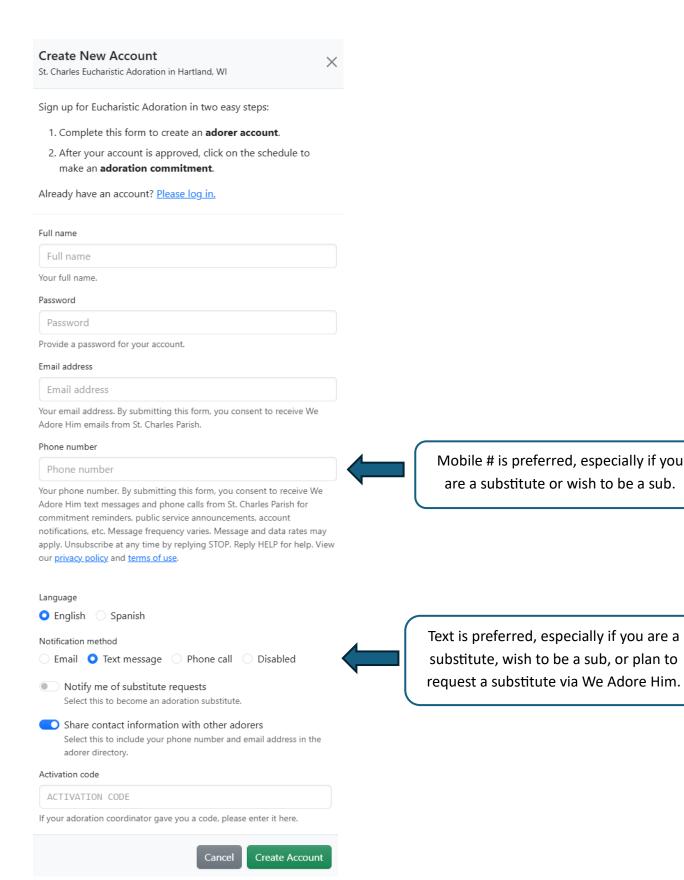
# We Adore Him Sign Up Instructions

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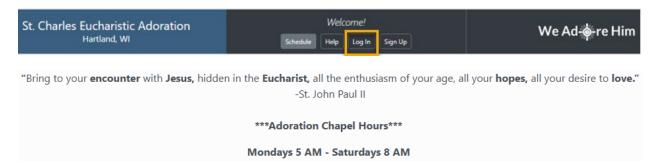
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Click on the button We Adore Him button on our St. Charles website or scan the bar code found either within our weekly bulletin or on the walls within our Narthex area using your phone.

Please Note: You may then be presented with the screen on the following page if you do not have an existing We Adore Him account. Should you already have a We Adore Him account you can click on the "Please log in" link.

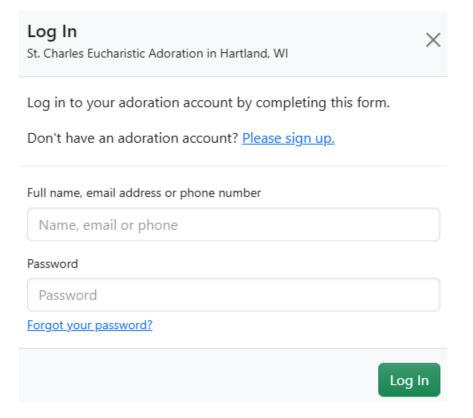


Whenever you wish to log back in, click on the Log In button.



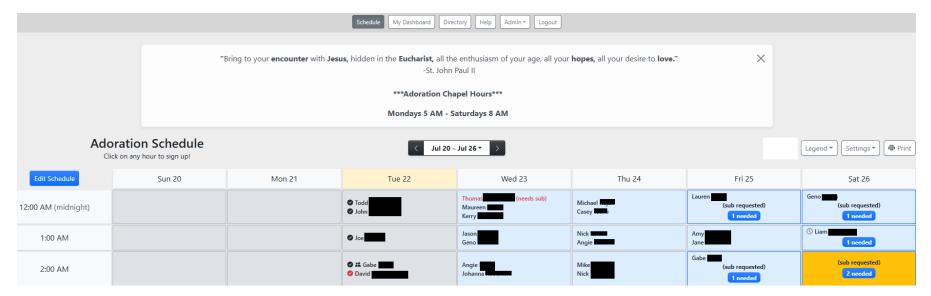
Enter your name, email or phone number and then enter the password you created.

Finally, click on the green Log In button to access your account.



**SCHEDULE:** After you log in, you will see the current Adoration Schedule screen which includes current Chapel open hours and adorers for each hour along with where we need more adorers.

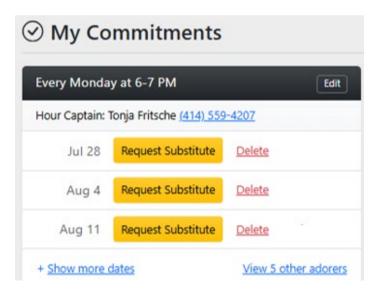
- Greyed out means Adoration Chapel is closed during that day and time.
- Light blue background means Adoration Chapel is open for worshipping Our Lord.
- Those in orange means we do not have any adorers signed up for that hour yet.



#### MY DASHBOARD: Click on the My Dashboard button



Scroll down the page to see your commitments on the left-hand side of the page.



You can see your next 3 upcoming adoration hour commitments and can click on "Show more dates" to see more of your upcoming adoration hour commitments.

