

NURSERY ROTATION GUIDE

OVERVIEW

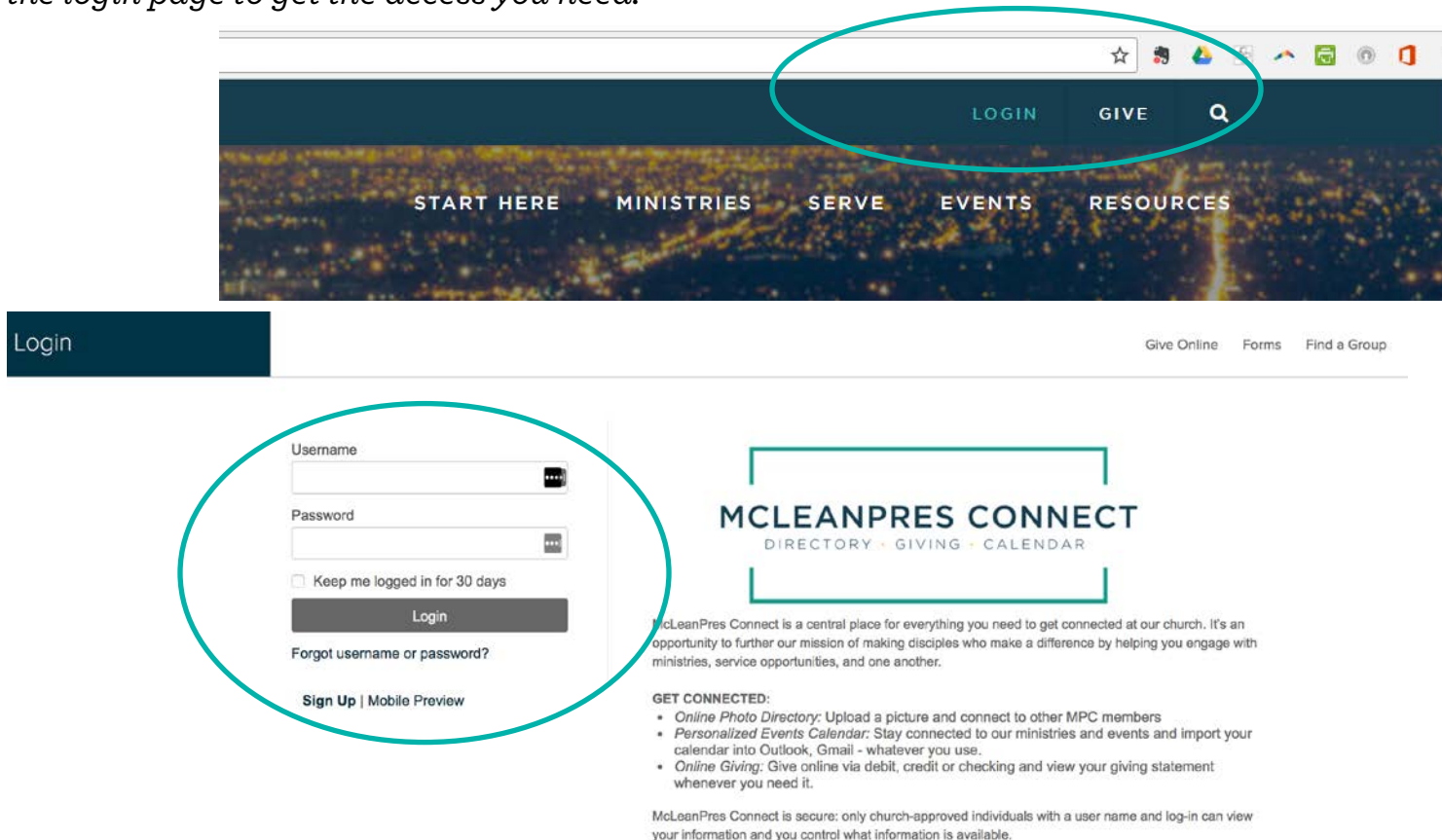
- ✓ Log in to McLeanPres Connect (Available via “Login” on mcleanpres.org)
- ✓ Click on the “Serve” menu item to view your scheduled time
- ✓ In order to find a substitute, use the “Schedule Details” button on the right to see who is scheduled and when
 - ✓ This function works best on a PC or desktop; mobile view may not work well!
- ✓ E-mail Beth Biesel via the “Email Organizer” button to let her know of any swaps

Questions? Contact Beth Biesel, Nursery Coordinator, at bethbiesel@mcleanpres.org or 703.821.0800.

