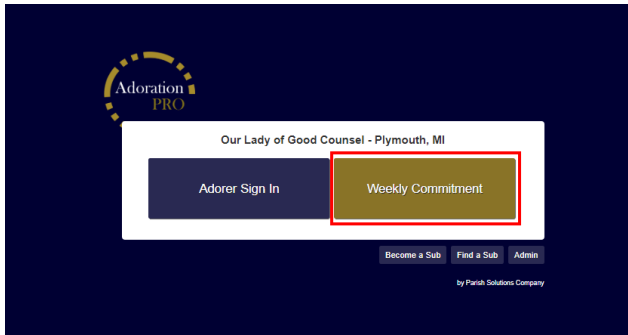
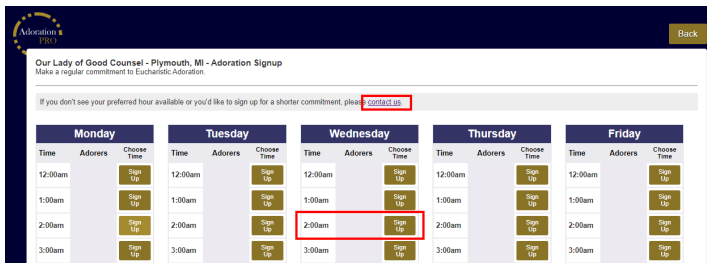


## Adoration Pro Instructions – Signing up for a weekly commitment

1. Visit the website <https://adorationpro.org/counselmi>, the following screen will be displayed:

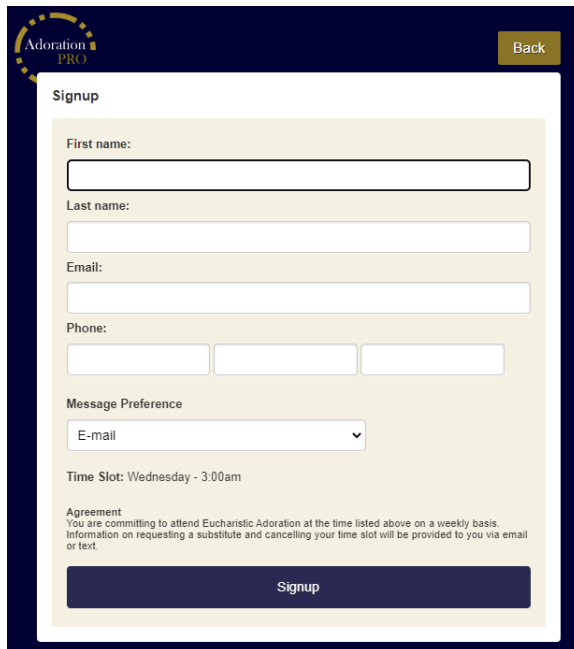


2. Click the Weekly Commitment button which will display the screen:



3. Find the day of the week and the time you that you would like to serve as an adorer. Saturday and Sunday are further down the page. Click the **Sign-Up** button next to the desired time, and the registration form shown below will be displayed. Currently there are two slots per hour. If all slots for the desired hour are full, or for any other reason you need to contact the adoration coordinator, click the **contact** us link and provide your contact details and message on the displayed screen.

4. The registration form is displayed:



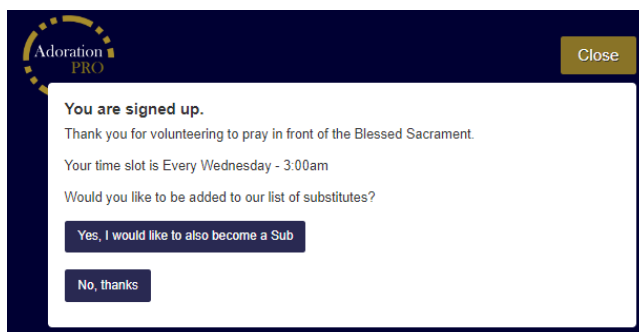
The screenshot shows a web form titled "Adoration PRO" with a "Back" button in the top right corner. The form is titled "Signup" and contains the following fields and options:

- First name:
- Last name:
- Email:
- Phone:
- Message Preference:
- Time Slot: Wednesday - 3:00am
- Agreement: You are committing to attend Eucharistic Adoration at the time listed above on a weekly basis. Information on requesting a substitute and cancelling your time slot will be provided to you via email or text.
- Signup button:

Please fill in your name, email address, mobile phone number, and indicate whether you prefer to receive adoration related message by Email or via Text. When all the fields are complete, click the **Signup** button.

