

MyDSC

MyDSC is our database system used for data management and scheduling for our church ministry. It is a tool that allows all volunteers/leaders to manage serving.

MyDSC is not the DSC app. They are two different tools used for different purposes.

- The DSC app is our communication hub for everyone. That is primarily where to find events opportunities, registrations, resources, etc.

How to use MyDSC

- [How to log in](#)
- If you have trouble logging in, please contact our office administrator, Alejandra Torres, directly and she can send you an activation email. (alejandra.torres@divinesaviorchurch.com)

Update your profile in MyDSC

- Select your profile in the top right circle of your screen

ABOUT Section:

- Click on About in the center menu
- Review and revise any contact information as needed
 - Be sure to safe list DSC communication in your email so it doesn't go to spam
- Click on the photo area and upload a current photo of just you that clearly shows your face
- Review and revise any information about your family, as applicable
- Click and add a photo of your family in that section

INVOLVEMENT Section:

- Click on Involvement in the center menu
- Be sure the SERVING box is checked in blue
- Go to the Serving box and click the three dots ... at the right corner of that box
- Click on Manage Serving

How to [choose the dates](#) of when you would like to serve as a volunteer.

If you don't choose, we will schedule you because we need someone to fill each position. You will only see the positions that you have been trained to serve in.

1. Click BROWSE OPEN POSITIONS in menu in center at top
2. Select date, position, and service
3. Click on TAKE on far right of your screen and you will be assigned to that specific date/position/service.

How to [see the dates and positions you are scheduled for currently:](#)

1. Click on ASSIGNMENTS & REQUESTS in menu in center at top
2. Select Accepted (box checked in blue)
3. You can see the calendar in a list form showing you and/or your family. (You can toggle off people in your family if desired on the far left of your screen.)
4. See all of the dates, times, positions for which you have been scheduled

How to [FIND A REPLACEMENT](#)

If you've been scheduled, but cannot serve because you have a conflict. Please don't just decline it. This option sends a notification to everyone on your team who has been trained in your position, requesting a substitute for the time you were scheduled.

1. Click the blue MANAGE MY SERVING button in email
2. Click on the volunteer position under the date listed
3. Click on FIND REPLACEMENT. You can personalize the message
4. Click on SEND MESSAGE.

How to [BLOCK OUT DATES](#) that you know you will be unavailable.

This is a simple way to let us know NOT to schedule you and avoids conflicts. We want to know when you are gone so we don't count on you to serve.

- Click the gear icon in upper right of your screen.
- Click BLOCK OUT DATES & choose appropriate beginning and ending dates.

How to [view your past serving](#) - (Students who need service hours. :)

1. Click on ASSIGNMENTS & REQUESTS in menu in center at top
2. Select Accepted (box checked in blue)
3. Select the month on far left of screen that you would like to check
4. You can see the calendar in a list form showing when you served. (You can toggle off people in your family if desired on the far left of your screen.)
5. See all of the dates, times, positions for which you have served in the past