DETAILED GUIDE

1. LOG IN TO MCLEANPRES CONNECT

McLeanPres Connect is available via the “Login” link on the top right-hand side of mcleanpres.org. Don’t have a login or forget your password? Use the appropriate links on the login page to get the access you need.



The screenshot shows the McLeanPres Connect website. The top navigation bar has a dark blue background with the text "LOGIN", "GIVE", and a search icon. Below this is a banner with the text "START HERE", "MINISTRIES", "SERVE", "EVENTS", and "RESOURCES". The login form is located on the left side of the page, with a red circle highlighting the "Username" and "Password" fields, the "Keep me logged in for 30 days" checkbox, the "Login" button, and the "Forgot username or password?" link. The "Sign Up | Mobile Preview" link is also visible. On the right side of the page, there is a section titled "MCLEANPRES CONNECT" with the subtitle "DIRECTORY • GIVING • CALENDAR". Below this is a paragraph describing the website's purpose and a section titled "GET CONNECTED:" with three bullet points: "Online Photo Directory", "Personalized Events Calendar", and "Online Giving". At the bottom, there is a disclaimer about the website's security.

McLeanPres Connect is a central place for everything you need to get connected at our church. It's an opportunity to further our mission of making disciples who make a difference by helping you engage with ministries, service opportunities, and one another.

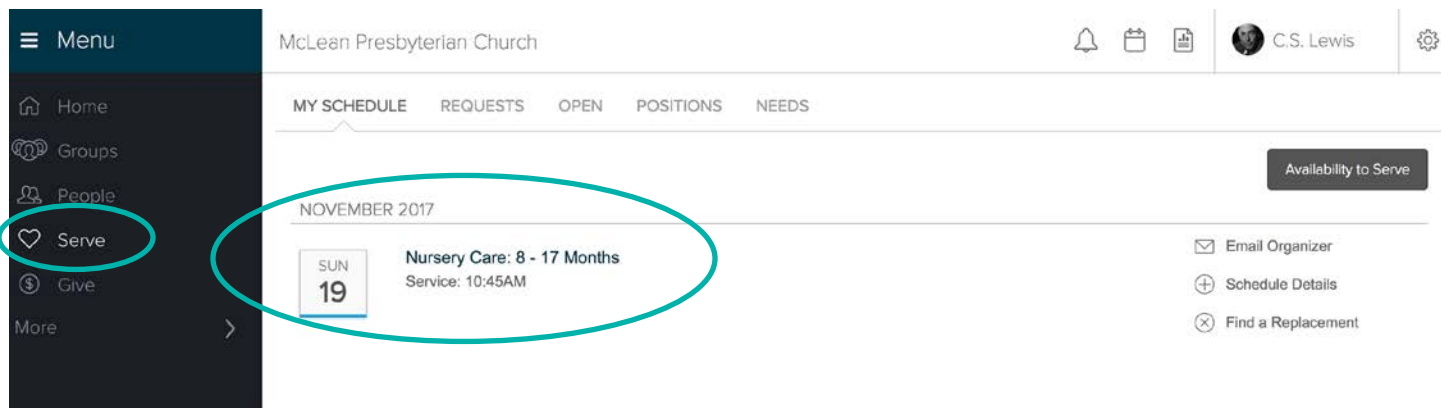
GET CONNECTED:

- **Online Photo Directory:** Upload a picture and connect to other MPC members
- **Personalized Events Calendar:** Stay connected to our ministries and events and import your calendar into Outlook, Gmail - whatever you use.
- **Online Giving:** Give online via debit, credit or checking and view your giving statement whenever you need it.

