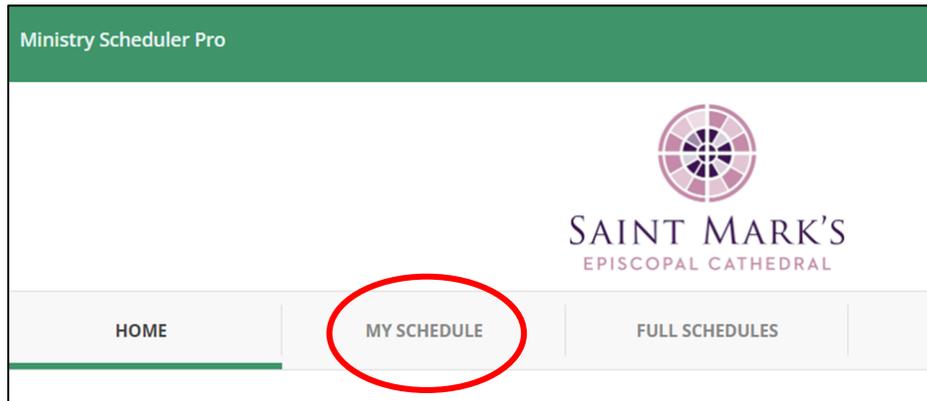
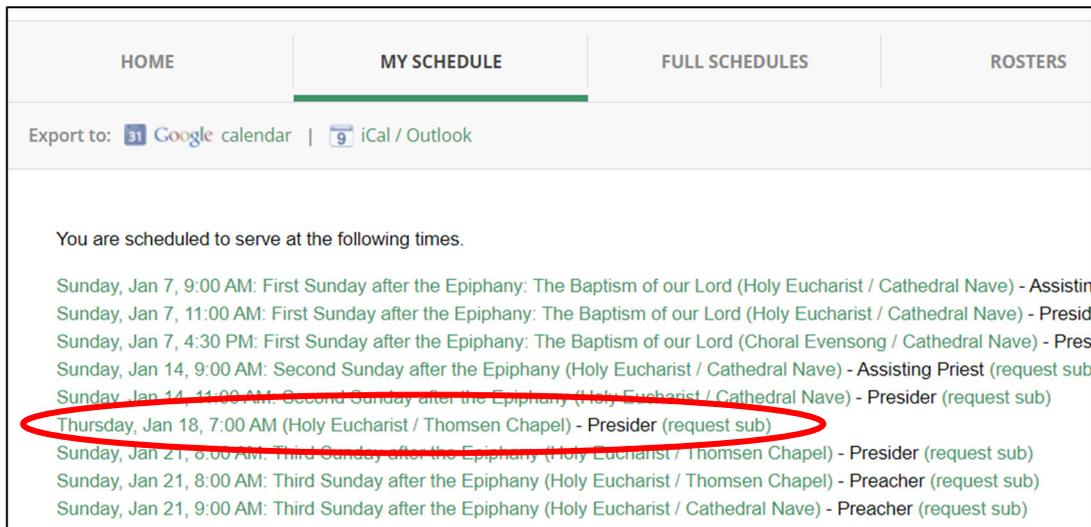


## How to swap dates with someone using the MSP web terminal

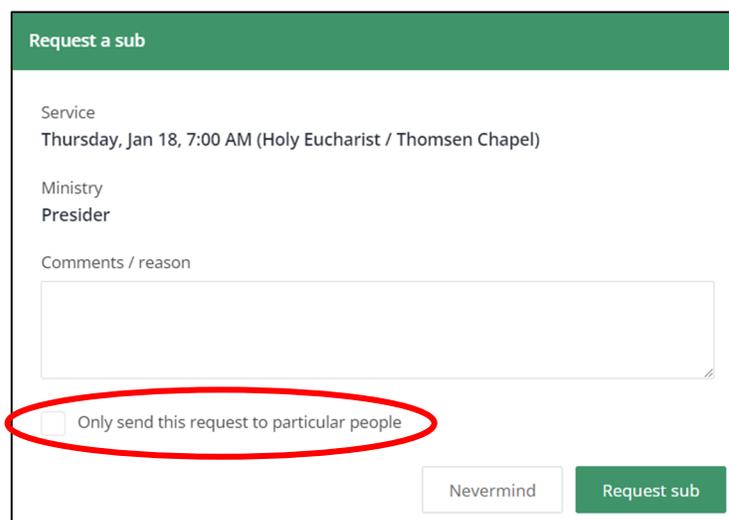
- 1) Log in to MSP Web Terminal, and select **My Schedule** at the top.



