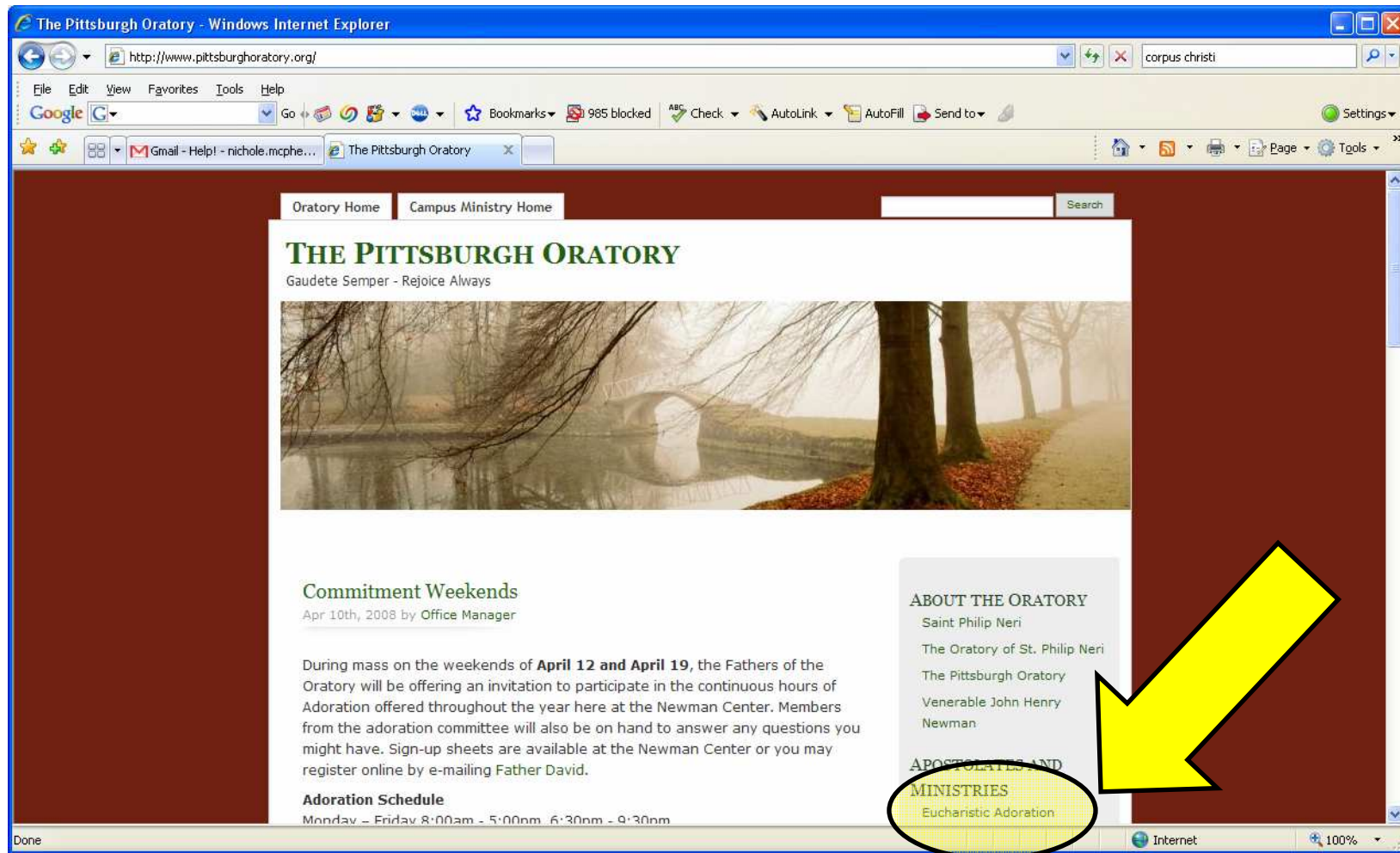
