



# New Scheduling in Subsplash/Fluro



# Subsplash/Fluro Home Page

This is where you will find the different pages available.

SUBSPASH®

⌘ Management ←

🏠 Home

👤 People ▾

📅 Services ▾

👤 Volunteers ▾

📧 Communication ▾

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🔍 Search for anything

## Good Morning Test!

You're signed in to **Reach Church** on Subsplash

Here's what's been happening in Reach Church

2024

AUG

WED 14

'Test service 1' started

Service.start -

10:00am ⓘ



Updated 10:45am Service

content.edit - Test Tester

9:52am ⓘ



Deleted 'Parking Lot & Signs'

content.delete - Test Tester

9:52am ⓘ

Today

**Test service 1**

10:00am - 11:30am Wednesday 14 Aug 2024  
5 minutes ago

**Wednesday 6:30pm**

6:30pm - 8:00pm Wednesday 14 Aug 2024  
in 8 hours

**Wednesday Service**

6:30pm - 8:00pm Wednesday 14 Aug 2024  
in 8 hours

All Services >

# Scheduling Home Page

To find the scheduled services, you will want to select “Services” and then “Repeating Services”.

This will be where you find service options for WED., 9AM, and 10:45AM services. Select the service (not the box) in which you want to schedule.

SUBSPASH®

## Management

Home

People

Services

Overview

All Services

Repeating Services

Tickets

Volunteers

Communication

Library

Settings

## Repeating Services

Filter by keyword

Filters

New Repeating Service +

<input type="checkbox"/>	TITLE	EXPECT GROUPS	NEXT SERVICE	AUTO RECUR	DEFINITION	EVERY	PERIOD	ON	DEFAULT LO	
<input type="checkbox"/>	● 10:45am Service		Aug 18, 2024	View Services	✓	Repeating Service	1	weeks	Sunday	Reach Chi ...
<input type="checkbox"/>	● 9:00am Service		Aug 18, 2024	View Services	✓	Repeating Service	1	weeks	Sunday	Reach Chi ...
<input type="checkbox"/>	● Wednesday Service		Aug 14, 2024	View Services	✓	Repeating Service	1	weeks	Wednesday	Reach Chi ...
<input type="checkbox"/>	● Test service 1		Aug 14, 2024	View Services	✓	Repeating Service	1	days	Sunday	...
<input type="checkbox"/>	● Fridays After 5		Aug 23, 2024	View Services	✓	Repeating Service	2	weeks	Friday	Reach Chi ...
<input type="checkbox"/>	● Youth Sunday Service		Aug 18, 2024	View Services	✓	Repeating Service	1	weeks	Sunday	Reach Chi ...

# Repeating Service Details

Once you have selected the service, select the ellipses (...) in the upper right corner.

A window will open to the right. Select "Open in Multi Planner".

The screenshot displays the 'Repeating Service Details' page for a '9:00am Service Repeating Service'. The interface includes a search bar at the top, a navigation menu on the left, and a main content area with fields for 'Repeating Service Title \*' (9:00am Service) and 'Subtitle'. In the top right corner, there is a menu with options: 'Close' and 'Save'. The ellipsis (...) icon in this menu is highlighted with a red box. To the right, a modal window is open, titled '9:00am Service' and 'What would you like to do?'. It contains two main sections: 'ACTIONS' and 'CHANGE STATUS'. In the 'ACTIONS' section, the 'Open in Multi Planner' option is highlighted with a red box. Other options include 'View '9:00am Service'', 'Edit '9:00am Service'', 'Duplicate', 'Mark as 'Active'', and 'Mark as 'Draft''.

# Multi Planner

In the “Multi Planner”, you will see the “Rosters” for the listed months with each team for each service (at the bottom left, select “Collapse All” to see all teams).

Select your team to open the schedule and select “Add +” if the positions are not visible.

	SUN 8 SEP	SUN 15 SEP	SUN 22 SEP	SUN 29 SEP	SUN 6 OCT
	10:45AM	10:45AM	10:45AM	10:45AM	10:45AM
	10:45am Service 10:45am Service				
	0   16	0   17	0   18	0   14	0   0
PLANS ▾					
KITCHEN TEAM ▾					
PRAYER TEAM ▲					
OPENING PRAYER	1 needed for 'Opening Pray...				
PRAYER	4 needed for 'Prayer'				
	0  Assign team				
PARKING LOT & SIGNS ▾					
SAFETY ▾					
MEDICAL ▾					
GREETERS ▾					
USHERS ▾					

# Multi Planner

Once the positions are visible, below is how to fill the positions.