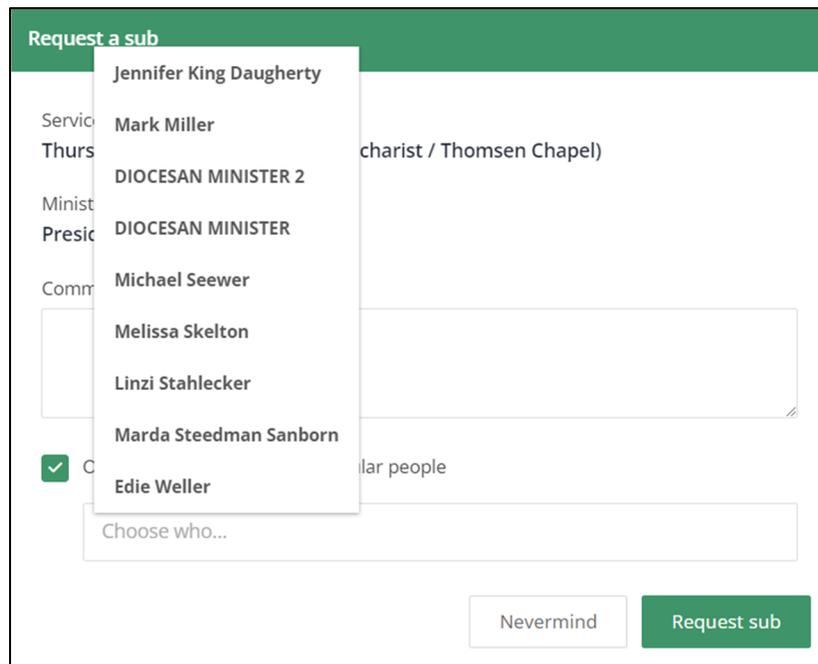
- 2) Find the service you are looking to swap in the list below and click **request sub** next to it.



- 3) The following box will display. Click the **Only send this request to particular people** box.

The screenshot shows the 'Request a sub' form in the MSP web terminal. The form has a green header with the text 'Request a sub'. Below the header, there are several sections: 'Service' with the text 'Thursday, Jan 18, 7:00 AM (Holy Eucharist / Thomsen Chapel)', 'Ministry' with the text 'Presider', and 'Comments / reason' with a text input field. At the bottom of the form, there is a checkbox labeled 'Only send this request to particular people' which is circled in red. To the right of the checkbox are two buttons: 'Nevermind' and 'Request sub'.

4) In the box that displays, type or select the name of the person you are swapping with.



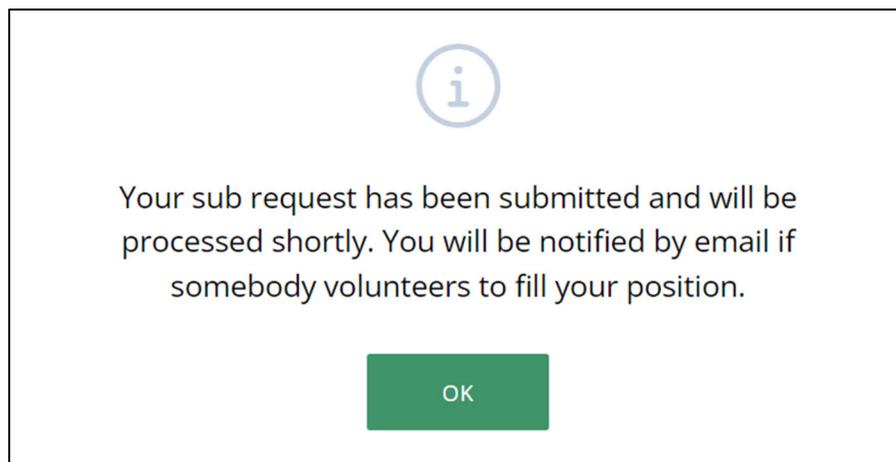
The screenshot shows a web form titled "Request a sub" with a green header. A dropdown menu is open, displaying a list of names: Jennifer King Daugherty, Mark Miller, DIOCESAN MINISTER 2, DIOCESAN MINISTER, Michael Seewer, Melissa Skelton, Linzi Stahlecker, Marda Steedman Sanborn, and Edie Weller. The name "Edie Weller" is selected, indicated by a green checkmark. Below the dropdown is a text input field containing "Choose who...". To the right of the dropdown, there is a text field with the text "charist / Thomsen Chapel)". At the bottom of the form, there are two buttons: "Nevermind" and "Request sub".

5) Once their name appears in the box, click **Request sub**.