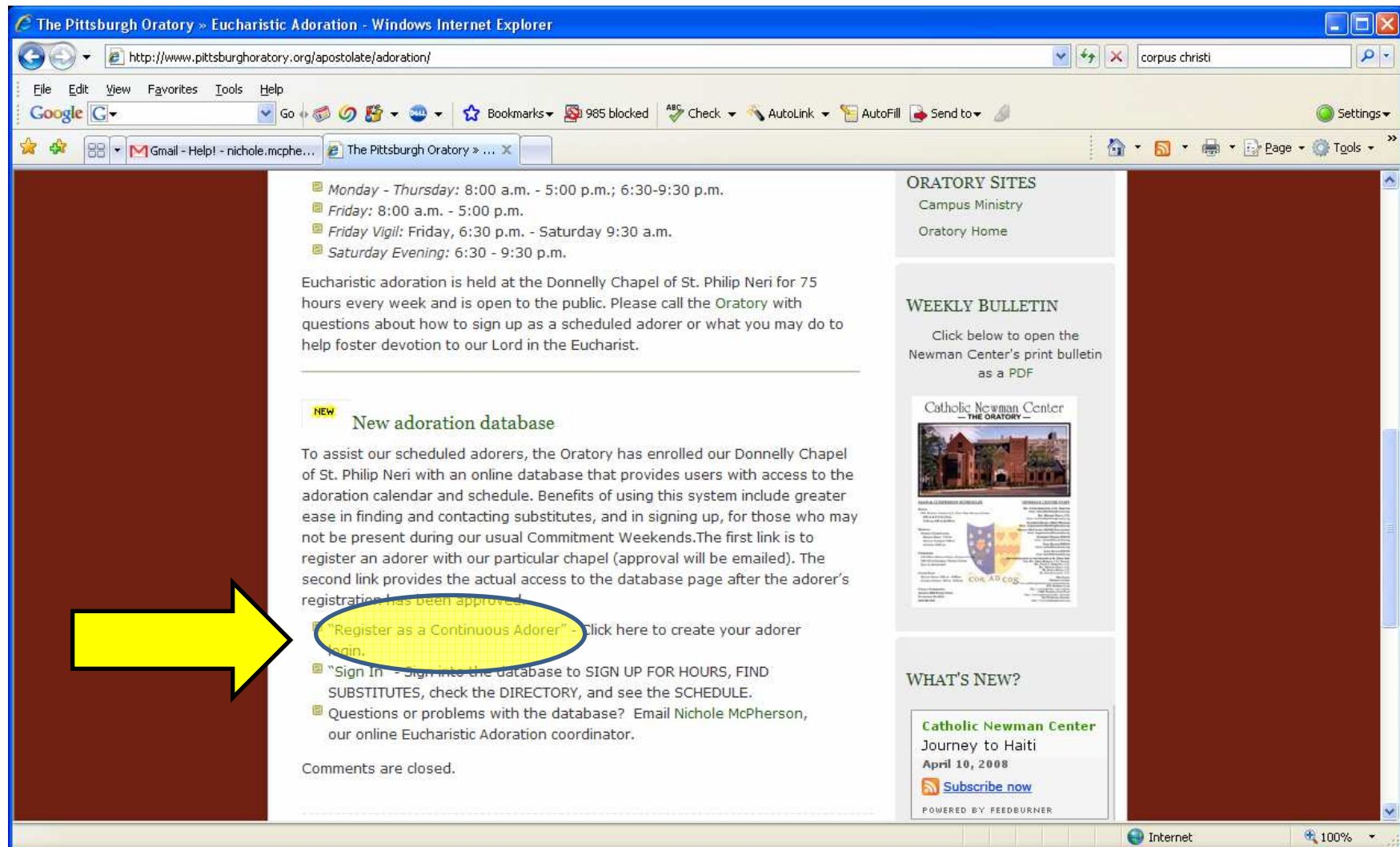