You can select the yellow space to pull up a new side window where you can assign people to positions. You may have to search for people as the “suggestions” does not show everyone on your team.

(See the last page in this document to see your full team.)

The screenshot shows the 'Multi Planner' interface with 6 services. The top section is a grid with columns for dates: SUN 11 AUG, SUN 18 AUG, SUN 25 AUG, SUN 1 SEP, SUN 8 SEP, and SUN 15 SEP. Each column has a '9:00AM' slot with a '9:00am Service' and icons for edit, refresh, and share. Below this is a 'PLANS' section with a dropdown arrow. Under 'PRAYER TEAM', there are rows for 'OPENING PRAYER' and 'PRAYER'. The 'OPENING PRAYER' row has a yellow background with the text '1 needed for 'Opening Pray...'. The 'PRAYER' row has a yellow background with the text '4 needed for 'Prayer''. Below these rows are 'Add +' buttons for each date. At the bottom, there are buttons for 'Add new Roster Type', 'Collapse All', and 'Expand All'.

The screenshot shows a side window titled 'Opening Prayer' for '9:00am Service' on 'SUN 1 SEP'. It indicates '0 ROSTERED' and '1 UNAVAILABLE'. Below this is a search bar 'Search for contacts' and a 'SUGGESTIONS' list. The suggestions list includes: Trip Kimball, Sandy Ezell, Keithsx Pinter, Fred Felix, and Stacey Palmonari. Each suggestion shows a person icon, their name, and the text 'Hasn't served as 'Opening Prayer' before'. There are 'Add +' buttons next to each suggestion. A question mark icon is visible in the bottom right corner.

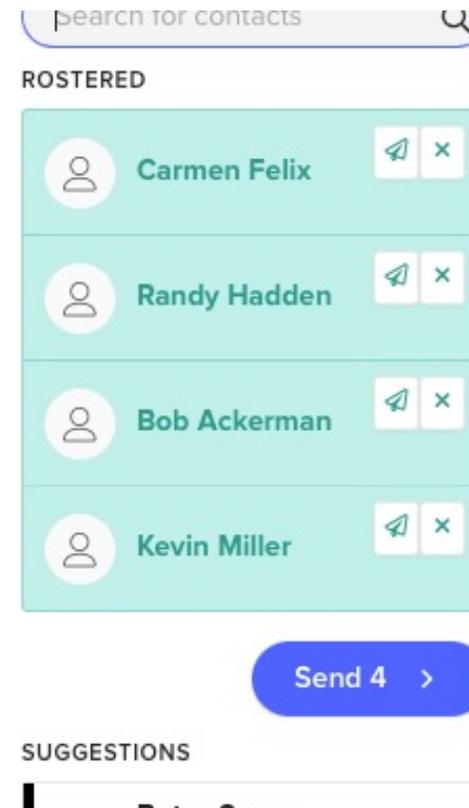
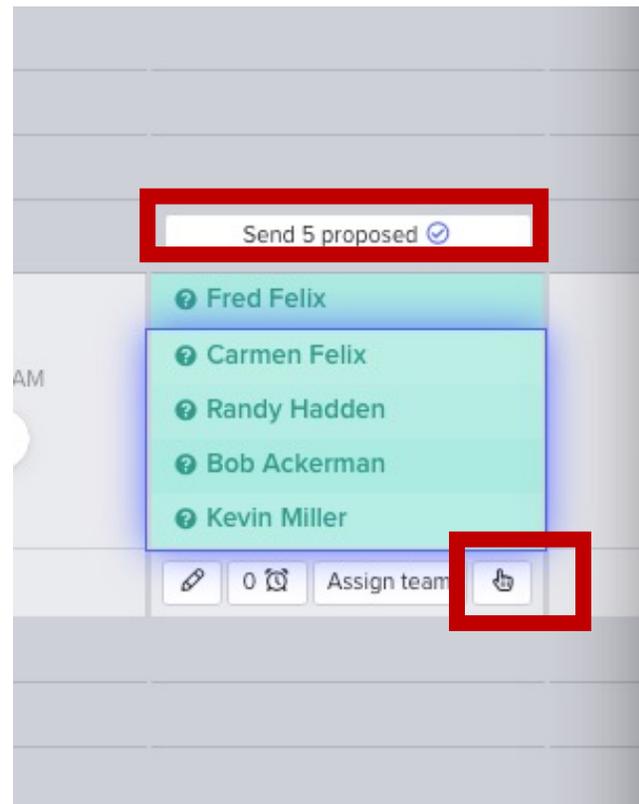
# Multi Planner Cont.

