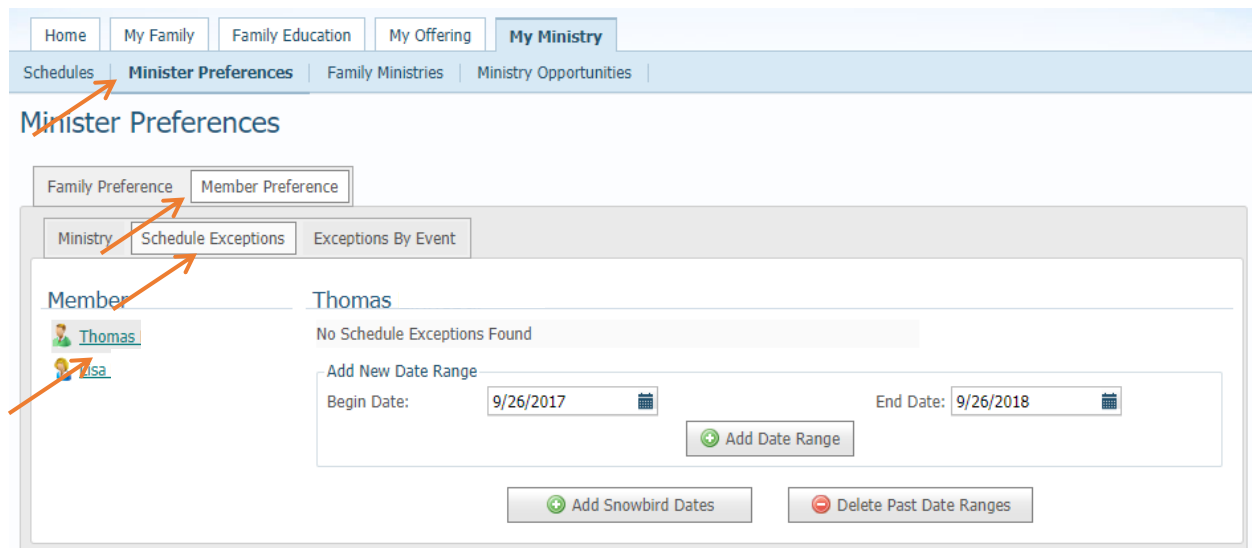
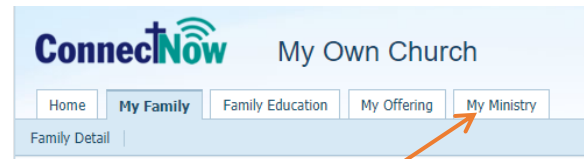


Adding “Not Available” Dates

1. Log onto ParishSoft
2. Click on the “My Ministry” tab at the top.



3. Click on “Member Preferences” right under the tabs
4. Click on “Minister Preferences”
5. Click on “Schedule Exceptions”
6. Choose which Member the dates will be for
7. Enter the “Begin Date”
8. Enter the “End Date”
9. Click on “Add Date Range”
10. Continue adding dates that you aren’t available until all dates are completed.

If this applies to all the members in your family click on the next member and repeat the steps above until all are added.