# How to Register as an adorer

1. Go to: [www.pittsburghoratory.org](http://www.pittsburghoratory.org)
2. Click on “Eucharistic Adoration”



3. Scroll down until you find the New adoration database
4. Click "Register as a Continuous Adorer"



## 5. Enter your information and click “Submit”

The screenshot shows a web browser window titled "Adoration Member Request - Windows Internet Explorer". The address bar displays "https://www.adorationservants.org/adsv/SigninRequest.aspx". The page content is titled "Adorer Registration Request" and features a form with the following fields:

- First Name
- Last Name
- Address
- City
- Country (Dropdown menu: United States)
- USA State (Dropdown menu: SELECT STATE)
- Zip
- Telephone
- Preferred User ID
- Password
- Confirm Password
- Email
- Home Diocese (Dropdown menu: SELECT DIOCESE)
- Home Chapel (Dropdown menu: SELECT CHAPEL)

A "Submit" button is located to the right of the Home Chapel dropdown. Below the form, there are three checked checkboxes:

- Include my name in the Chapel Directory available to other adorers
- Send me emails looking for substitute adorers
- Send me information emails related to adoration activities

A "Comments" text area is located at the bottom of the form. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

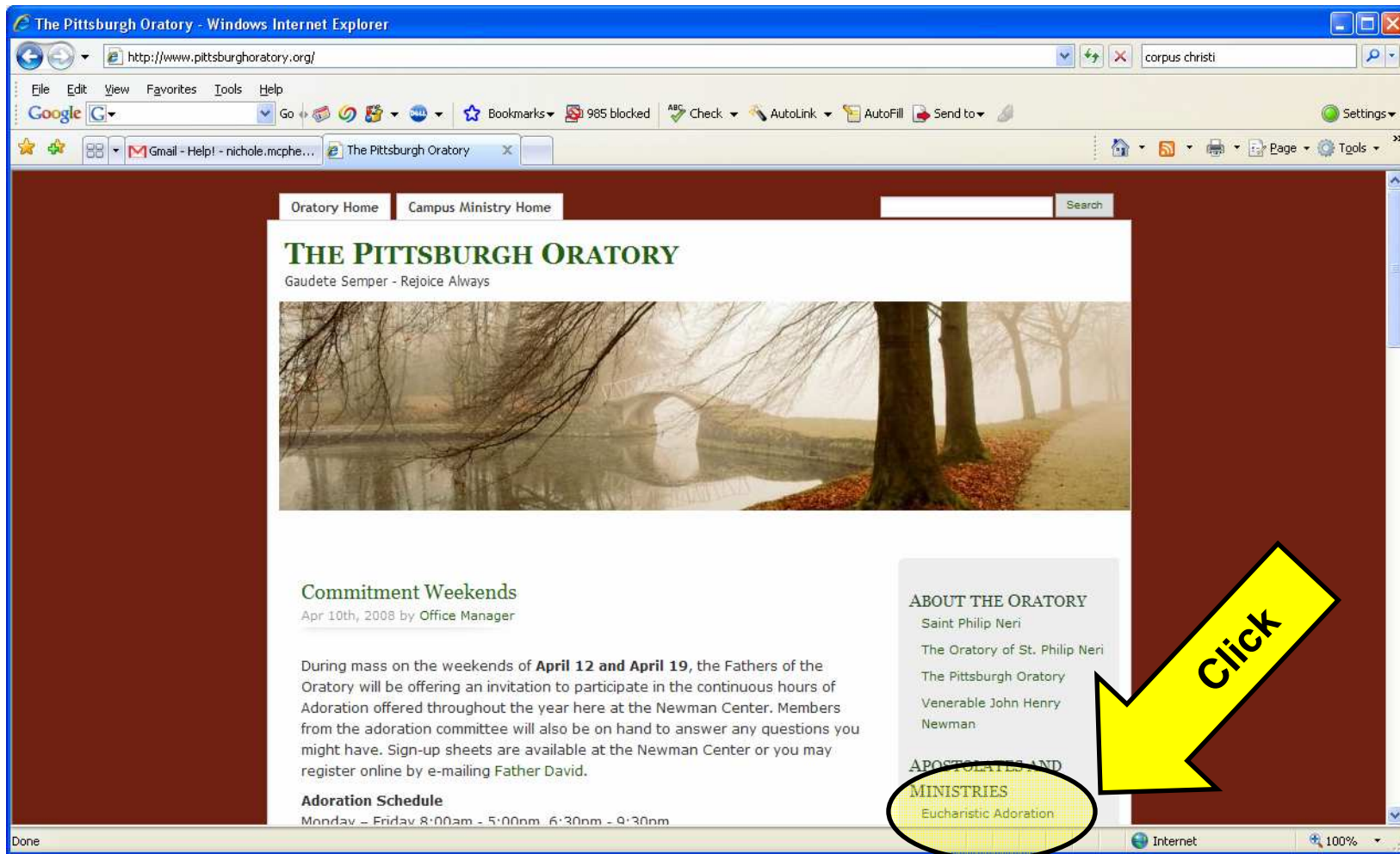
An administrator will then approve you. You will receive an email with more instructions (usually within 48 hours).

Email [nichole.mcpherson@gmail.com](mailto:nichole.mcpherson@gmail.com) if you have not received an email within 48 hours.

