

# INFORMATION FOR ADORERS

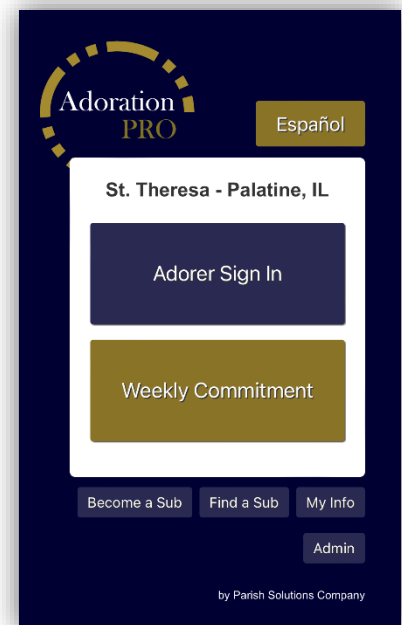
<https://adorationpro.org/theresapalatine>

## VIEW THE WEEKLY SCHEDULE

- Click on the large button “Weekly Commitment”

## SIGNING UP FOR A WEEKLY HOUR

- Click on “Weekly Commitment” to find openings.
- If there is a “Sign up” button next to the hour, then it is available to select.
- When you find the hour you want, click “Sign up.”
- Add your contact information, including your email address and phone number.
- Click “Signup” at the bottom of the screen.
- The next screen will ask if you want to sign up as a substitute. When you are finished signing up, you will receive an email or text message confirming your commitment.



## SIGNING UP TO BE A SUBSTITUTE

- Click on “Become a Sub” at the bottom of the page.
- Add your contact information, including your email address and phone number.
- Click “Signup” at the bottom of the screen.

## REQUESTING A SUBSTITUTE

- You are responsible for trying to find your own substitutes.
- Click on “Find a Sub”. The password is **subpass**.



Auto Sub Request - add your information and the hour/date you need a sub. This will automatically send an email to everyone on the sub list. Once someone accepts your request, you will receive an email telling you who took the hour.

Manually Find a Sub from a List – you will see a list of substitutes and you contact people until you find a substitute.

Sub Request Log – you can look at the current list of open and filled sub requests.

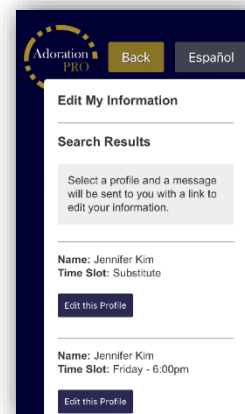
- If you will miss more than one hour, you will need to submit separate sub requests for each hour.
- You may still receive an automatic reminder for your hour even though you have a substitute.
- If there are 3 people signed up for your hour, you could check to make sure the other 2 people will be there and then you wouldn't need to request a substitute.

## ACCEPTING A SUB REQUEST


- You will receive an email or text when someone requests a substitute.
- If you are available to fulfill it, click the link in the email "View Sub Request".
- If someone else has already filled it, you'll get a message telling you it's filled.
- If you are not available to accept it, feel free to ignore it and delete it. You are not obligated to accept it.
- While we like to hear from you, you don't have to explain why you can't accept it.

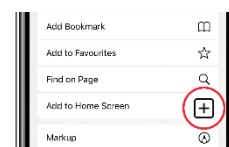
## CHANGE YOUR CONTACT INFORMATION



- Click on "My Info" at the bottom of the page.
- Enter your last name and your phone number or email.
- If you signed up for more than one hour, you will see a list showing your profiles for each hour.
- Click "Edit this Profile" and an email will be automatically sent to you with a link where you can edit your contact information. If you have multiple profiles, you have to repeat this process to update each one.



## ADD AN ADORATION PRO ICON TO YOUR PHONE

- Adoration Pro does not have an app, but you can add the website to your smart phone home screen so it works like an app. Go to the Adoration Pro website on your phone:
- Apple: Select the "share"  icon on the bottom of the screen. In the next menu, scroll down, select "Add to Home Screen" and type a name for the shortcut, such as "Adoration Pro."



Android: Depending on your web browser (e.g., Chrome, Firefox) select the three dots  or three lines  by the web address, then select "Add to Home Screen" or "Add Page Shortcut" or "+Add page to". You may need to select "Home Screen" or "Home Page" as the destination.

