

How To Find A Substitute Online

(Updated January 1, 2021)

(Go online at www.stfrancisadoration.org for more info on our program)

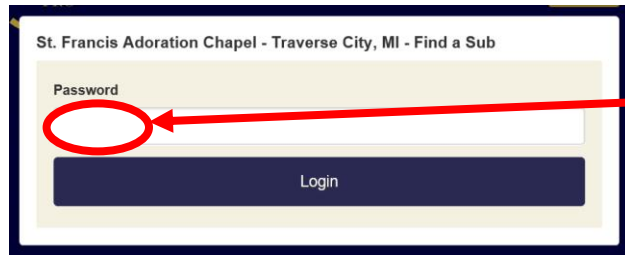
Please note: This online “Auto Sub Request” is an easier way to find a Substitute for your hour. However, if it doesn’t work its still the Adorers responsibility to find a Substitute by asking the adorers before you or after you or calling people on the Sublist. Please call 5 people before contacting your Hourly Coordinator, Division Leader, or Head Coordinators.

Go online to our Eucharistic Adoration website <http://www.stfrancisadoration.org>.



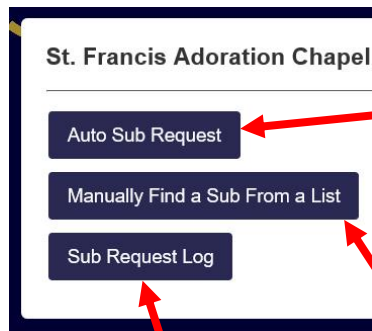
Click On “Find A Substitute”

This brings you to the AdorationPro website page <https://adorationpro.org/sub.php?org=francismi>:



Type in the same code you enter the Chapel with for the Password.

Once you Login a screen appears with 3 choices:



If you click on “Auto Sub Request” a form will appear (see below) that you fill out asking for a Substitute for your hour. Substitutes who have said they will volunteer for your hour will receive an email and hopefully respond. You will receive an email if someone has volunteered to be a Substitute for you.

By clicking on “Sub Request Log” you will see a list of all “Auto Sub Requests”, including yours, so you can see if they have been filled. (Note: You will also receive an email for your hour confirming a Sub has accepted your request)

If you click on “Manually Find a Sub From a List” the latest Sublist, with emails and phone numbers, will pop up for you to contact yourself.

Sub Request
Send out a sub request for your time slot

First name:

Last name:

Your Email or Mobile Phone Number:

Date sub is needed:

Time Slot:
Select a time