Click on "View 5 other adorers" to see the two people adoring in the hour before you, your adoration hour partner, and the two people adoring in the hour after you.

#### Substitutes

#### Requesting a substitute

You can also request a substitute for any of your commitments by clicking on the orange "Request Substitute" button. If you change your mind about needing a substitute you can always click on the Delete button in red.



Another option to request a substitute for one of your upcoming adoration hours is to text "**SUB**" to the We Adore Him phone number shown below. While a third option to request a substitute is to call the We Adore Him phone number.

#### **Unable To Attend Adoration?**



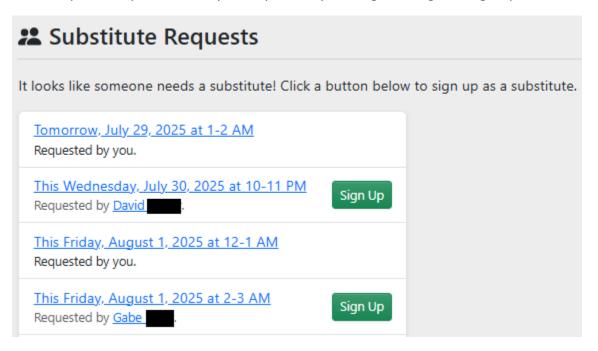
You can also request a substitute by calling the same phone number.

Call the automated system

**Please note:** If your adoration commitment starts in the *next 6 hours*, you cannot request a substitute through the automated system.

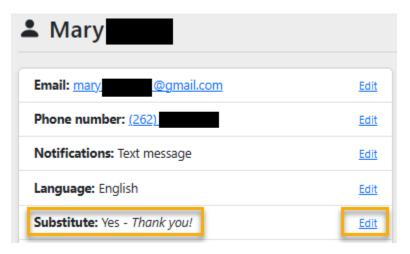
### Fulfilling someone else's outstanding request for a Substitute

On your MY DASHBOARD page, you will below in scrolling below your My Commitments section, a section entitled "Substitute Requests" which lists all hours needed a substitute adorer. This list contains both any you had requested that remain outstanding as well as those requested by others that you may fulfill by clicking on the green Sign Up button.

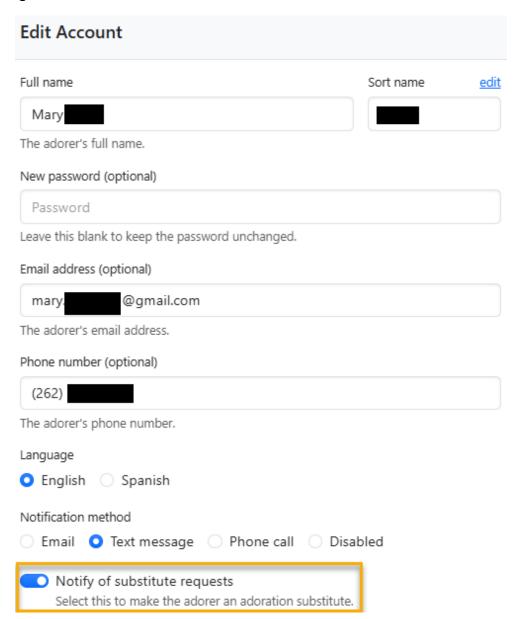


Another way to fulfill someone else's request for a Substitute is to set the "Notify of substitute requests" sliding bar set to the right do that you will receive a text message any time a substitute adorer is requesting for an hour of a day that you indicated you are willing to be considered as a substitute. Just reply "Yes" or "No" to the text message.

Step 1 – Hit the Edit button in your My Dashboard profile.



Step 2 – When the Edit Account screen pops up, move the "Notify of substitute requests" slider to the right.



Step 3 – Choose the days and time you wish to be considered as a Substitute adorer (aka when you are willing to be notified of an opening in order to then decide if you wish to fulfill that hour).

In this example below, this adorer is set to receive any request for a substitute adorer that falls between the hours of 3:00am and 6:00pm every day.

When is the adorer generally available to substitute?

When another adorer needs a substitute, we will contact this adorer only if the adoration date is one of these selected times.

Choose one:	Time Ranges Hours Days Weekly Schedule
Select All	
Every day, 12:00 AM – 3:00 A	AM
✓ Every day, 3:00 AM – 6:00 A	М
Every day, 6:00 AM – 9:00 A	М
Every day, 9:00 AM – 12:00 I	PM (noon)
Every day, 12:00 PM – 3:00 F	PM
Every day, 3:00 PM – 6:00 PI	M
Every day, 6:00 PM – 9:00 PI	M
Every day, 9:00 PM – 12:00 /	AM (midnight)

**Recommendation:** We suggest you choose your Substitute consideration availability by clicking on the weekly schedule and choosing the days and times that work for you.

When is the adorer generally available to substitute?

When another adorer needs a substitute, we will contact this adorer only if the adoration date is one of these selected times.

Choose one: <u>Time Ranges Hours Days</u> Weekly Schedule								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								
4:00 AM								
5:00 AM								
6:00 AM								
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
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5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								

FYI: Each time a substitute request is established, the text message asking if you are interested in fulfilling it, goes out one person at a time, to each person who has noted in their profile that they are available that time of that day to be a substitute.

The system randomly chooses the orders of the substitutes notified so the same person wouldn't always be the first one asked to fulfill that day and hour.

The system allows you five minutes to reply with a "Yes" or "Reply" response. If neither are given within five minutes, the system will move onto the next person on the list until someone has replied with a "Yes" or until all available substitutes have been notified.