McLeanPres Connect is secure: only church-approved individuals with a user name and log-in can view your information and you control what information is available.

2. CLICK ON SERVE IN THE LEFT-HAND MENU

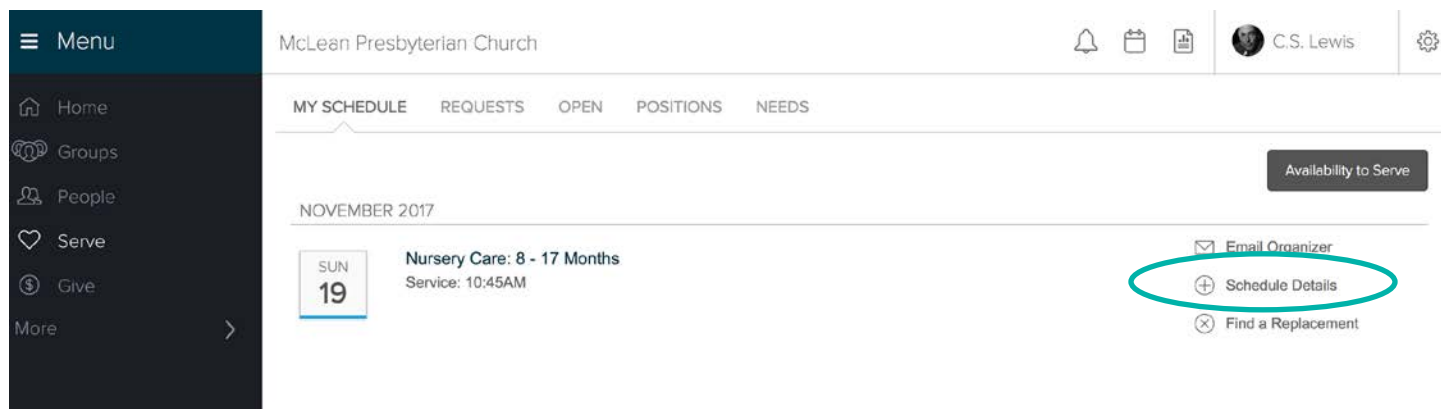
On the main page of the Serve section you'll find your service date(s) and time(s)



The screenshot shows the McLean Presbyterian Church website. On the left, a dark blue sidebar menu is open, with the 'Serve' option (represented by a heart icon) circled in red. The main content area displays the 'MY SCHEDULE' tab, showing a calendar for November 2017. A red circle highlights the entry for Sunday, November 19th, which lists 'Nursery Care: 8 - 17 Months' and 'Service: 10:45AM'. On the right side of the page, there is a button labeled 'Availability to Serve' and a list of options: 'Email Organizer', 'Schedule Details', and 'Find a Replacement'.

3. USE SCHEDULE DETAILS TO SWAP WITH SOMEONE ELSE, AS NEEDED

On the Serve page, click on "Schedule Details"



This screenshot shows the same website as the previous one, but with the 'Schedule Details' option (represented by a plus icon) circled in red. The 'Serve' menu item in the sidebar is no longer circled. The main content area remains the same, showing the 'MY SCHEDULE' tab and the calendar entry for Sunday, November 19th. The 'Availability to Serve' button and the list of options are still visible on the right.

Then, click “View More Weeks” in the top right of the screen >> Select weeks you are available via the checkboxes. You’ll then see everyone who is scheduled for those dates.