# NOW THAT I'M AN ADORER

## HOW DO I GET INTO THE CHAPEL?

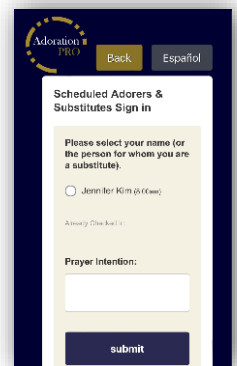
- The main door should be open during the day. If it is locked, you must enter a code.
- Go to the parish website to get the code: <https://sttheresachurch.org/chapel-sign-in/>
- Be sure to add # after the code or the door will not open.
- Do not bang on the door. If you can't get in the main doors, try the Marian Courtyard door.

## HOW DO I SIGN IN FOR ADORATION?

**Online:** On your smartphone, go to the Adoration Pro website and click "Adorer Sign In". You can click on your name to sign in.

**Paper:** Just outside the back door of the chapel (across from the priest sacristy) is a paper where you can check off your name.

**Note:** If you are a substitute, check off the person's name you're covering.

A screenshot of a mobile application interface for "Adoration Pro". At the top, there is a logo for "Adoration PRO" and two buttons labeled "Back" and "Español". Below the logo, the text reads "Scheduled Adorers & Substitutes Sign In". A prompt asks the user to "Please select your name (or the person for whom you are a substitute)". There is a radio button next to the name "Jennifer Kim (K & C)". Below this, there is a field for "Prayer Intention:" with a white input box. At the bottom of the form is a blue "submit" button.

## WHAT IF I HAVE TO CANCEL WITH SHORT NOTICE?

- Try to be there if at all possible. We cannot find a sub at the last minute. We are working hard to get at least 2 committed adorers for every hour, but you might be the only one scheduled for your hour.
- To cancel on short notice, you will need to request a sub in Adoration Pro. People often respond within 1-2 hours.

## WHAT IF NO ONE SHOWS UP TO REPLACE ME?

- If you are available to stay, please do so! Do not leave Jesus alone in the monstrance.
- If you need to leave, text or call Judy Moore at (847) 331-7654. If there is no answer, then text or call Jennifer Kim (224) 801-4077. If no answer, call the parish receptionist at (847) 358-7760 and ask them to find a priest or deacon.

## BENEDICTION: WHAT IF NO ONE SHOWS UP TO REPOSE THE BLESSED SACRAMENT?

- Do not leave Jesus alone in the monstrance. Call the parish receptionist at (847) 358-7760 and tell them no one has come to close adoration.
- If they do not answer, have someone walk over to the rectory and knock on the door.
- If neither of those methods work, call or text Andrew & Jennifer Kim at (224) 801-4077.

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## HOW DO I CHANGE OR CANCEL MY HOURS?

- Adoration Pro does not allow you to change or cancel your hours.
- Please speak to a member of the Adoration Team or email [adorationteam@sttheresachurch.org](mailto:adorationteam@sttheresachurch.org) with your changes or cancellations.

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## WHAT ARE THE CHAPEL GUIDELINES?

- It is important to maintain a quiet atmosphere to allow people to pray. Except for organized / approved activities, please refrain from saying your prayers out loud while others are in the room.
- Children are welcome in the chapel. Parents are responsible for maintaining a respectful environment. Be kind and patient with families, understanding that children are the treasure and future of our parish.
- Selected devotional books or Bibles provided by the parish will be marked and placed in every pew. We hope you will use them for your spiritual benefit and we ask that you return them to the pew rack for the next person to read.
- Any and all literature that you wish to provide for the public must always be screened first. As such, we will assume that any books or devotional items left behind were done so by accident. These items will be collected and placed in the lost and found for a period of time. Please do not intentionally leave devotional items that you want to get rid of.
- Do not knock on the chapel doors to be let in and, for your safety, do not feel obligated to let anyone in who is knocking. Everyone has access to get the door code online or by calling the parish office.
- There are cameras in the chapel, but in the event of an emergency or if you feel unsafe or threatened, call 911.



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## CONTACT INFORMATION

Judy Moore (847) 331-7654  
Jennifer & Andrew Kim (224) 801-4077  
Marilee Van Havermaet (847) 525-4549  
Parish Receptionist (847) 358-7760

If you need help or have questions, please reach out to a team member or email [adorationteam@sttheresachurch.org](mailto:adorationteam@sttheresachurch.org)