New Rock Scheduling
July 2024

We are so excited to share Rock scheduling with you. In this document you will see step by step screenshots for receiving a request, accepting, declining, viewing your serving confirmations, and submitting black out dates.

Scheduling Requests

When you are scheduled to serve, you will receive an email from "The Point Church." Once you open the email, you will see The date of your request, the area you are serving (Welcome, Nursery, Preschool, Elementary), and the classroom animal/ age group (Chipmunks 0-12 months, Squirrels 2 year olds, Eagles 2nd-3rd, etc.). See below:

Accepting a request

You can respond to the email by selecting "Accept" or "Decline." If you accept, you will see the following:

Schedule Confirmation

Schedule Confirmation

Amanda, you're confirmed to serve.

Thanks for letting us know. You're confirmed for:

Sunday, July 21, 2024
Nursery
Sunday 8:00am ✅

Thanks again!

Pending Confirmations

7/21/2024 - VO - KidsPoint - KidsPoint	Sunday 8:00am	Attend Decline

Please select "Attend."

Schedule Confirmation

Schedule Confirmation

Amanda, you're confirmed to serve.

Thanks for letting us know. You're confirmed for:

Sunday, July 21, 2024
Nursery
Sunday 8:00am ✅

Thanks again!

Declining a request

If you are unavailable, please select the red decline button. You will be prompted to select a reason why. If you decline after previously accepting or are available a different day, please continue to reach out to the KidsPoint Director or Karen Measells.

If you select decline, you will see the following pages.

Schedule Confirmation

Schedule Confirmation

Amanda, can't make it?

Thanks for letting us know. We'll try to schedule another person for:

Sunday, July 21, 2024
Nursery
Sunday 9:30am

Decline Reason *

[⌄]

Submit

Schedule Confirmation

Schedule Confirmation

Amanda, can't make it?

Thanks for letting us know. We'll try to schedule another person for:

Sunday, July 21, 2024
Nursery
Sunday 9:30am

Decline Reason *

✓
Family Emergency
Have to Work
On Vacation / Out of Town
Serving Elsewhere

Schedule Confirmation

Schedule Confirmation

Thank You Thank you for letting us know the reason.

Thank You We'll try to schedule another person for:
Nursery

View Serving Schedule

If you would like to view all the scheduling requests you are confirmed for, you will select "View Schedule Toolbox" from the original email request.

Once you select this, you will be taken to a webpage where it asks for your phone number. Enter your phone number. It will send you a code to enter.

After entering the code, you will see this page. It will list all of your accepted requests.

Schedule Toolbox

My Account / Schedule Toolbox

My Schedule   Preferences   Sign Up

Upcoming Schedules   📅 Copy Calendar Link

7/21/2024 - VO - KidsPoint - KidsPoint   Sunday 8:00am   Cancel Confirmation

If you select "Preferences" you will be taken to a page where you can edit scheduling reminders and Blackout dates.

Schedule Toolbox

My Account / Schedule Toolbox

My Schedule   **Preferences**   Sign Up

🕐 Nursery

Send Reminders

| Do not send a remir ⌄ |

Current Schedule

| No Schedule ⌄ |

🕐 VO - KidsPoint

Send Reminders

| Do not send a remir ⌄ |

Current Schedule

| No Schedule ⌄ |

Blackout Dates

Please provide any dates you will not be able to attend.

No black out dates have been set.

⊕

If you are interested in serving more times, select "Sign Up."