# How to Sign In to...

- Add adoration hours
- Find a substitute
- Check the schedule

1. Go to: [www.pittsburghoratory.org](http://www.pittsburghoratory.org)
2. Click on “Eucharistic Adoration”



3. Scroll down until you find the New adoration database

4. Click “Sign In”

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.pittsburghoratory.org/apostolate/adoration/>. The page content includes:

- Adoration Schedule:**
  - Monday - Thursday: 8:00 a.m. - 5:00 p.m.; 6:30-9:30 p.m.
  - Friday: 8:00 a.m. - 5:00 p.m.
  - Friday Vigil: Friday, 6:30 p.m. - Saturday 9:30 a.m.
  - Saturday Evening: 6:30 - 9:30 p.m.
- Text:** Eucharistic adoration is held at the Donnelly Chapel of St. Philip Neri for 75 hours every week and is open to the public. Please call the Oratory with questions about how to sign up as a scheduled adorer or what you may do to help foster devotion to our Lord in the Eucharist.
- NEW New adoration database:**

To assist our scheduled adorers, the Oratory has enrolled our Donnelly Chapel of St. Philip Neri with an online database that provides users with access to the adoration calendar and schedule. Benefits of using this system include greater ease in finding and contacting substitutes, and in signing up, for those who may not be present during our usual Commitment Weekends. The first link is to register an adorer with our particular chapel (approval will be emailed). The second link provides the actual access to the database page after the adorer's registration has been approved.

  - “Register as a Continuous Adorer” - Click here to create your adorer login.
  - “Sign In” - Sign into the database to SIGN UP FOR HOURS, FIND SUBSTITUTES, check the DIRECTORY, and see the SCHEDULE.
  - Questions or problems with the database? Email Nichole McPherson, our online Eucharistic Adoration coordinator.

Comments are closed.
- ORATORY SITES:**
  - Campus Ministry
  - Oratory Home
- WEEKLY BULLETIN:**

Click below to open the Newman Center's print bulletin as a PDF
- WHAT'S NEW?:**

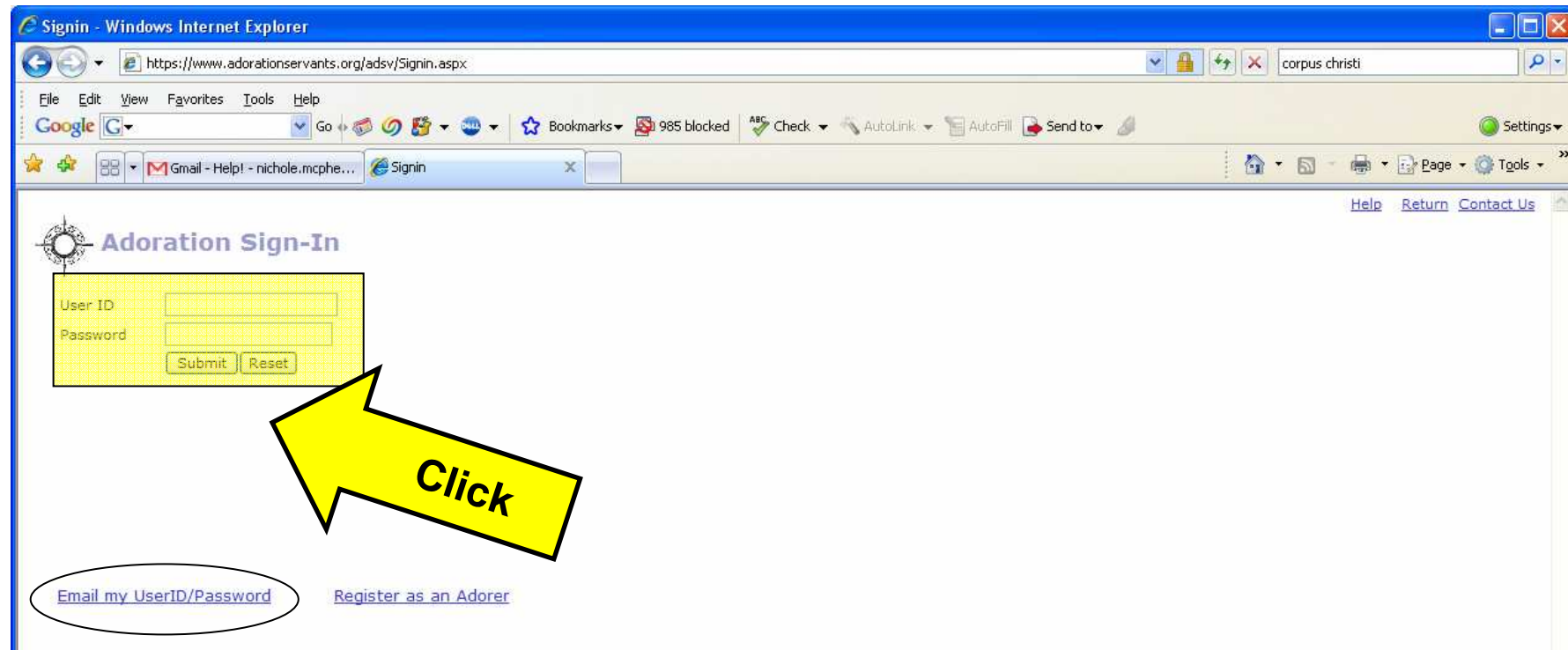
Catholic Newman Center  
Journey to Haiti  
April 10, 2008  
[Subscribe now](#)

POWERED BY FEEDBURNER

A yellow arrow labeled "Click" points to the "Sign In" link in the "New adoration database" section. Another yellow arrow on the right side of the browser window indicates the scroll bar.