If you are signing up as a couple to cover only one slot, and would like to have both names and emails associated with the time, register using only one name and Email and send a message to [adoration@olgcp parish.net](mailto:adoration@olgcp parish.net) with the name, email and phone of the other adorer and mention that you want this person added to your time slot. With both names and Emails registered, any announcements will be sent to both adorers.

5. A confirmation screen will be displayed, and you will also have the option to sign up as a sub.



The screenshot shows a confirmation screen titled "Adoration PRO" with a "Close" button in the top right corner. The screen contains the following text and buttons:

- You are signed up.
- Thank you for volunteering to pray in front of the Blessed Sacrament.
- Your time slot is Every Wednesday - 3:00am
- Would you like to be added to our list of substitutes?
- Yes, I would like to also become a Sub
- No, thanks

If you do not want to also be a sub, click the **No, thanks** button. You can always become a sub later. If you do also want to be a sub, click the **Yes, I would like to also become a Sub** button. The following screen will be displayed:

Adoration PRO

Back

Substitute Sign Up

First name:

Last name:

Email:

Phone:

Message Preference  
E-mail

Signup

6. Your details will be pre-filled on this screen. All you need to do is click the **Signup** button and you will be signed up as a sub.
7. You will receive an Email confirmation of your scheduled time. If you do not see the Email in your inbox, please check your spam mailbox. An example Email is:

Dear [Your Name],

Thank you for volunteering to pray in front of the Blessed Sacrament.

Your time slot is [Your time slot].

#### **Finding Substitutes**

If you cannot attend for a particular week, please find a substitute on your own.

You can easily make a sub request here: [find a sub page](#). The current password is \_\_\_\_\_

#### **Other Questions?**

If you ever need to cancel your entire weekly commitment or if you need any further help, please contact OLGC Adoration at [adoration@olgcp parish.net](mailto:adoration@olgcp parish.net)

#### **Message from your Adoration Team**

Your adoration time has been confirmed and we thank you for deciding to spend time with the Lord.

For more information about adoration at OLGC and for some resource to use during your time with the Lord, please visit the adoration page at our website:

<https://www.olgcp parish.net/adoration>

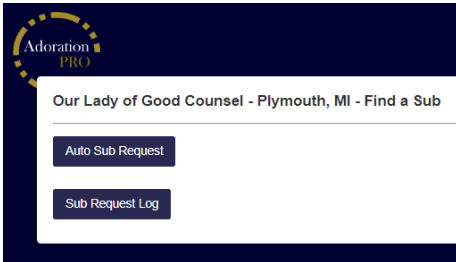
If your adoration time is after hours when the church is closed and you do not know the access code to

the adoration chapel, please Email [adoration@olgcp parish.net](mailto:adoration@olgcp parish.net) or call the Parish office at 734-453-0326.

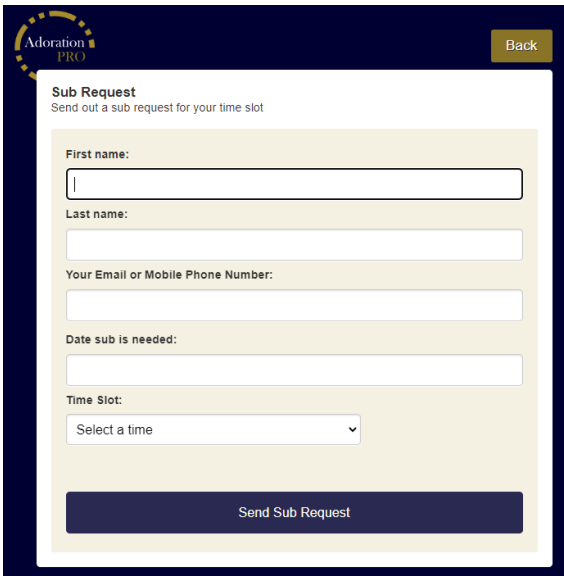
- Please note down the password provided to the **find a sub page**. If you ever need to find a sub, please use the link, which takes you to the page:

<https://adorationpro.org/sub.php?org=counselmi>

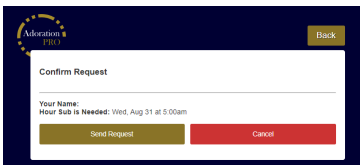
Enter the password from the Email, and the following screen will be displayed:



- To request a sub, click the **Auto Sub Request** button, which will display the screen:



- Fill in your name and contact method, and the date and time a sub is needed, and then click **Send Sub Request**. A confirmation screen will be displayed:



- Click **Send Request** to send the sub request to all registered subs. When someone accepts your request, you will receive an Email or a text letting you know that your time will be covered by the sub.