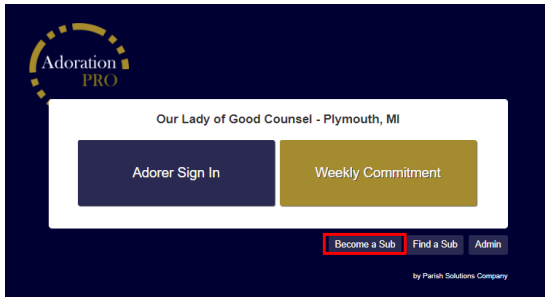


Adoration Pro Instructions – Signing up to be a Sub

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



2. Click the **Become a Sub** link, which will display the screen:

3. Fill in your details, and then click **Signup**. You will receive an Email confirmation that will look like:

Hello [Name]:

Thank you for volunteering to be a substitute for Eucharistic Adoration.

Sub Availability

If you'd like to limit the hours for which you receive sub requests, please click the below link:

[Adjust My Availability](#)

Other Questions

If you ever need to remove your name from the sub list or if you need any further help, please contact OLG C

Adoration at adoration@olgparish.net.

4. When you first sign up as a sub, the system considers that you are available 24 hours a day, 7 days a week to serve as a sub. If you want to limit your available hours, so you are only notified

when sub requests are received for those hours, click the link in the Email that says **Adjust My Availability**. It is important that you use that link because it contains information that is specific to you. When you click this link, the following screen will be displayed:

Sub Hour Availability -

If you would like to not receive sub request emails for certain hours, please uncheck those hours below.

Save Changes

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am	<input checked="" type="checkbox"/> 12:00am
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Save Changes

Clear the checkbox next to the hours you **do not** want to serve as a sub, and then click the **Save Changes** button to update your availability.

- Please save the link to the **Adjust My Availability** so that you can update your availability as it may change in the future.
- If you ever are going to be a sub 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 or call the Parish office at 734-453-0326.
- If you have any questions or concerns about Eucharistic Adoration, please Email adoration@olgcp parish.net