5. Enter your User ID and Password

6. Click “Submit”



If you forget your User ID/Password, just click “Email my UserID/Password” and they will be emailed to you.

To add hours of adoration or change personal info...

1. Click "Maintain Personal Info"

Adoration Headquarters - Microsoft Internet Explorer

Address: https://www.adorationservants.org/adsv/hq.aspx

Diocese&Chapel: Pittsburgh | Pittsburgh Oratory, William F

Division: All Divisions

Show Unscheduled Adorers  Show Addresses

All	Mid	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	Noon	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	2	0	0	0
Tue	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Wed	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0
Thu	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Sat	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

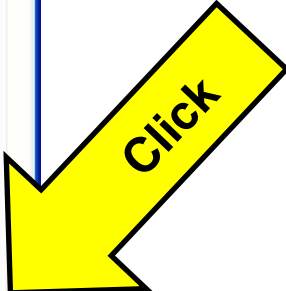
There are 14 total weekly hours scheduled for Adoration.

Exposition of Blessed Sacrament 2 or more adorers  
Exposition Only 1 Adorer or Vacancy Probability Between 2% & 5%  
Exposition Zero Adorers or Vacancy Probability Greater than 5%

Available Tools dummy  
Maintain Personal Info

Adorer Master Listing  
Click anywhere on chart above for adorer stats.

Adorer Schedule and Attendance



## 2. Click on your name to bring up your file



Adorer Maintenance - Microsoft Internet Explorer

Address: <https://www.adorationservants.org/adv/AdorerMaint.aspx>

### Adorer Maintenance Pittsburgh Oratory, William R. Donnelly Chapel of St. Philip Neri

Division:

Name Search:   All Adorers  Sched Only  UnSched Only  Unappr Only

Name	Address	City	Ctr	St	Zip	Telephone	AMEmail	Adorer#	Adm Dir	Inf	Sub	UserID	
dummy dummy	address	city	US	PA	15216	1111111111	nichole.mcpherson@	4835	N	N	Y	Y	dummy

**To update an adorer click anywhere in the desired adorer row above**

Prefix/1st Name/Initial:

Last Name:

Address:

City:

Country:

USA State:

Zip:

Telephone:

Telephone1:

Telephone2:

UserID:

Password:

Save Signin Adorer Directory:  as Cookie

Adorer#:

Comments:

Name/Phone in Directory  Recieve Informational Emails  Recieve Substitution Emails  Chapel Admin  Approved Adorer

Daily Hours Weekly Hours Monthly Hours

**Adorer Information**

You should see all your information now. You can change any of your information or your preferences.

3. To add an adoration hour... select the day and time and click "Add"

(Ignore the Partner Wanted button)

You can now see your hours added below in the yellow area. (In the example, Monday at midnight was added)

Adorer Maintenance - Microsoft Internet Explorer

Address: <https://www.adorationservants.org/adsv/AdorerMaint.aspx>

City: city  
Country: United States  
USA State: Pennsylvania  
Zip: 15216  
Telephone: 1111111111

Adorer Directory: nichole.mcpherson@gmail.com  
Adorer#: 4835

Join Additional Chapel

Name/Phone in Directory  Recieve Informational Emails  Recieve Substitution Emails  Chapel Admin  Approved Adorer

Daily Hours Weekly Hours Monthly Hours

Adorer Information							
Day	Hour	Att'	Days	Prsnt	1st Day	Last Day	Partner?
Monday	Midnight	0	0	0			Y

Sunday

Partner Wanted

To delete existing scheduled hours or change Partner Wanted, click on the hour row on the left. Press Delete or change Partner Wanted which will change Delete to Update, then press Update.

An email will be sent out to you, the people who share your hour, the people who have an hour before and after the added hour and the administrators advising everyone that you have signed up for your hour.

