STEP ONE: REGISTRATION

Go to the St. Agnes website and click on the image in order to be re-directed to the registration website.

St. Agnes Website link: https://www.stagnesnaples.org/

You may have to scroll down on the main page to find the Adoration Announcement.

This is what you are looking for: Click here on the site
You are now at the Adoration Servants website.
(You can find the web address below)

1. Register for Adoration:
   Please fill out all of the contact information fields.

2. Input a Preferred User ID and Password:
   You will set your own User ID and Password. We suggest that you keep it simple😊

3. Submit Your Registration
   Click the “Submit” button once you have filled out all the fields.
   If there is an error, you will be prompted to fix the fields that need to be corrected. Once you have corrected the fields...just click “Submit” again.

Adoration Servants website address:
STEP TWO: SCHEDULE YOUR HOLY HOUR

1. Login into the Site:
   Use your User ID and Password to login.

2. If you receive this message...
   it means that we haven’t approved you yet in the system...be patient with us... we will get to it very soon! You will receive an email once we have approved you.

3. If you have forgotten your User ID or your Password:
   Click on this link and they will be emailed to you.

St. Agnes Chapel Administrators have not yet reviewed your registration as an adorer. Once they do you will be emailed and will then be able to sign in to the system.
## Schedule Your Hour(s)

1. **After you have successfully logged in:** You will see this screen. *(Your name will be here 😊)*

2. **Select An Hour**
   Under “Attendance” you can use the drop down to select both the day and the hour.

3. **Click the “Add” button.**
   Once you have selected the Day and Hour of your holy hour, click on the “Add” button and it will appear under your Personal Schedule. *(See next page)*

   **These indicate the weeks in the month. We highly recommend that you choose a day and hour that you can make each week of the month!** *(In that case, all 5 weeks would remain checked)*

   If you are only able to make it on certain weeks of the month, indicate your availability by checking the appropriate weeks.
Review Your Schedule:

1. After you have selected your hour, it appears in the table below.

2. You can add more than one hour, if you choose.

3. If you make a mistake, just use the “Delete” button to remove the incorrect hour.

PLEASE NOTE:
On the calendar to the right, you can click on the hours to see who is scheduled. Please take note of who is scheduled before and after you.

Our goal is to have each hour of the week in green—meaning that at least two adorers are scheduled for each hour.

Please help us reach this goal!
Maintain Your Personal Information:

1. From the login page, you can update your personal information by clicking on the menu item.

Please see the next slide for instructions.
Maintain Your Personal Information:

Please check your personal information to make sure that you have given us your telephone number and your email.

If you make any changes to your personal information, click “Update” and the modifications will be saved.

Occasionally, we will be providing updates and alerts. If we don’t have your contact information, we won’t be able to communicate with you.

PLEASE NOTE:
If you are a seasonal parishioner, please use the comment box to give us the dates when you will be in Naples so that we can schedule adorers during the times that you are away.
NEED HELP?

Contact one of our Chapel Administrators:

Fr. Kris Piotrowski
Telephone: 239-307-4280
Email: frkris@stagnesnaples.org

Deacon Roberto Landrón
Telephone: 239-307-4265
Email: deaconroberto@stagnesnaples.org

Therese Williams
Telephone: 239-594-9613
Email: therese74@earthlink.net

Kathleen Hinkle
Telephone: 239-877-6259
Email: kathleenwhinkle55@gmail.com