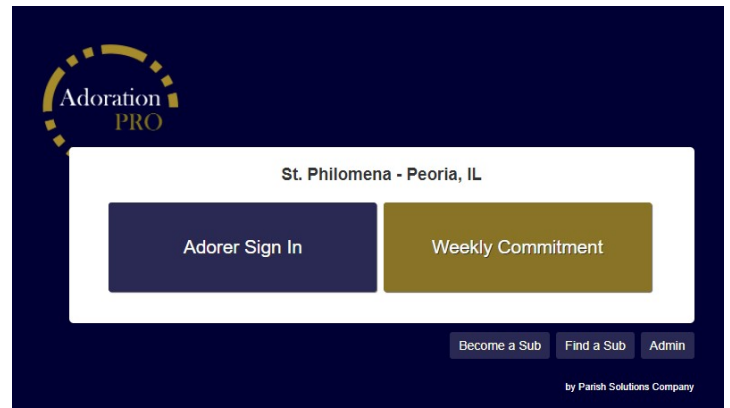


Adoration Pro: How to Sign Up for a Weekly Hour

Go to this webpage: <https://adorationpro.org/philomenail>

The webpage above is our official schedule page. It is designed specifically for adoration sign up and sub requests. Once you are on the page, then....

.....click on the box that says
WEEKLY COMMITMENT



Tuesday		
Time	Adorers	Choose Time
12:00am		Sign Up
1:00am		Sign Up
2:00am		Sign Up
3:00am		Sign Up
4:00am	Adorer	
5:00am	Adorer	
6:00am	Adorer	
7:00am		Sign Up
8:00am	Adorer	
9:00am		Sign Up
10:00am	Adorer	
11:00am		Sign Up
12:00pm	Adorer	
1:00pm		Sign Up
2:00pm		Sign Up

The next screen shows you the entire schedule, Monday through Sunday. A box that says Adorer, means that that particular hour already has an assigned adorer. Where you see a time with the box Sign Up, that is available to take. Click on the box that says Sign Up.

After you click on SIGN UP, you will be brought to a page where you enter your name, email (if you have one) and mobile and/or home numbers.

On this page you will be asked your message preference: email or text. If you do not use email or text, just select email. The easiest way for us to communicate with everyone is email, so that is the default. However, you do not have to have an email address to sign up for an hour.

Click Sign Up.

A window will then appear as a confirmation. At the bottom, click on YES if you would like to be contacted if someone needs a substitute, or click NO THANKS if you do not want to be a substitute at this time.

If you select YES, you will then be asked to confirm your information.

For your weekly hour, and if you signed up to be a sub, you will receive confirmation emails. There are links and directions in that email for sub requests or adjusting sub requests.

Because the program doesn't require you to have a password or log in, any changes to your profile need to be done in the office. If you need to change your hour or adjust contact information, contact the parish office.

Once the chapel is open you will receive automatic email reminders each week. To turn that off, contact the office.

St. *Philomena* Parish
bringing faith to life and life to faith

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