NURSERY ROTATION: SEPTEMBER 2017 - FEBRUARY 2018 < back to my schedule

View More Weeks

Week 12:				Week 13:			
Sun, Nov 19 9:00a	Sun, Nov 19 10:45a	Sun, Nov 19 5:15p		Sun, Nov 26 9:00a	Sun, Nov 26 10:45a	Sun, Nov 26 5:15p	

×

View More Weeks

Week 10: Oct 30 - Nov 5, 2017

☐

Week 11: Nov 6 - 12, 2017

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Week 12: Nov 13 - 19, 2017

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Week 13: Nov 20 - 26, 2017

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Week 14: Nov 27 - Dec 3, 2017

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Week 15: Dec 4 - 10, 2017

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Week 16: Dec 11 - 17, 2017

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Cancel

Select

To contact a potential substitute, use the mail icon at the bottom of a serving time to e-mail everyone serving at that time, or click beside an individual's name to contact that person, or use the People section to find contact information and reach out via your personal e-mail.

Week 12:
Sun, Nov 19 10:45a

Nursery Care 18 - 30 Months


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- Na

Nursery Care: 0 - 24 Months (ev

Nursery Care: 0 - 7 Months

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Email volunteers: 2 - 3 Year Olds (e



Nursery Care: 8 - 17... 4/4 Nurs

- C.S. Lewis
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Send Email

Menu


- Home
- Groups
- People
- Serve
- Give
- More

McLean Presbyterian Church

PEOPLE SEARCH

c.s. ||

C.S. Lewis

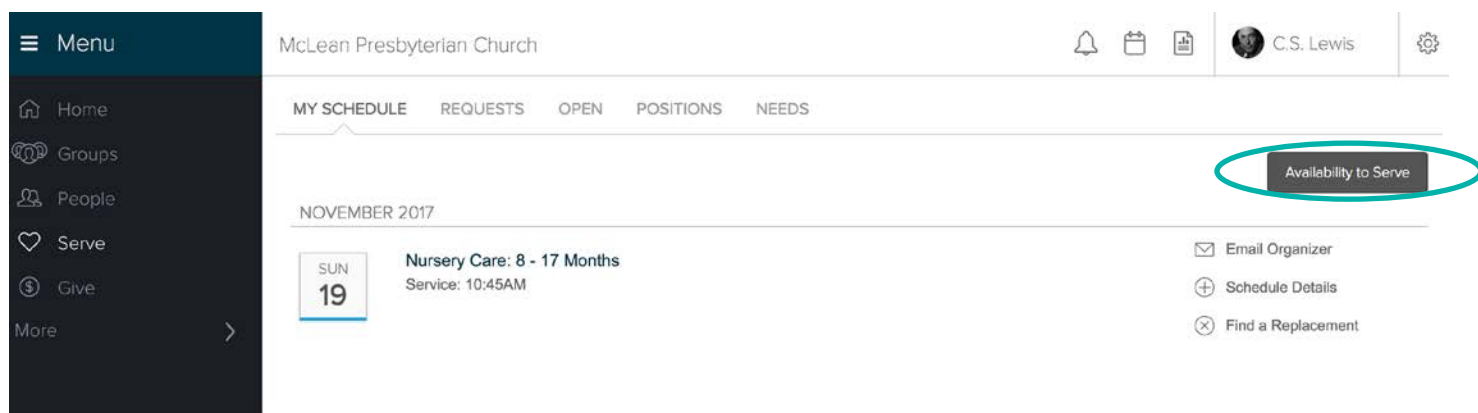


4. IF YOU MAKE A SWAP, CONTACT BETH BIESEL, OUR NURSERY COORDINATOR TO LET HER KNOW. (BETHBIESEL@MCLEANPRES.ORG)