The screenshot shows the "Request a sub" form with the dropdown menu closed. The text input field now contains "Linzi Stahlecker" with a plus sign icon to its right. A red arrow points to the plus sign. Below the input field, there are two buttons: "Nevermind" and "Request sub". The "Request sub" button is circled in red.

6) The following box will display. Click **OK**.

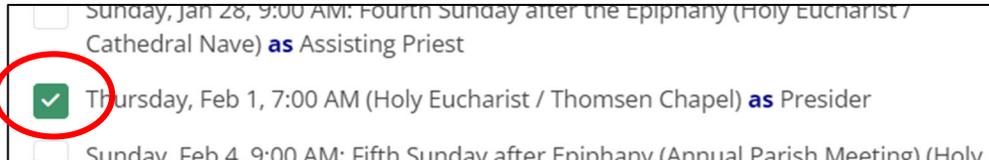


The screenshot shows a confirmation message box with a green header. At the top center is an information icon (a lowercase 'i' inside a circle). Below the icon, the text reads: "Your sub request has been submitted and will be processed shortly. You will be notified by email if somebody volunteers to fill your position." At the bottom center of the box is a green button with the text "OK".

- 7) Within the next 24 hours, the submission will be processed, and the person you selected to swap with will receive an email notifying them of your request to swap. That person will then need to click on **volunteer now** in the email, or in the MSP Web Terminal:



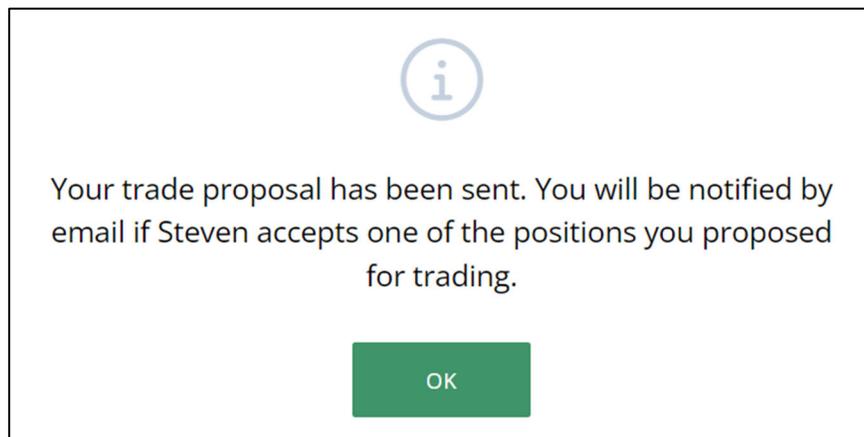
- 8) After clicking on **volunteer now**, that person will need to select **I would like to trade NAME this position for one of my scheduled positions**. A list of positions available to swap will then display. Select the date you are swapping with that person, and then click **Propose trade**.



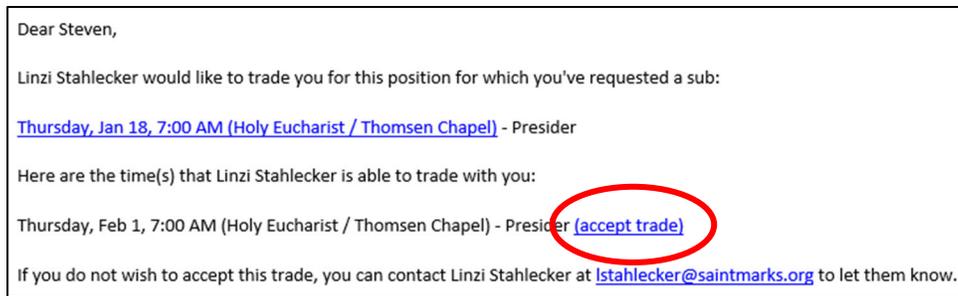
Your comments

Nevermind **Propose trade**

- 9) The following message will display. The person you are swapping with will then receive an email asking to accept the trade.



- 10) The original person requesting the swap will receive an email, and will need to click on the **accept trade** in the email.



- 11) They will then be logged into the MSP web terminal, and will confirm the dates being swapped are correct, then click **Accept trade** to finalize.

**Accept trade proposal**

Accept position  
Thursday, Feb 1, 7:00 AM (Holy Eucharist / Thomsen Chapel)

Ministry  
Presider

Trading for  
Thursday, Jan 18, 7:00 AM (Holy Eucharist / Thomsen Chapel) **as Presider**

Trading with  
Linzi Stahlecker

Your comments

- 12) The following box will display, confirming the trade will be processed. Once the trade is processed (within the next 24 hours), an email confirmation will be sent.