**Pittsburgh Oratory, William R. Donnelly Chapel of St. Philip Neri**  
**Adoration Schedule Change** [Inbox](#)

★ "oratory@adorationservants.org" to me [show details](#) 12:36 pm (21 minutes ago) [Reply](#) | ▾

The adoration schedule for dummy dummy has been changed.

Monday Midnight has been ADDED to the schedule of the adorer named above.

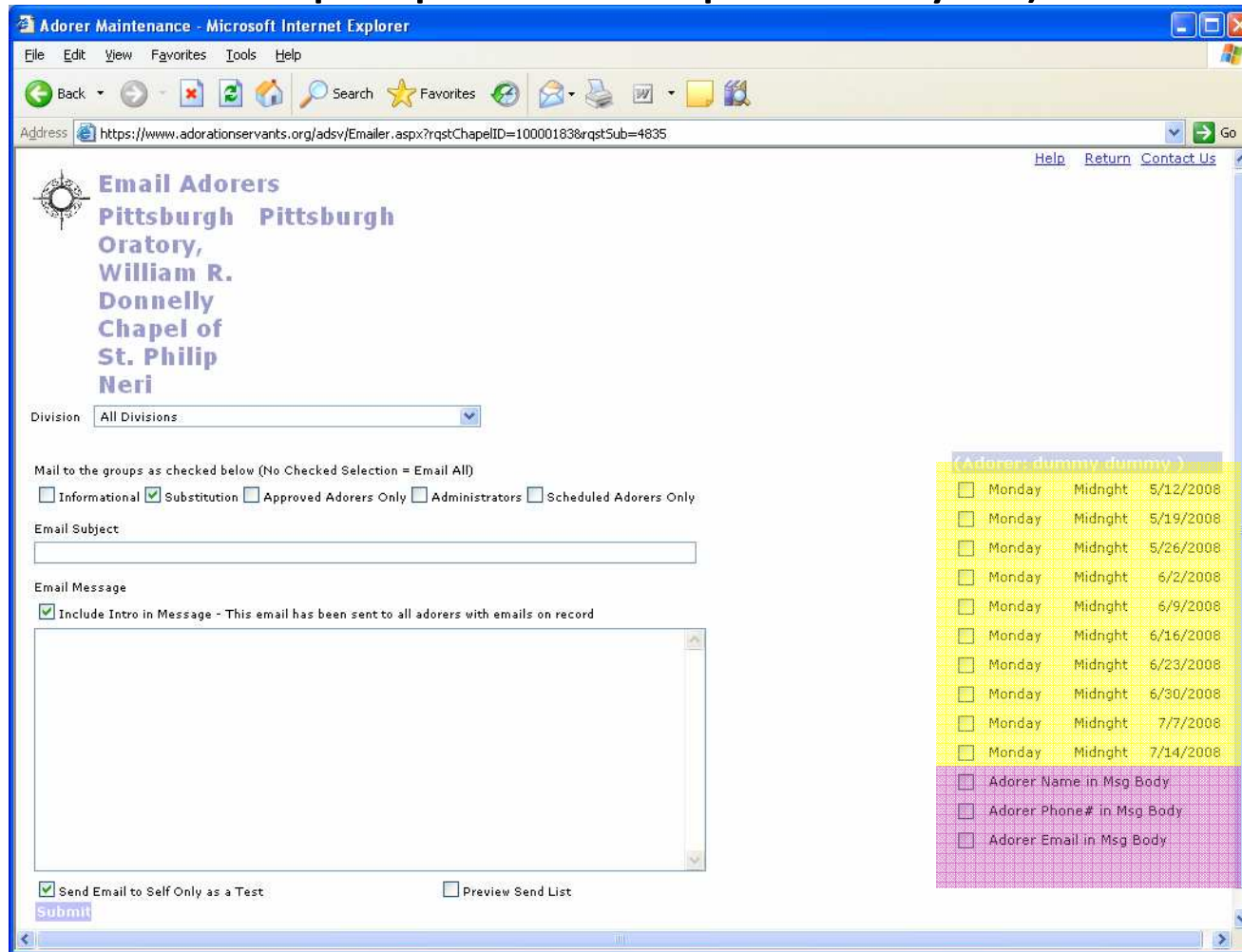
This email has been sent to all adorers with emails on record scheduled for Monday Midnight and the hour before and the hour after.