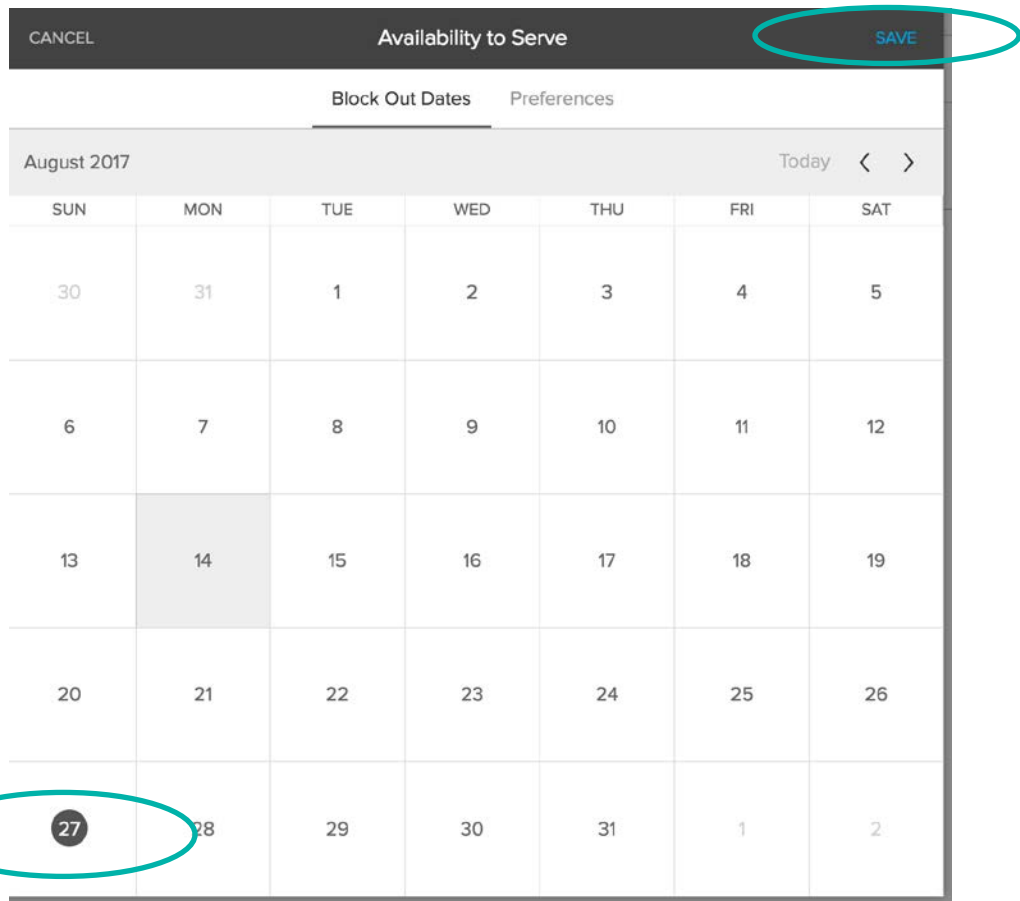
5. TELL US YOUR AVAILABILITY

We'll be doing the Nursery Rotation in two rounds this year. We're currently scheduled up through February; you'll receive the March - August schedule in a few months.

You can use the "Availability to Serve" button on the top right part of the "Serve" page to let us know when you're not available. Simply click the individual dates when you cannot serve, then press "Save."



The screenshot shows the 'Serve' page for McLean Presbyterian Church. On the left is a dark sidebar menu with options: Home, Groups, People, Serve, Give, and More. The main header area includes the church name, navigation tabs (MY SCHEDULE, REQUESTS, OPEN, POSITIONS, NEEDS), and a user profile for C.S. Lewis. A red circle highlights the 'Availability to Serve' button in the top right corner. Below the header, the 'NOVEMBER 2017' calendar is partially visible, showing 'SUN 19' with details for 'Nursery Care: 8 - 17 Months' and 'Service: 10:45AM'. On the right side, there are links for 'Email Organizer', 'Schedule Details', and 'Find a Replacement'.



The 'Availability to Serve' modal form is shown. It has a dark header with 'CANCEL' and 'SAVE' buttons (the 'SAVE' button is circled in red). Below the header are tabs for 'Block Out Dates' and 'Preferences'. The main content is a calendar for August 2017. The calendar grid shows dates from Sunday the 30th to Saturday the 2nd. The date '27' (a Sunday) is circled in red. The calendar is currently displaying the week starting from Sunday the 30th.

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2