on *Profile*.



Click *Update Profile* and you will be able to change any of your details (e.g., e-mail, password, salutation, first name and last name).

Graphical user interface, text, application

Description automatically generated

Note: **If this is the very first time you are accessing your account, change your password.**

You will be sent automatically by the system a reminder e-mail that you have the coming duty(s) to attend:

* One week before duty is due.
* Three days before duty is due.