When you have selected your team, you need to notify them by hitting the “Send # Proposed” button just above your team.

If you select anyone in a particular position, it will open the right window, and you can either delete people from the position or send them notifications individually.

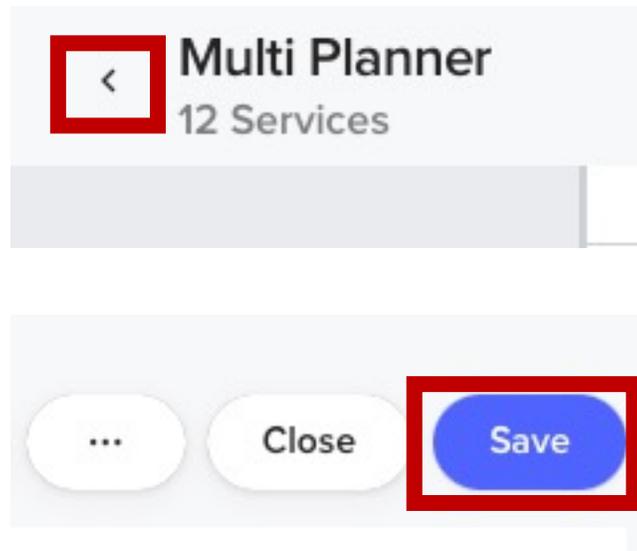
There is a “Nudge” button at the bottom of the team to notify unconfirmed people they are assigned to a position.

Once finished scheduling and notifications have been sent, go back to Multi Planner by hitting the arrow in the upper left corner. Then hit “Save” and “Close” and you can close out of Subsplash.



# Multi Planner Cont.

Once finished scheduling and notifications have been sent, go back to Multi Planner by hitting the arrow in the upper left corner. Then hit “Save” and “Close” and you can close out of Subsplash or schedule your other services.



# Teams

Since every person on your team does not show in the suggestion box to schedule, it may be helpful to pull up another window and view your team.

In Subsplash, select “Volunteers”, then “Teams”, then select your team. When your team opens, select “Positions” and you will see who is assigned to which position.

You can also add and remove people from your teams here.

SUBSPASH®

**Management** ←

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Services ▾

**Volunteers** ▲

Teams

Plans

Capabilities

Songs

Forms ▾

Communication ▾

Library ▾

Settings ▾

Search for anything

**Kids Ministry Service Team**



Close

Save

Service Team information

**24 Positions**

0 Members

0 Interested

Repeating Services

Position Notifications

Metrics

Posts & Notes

## Assigned Positions

Assign contacts to specified positions eg. (Leader, Co-leader, Guitarist) below:

<b>Nursery</b>	Julianna Gilbert Marie Dahlenburg	More ▾	Remove
	Lexey Radey Megan Henderson		
<b>Nursery Jr. Helper</b>	Brody Radey Delainey Critzer	More ▾	Remove
	Haley Carrazana Julier Carrazana		
	Hannah From Megan Henderson		
	Tara Grogan Toni Masar		
	Kelli McNames Stacey Palmonari		
<b>Walker-2yo Teacher</b>	Missy Pilla Grace Potts	More ▾	Remove
	Lauren Reed Irene Roberson		

# Add/Remove from Teams

You can also add and remove people from your team and specific positions here.

First, find the position or person you want to remove. Select the “more” option to the right side of the position box (below it shows “Less” since it has been selected).

The list of people in the position will show. Select the ellipsis (...) and select “Deselect” to remove the person from the position.

