How to Register for our Volunteer System:

Enroll at this page: https://secure.rotundasoftware.com/30/enrollment/stjamesbozeman

Step 1:
Fill out the General Information section with your name, phone number, and email. Select if you would like to be reminded before your volunteer shift.

Step 2:
Select which ministries you would like to be a part of by clicking on the ministry (it will highlight as yellow) and click the 'Add' button. Once you have clicked 'Add', your ministry will appear on the right.

Step 3:

Select how often you would like to serve. Most individuals select 'Normal'.

Please indicate your preferred frequency of scheduling.

Preferred frequency of scheduling ✓ normal

–

times per week

times per month

times per year

Please indicate all times at whi... ...e to serve by clicking on the "Add..." button.

Step 4:

If you have vacations planned, or know you cannot serve at specific times, add time times that you cannot service by clicking 'Add'.

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Can't serve dates / times

Click the "Add" button to add a can't serve time.

Add ▾

Remove

Edit

Once you click 'Add', you will be directed to add in specific dates or date range. Fill out the following information and select 'Okay'.

Edit unavailable time

I am not available | during the date range ⌄

From | 01 / 01 / 2026 | to | 01 / 31 / 2026

Do not schedule me at this time

◉ In **any** of the ministries in which I am qualified to serve

○ As | Lector ⌄

☐ Repeat this can't serve time every year during the specified date range

Cancel | OK & Add another | OK

Step 5: Add in any important comments that you would like the staff to know.

Additional notes or comments

Please specify any additional comments or requirements in the area below.

I would only like to volunteer when my partner is volunteering.

Step 6: Hit Submit! You will receive an email with your username and temporary password, which you will want to change.

Dear   Jane Doe

Thanks for submitting your enrollment form! We have received and successfully processed your enrollment.

Here is the information from your form that we now have on file:

General information
  Name: Jane Doe
  Phone:
  Cell:
  Address:
  Email:
  Automatic email reminders: Send four days in advance

Ministries
  Coffee Hour Host
  Ushers

Preferred serving frequency
  Normal

Can't Serve Times
  None

You can check your schedule by visiting the following web page. Please note the schedule has not yet been finalized and may be subject to change.

https://www.rotundasoftware.com/ministry/stjamesbozeman

Username: janedoe
Password   temporarypassword