[Reply](#) [Forward](#) [Invite oratory@adorationservants.org to Gmail](#)

# To find a substitute....

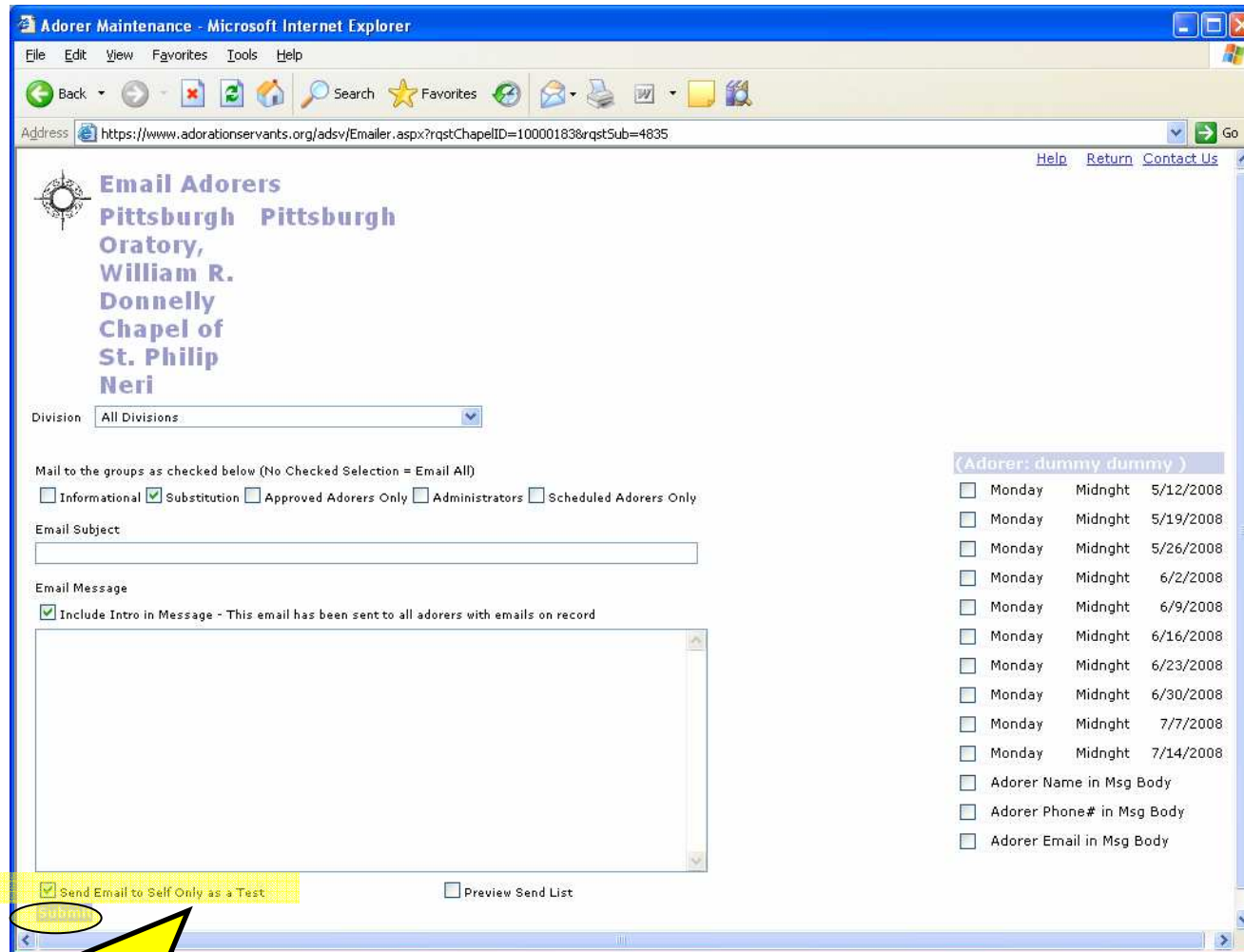
1. Click on "Email Subs"

2. Select the date(s) that you need a substitute
3. Indicate whether you want your name, phone or email sent out (\*\*\*) recommended that you at least include your email so people can respond to you)