The screenshot displays the 'Test team 1 Service Team' management page. On the left, a sidebar lists various team metrics: 3 Positions, 0 Members, 0 Interested, Repeating Services, Position Notifications, Metrics, and Posts & Notes. The main content area is titled 'Assigned Positions' and includes a search bar at the top. Below the search bar, there are buttons for 'Close' and 'Save'. The 'Assigned Positions' section shows a list of contacts assigned to the 'Test Team Leader' position: Will Potts, Yabsira Techale, Joel Dahlenburg, Shannan Critzer, Trip Kimball, Eric Souza, and Megan Henderson. A 'Less' button with an upward arrow is highlighted with a red box. Below this, there are tabs for 'POSITION DETAILS' and 'ADVANCED'. The 'POSITION DETAILS' tab shows the position name 'Test Team Leader' and a 'Reporter' checkbox. The 'ADVANCED' tab shows a list of contacts: Will Potts (ACTIVE), Yabsira Techale, and Joel Dahlenburg. A dropdown menu is open for Will Potts, showing 'Deselect' and 'More Actions' options, which is also highlighted with a red box.

# Add/Remove from Teams

You can add people to the positions on your team by searching for them in the “Quick Search for Contacts” bar below the names.

By selecting on the name that comes up, you automatically add them to that position on your team.

The screenshot displays a software interface with two tabs: "POSITION DETAILS" (selected) and "ADVANCED". Under "POSITION DETAILS", there is a "Position Name \*" field containing "Test Team Leader" and a "Reporter" checkbox with the label "Reporter" and a subtext "Send reporting requests to people in this position". To the right, a "Contacts" list shows seven entries, each with a person icon, a name, and an "ACTIVE" status with a three-dot menu. The entries are: Will Potts, Yabsira Techale, Shannan Critzer, Trip Kimball, Eric Souza, Megan Henderson, and Joel Dahlenburg. At the bottom, a "Quick search for Contacts" bar is highlighted with a red box, containing a search input field and a "Find" button with a magnifying glass icon.

Position Name *	Contacts																					
Test Team Leader	<table border="1"><tr><td></td><td>Will Potts</td><td>ACTIVE ...</td></tr><tr><td></td><td>Yabsira Techale</td><td>ACTIVE ...</td></tr><tr><td></td><td>Shannan Critzer</td><td>ACTIVE ...</td></tr><tr><td></td><td>Trip Kimball</td><td>ACTIVE ...</td></tr><tr><td></td><td>Eric Souza</td><td>ACTIVE ...</td></tr><tr><td></td><td>Megan Henderson</td><td>ACTIVE ...</td></tr><tr><td></td><td>Joel Dahlenburg</td><td>ACTIVE ...</td></tr></table>		Will Potts	ACTIVE ...		Yabsira Techale	ACTIVE ...		Shannan Critzer	ACTIVE ...		Trip Kimball	ACTIVE ...		Eric Souza	ACTIVE ...		Megan Henderson	ACTIVE ...		Joel Dahlenburg	ACTIVE ...
	Will Potts	ACTIVE ...																				
	Yabsira Techale	ACTIVE ...																				
	Shannan Critzer	ACTIVE ...																				
	Trip Kimball	ACTIVE ...																				
	Eric Souza	ACTIVE ...																				
	Megan Henderson	ACTIVE ...																				
	Joel Dahlenburg	ACTIVE ...																				

Quick search for Contacts  Find

# Add/Remove from Teams

There is an option to add a new position to your team. Please discuss new positions with your staff support and then let Joel know you are adding a new position so he can update the services to include the new position.

POSITION DETAILS

ADVANCED

Position Name \*  
Test Team Leader

Reporter  
Send reporting requests to people in this position

Contacts

	<b>Will Potts</b>	ACTIVE ...
	<b>Yabsira Techale</b>	ACTIVE ...
	<b>Shannan Critzer</b>	ACTIVE ...
	<b>Trip Kimball</b>	ACTIVE ...
	<b>Eric Souza</b>	ACTIVE ...
	<b>Megan Henderson</b>	ACTIVE ...
	<b>Joel Dahlenburg</b>	ACTIVE ...

Quick search for Contacts  Find 