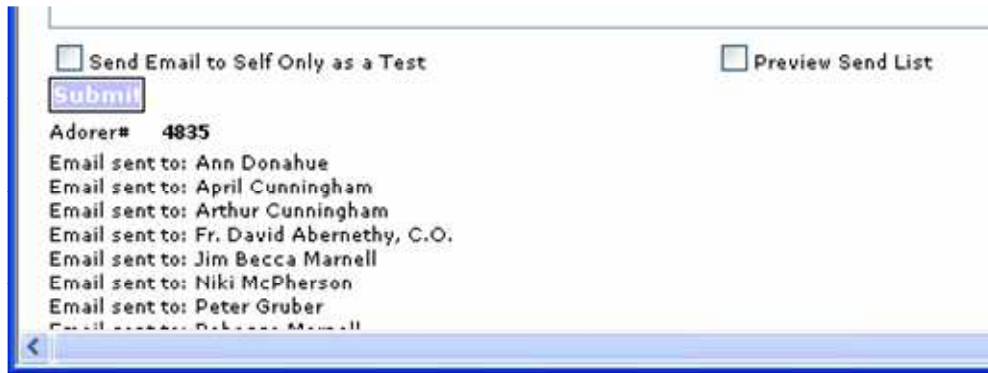
(Adorer: dummy dummy)			
<input type="checkbox"/>	Monday	Midnight	5/12/2008
<input type="checkbox"/>	Monday	Midnight	5/19/2008
<input type="checkbox"/>	Monday	Midnight	5/26/2008
<input type="checkbox"/>	Monday	Midnight	6/2/2008
<input type="checkbox"/>	Monday	Midnight	6/9/2008
<input type="checkbox"/>	Monday	Midnight	6/16/2008
<input type="checkbox"/>	Monday	Midnight	6/23/2008
<input type="checkbox"/>	Monday	Midnight	6/30/2008
<input checked="" type="checkbox"/>	Monday	Midnight	7/7/2008
<input type="checkbox"/>	Monday	Midnight	7/14/2008
<input checked="" type="checkbox"/>	Adorer Name in Msg Body		
<input type="checkbox"/>	Adorer Phone# in Msg Body		
<input checked="" type="checkbox"/>	Adorer Email in Msg Body		

4. Uncheck the box "Send email to self only as a test"
3. Click submit

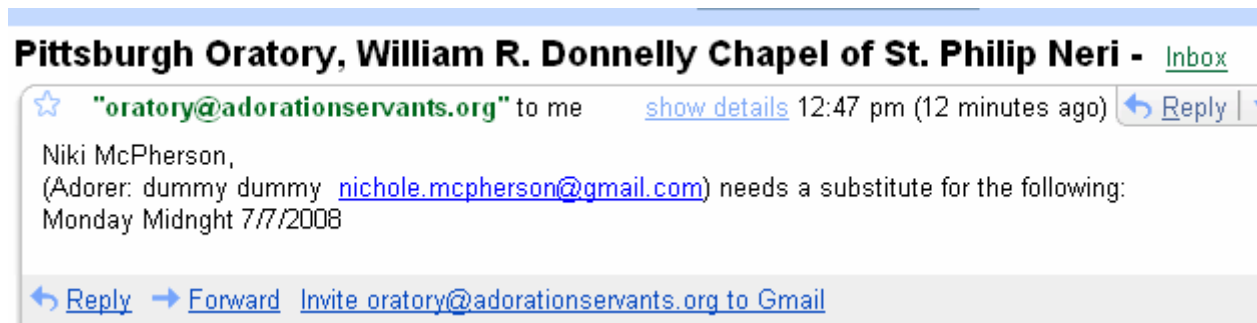


To make sure your sub request email was sent look for 2 things....

1. Right below the “submit button” there will be a list of people to whom the email was sent



2. You should receive a copy of the email sent to all the subs. It should look like this...



To check the schedule...

1. Click anywhere on the schedule to see who is scheduled. In the example, if you click on Monday at midnight the following information will be displayed below the schedule

**Adoration Chapel Headquarters**

Diocese&Chapel:

Division:

Show Unscheduled Adorers  Show Addresses

All	Mid	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	Noon	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	1	0	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	2	0	0	0
Tue	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Wed	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0
Thu	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Sat	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There are 15 total weekly hours scheduled for Adoration.

Exposition of Blessed Sacrament 2 or more adorers	Exposition Only 1 Adorer or Vacancy Probability Between 2% & 5%	Exposition Zero Adorers or Vacancy Probability Greater than 5%
---	---	--

**Adorer Directory Monday Midnight Hour (0% Probability of Vacancy)**  
 Click anywhere on chart above for adorer stats.

Name	Hrs Sch	Phone	Sub?
dummy dummy	1	1111111111	Y

**Adorer Schedule and Attendance**

Name	Div	Att Pct	Days Sched	Days Prsnt	Day	Hour	First Day	Last Day
dummy dummy	4	100	1	1	Monday	Midnight	05/05/2008	05/05/2008

Available Tools dummy

Maintain Personal Info

You can also click on the gray column and row headers (i.e. Tuesday or 3pm) to get a list of all the adorers on Tuesday or all the adorers who have a 3pm hour.