Chapter 6: Rosters

One job of music ministry leaders is to roster your music team so that everyone can know ahead of time when it's their turn for song leading or piano playing. CMO endeavours to make this job as easy as possible, by providing a simple way of creating the roster, as well as integrating the roster with meeting preparation.

Creating a roster

The first step in using rosters is to create one. Go to the "View \rightarrow Rosters \rightarrow Roster maintenance..." menu.

93	Rosters	- 🗆 🗙
Current Roster	📲 🎦 🙀 🗙 🦺 🕋 🛍 🚔 🚔 Show historic	
Add Dates Roster Add single date Date	Meeting Type	
Meeting date 29/11/2014		
Add multiple dates		
From date 29/11/2014		
To date 29/11/2014		
Include v		
Meeting type V		
Add Team Members		
· •		
#1 2↓ 17 ■ - 12		
Bright, Sam (Electric Guitar) Carrington, Michael (Violin) Collins, Adam (Plano) Collins, Graeme (Bass Guitar) Doncourt, Andrew (Sound desk) Goodfellow, Charles (Saxaphone) Greg, Scott (Sound desk) Harris, Nathan (Sound desk) Harris, Nathan (Sound desk) Harris, Robyn (Song leader) Jones, Cameron (Acoustic Guitar) Mackay, Kyke (Bass Guitar)		
Peterson, Marilyn (Backup vocals) Philips, Tom (Backup vocals) Philips, Tom (Backup vocals) Philips, Tom (Backup vocals) Philips, Tom (Backup vocals) Richards, Jacob (Sound desk) Richards, Steve (Drums) Rogers, Nick (Piano) V		

On the roster maintenance window, click on the ¹ button in the toolbar to create a new roster.

	Add Roster	x
Roster title		
	<u>O</u> K <u>C</u> anc	el

You will be asked for the name of this roster. Enter a name and click "OK".

93		Rosters
Current Roster Main Roster	•	🞦 🛃 🗙 🦆 👔 🖺 🖺 🚔 🖶 Show historic
Add Dates	Roster I	Data
Add single date	Date	Meeting Type
Meeting date 29/11/2014		

After entering a roster name, it will be automatically selected in the "Current roster" list. You can have as many rosters as you like, each with a different function. For instance, you might like to keep your Sunday morning roster separate to your Sunday evening roster. In our example we will just use a single roster.

Adding meetings to a roster

After creating a roster, the next step is to add some meeting dates to it. There are two ways to do this:

Add single date				
Add single dat	e	l		
Meeting date	7/12/2014			
Meeting type	Sunday Morning \vee			

To just add a single meeting, select a date in the "Meeting date" field, select the type of meeting you would like to add, and click on the is button to add the meeting to the roster.

<u>82</u>	Rosters
Current Roster Main Roster	🝷 🎦 🛃 🗙 🦺 👚 🖻 🛍 🚰 🖶 Show historic
Add Dates	Roster Data
Add single date	Date Meeting Type
Meeting date 7/12/2014 🗐 🔻 💽	7/12/2014 Sunday Morning

Add multiple dates

Add multiple o	lates		
From date	14/12/2014		
To date	29/03/2015		
Include	Sundays	~	
Meeting type	Sunday Mornin	ng v	

To add multiple dates at one go, select the starting date in the "From date" field, and select the ending date in the "To date" field. Then, specify what days to include. The options are:

- [All days] All days (Sunday through Saturday) will be included.
- Sundays Only Sundays between the two dates will be included.
- Mondays Only Mondays between the two dates will be included.
- Tuesdays Only Tuesdays between the two dates will be included.
- Wednesdays Only Wednesdays between the two dates will be included.
- Thursdays Only Thursdays between the two dates will be included.
- Fridays Only Fridays between the two dates will be included.
- Saturdays Only Saturdays between the two dates will be included.

Finally, select the meeting type to use for added meetings. Click on the 🖻 button to add all the meetings.

<u>83</u>				Rosters	
Current Roster	Main Roster	- 🖞	🖬 🗙 🦊 🏠	🖻 🛍 😰 🖶	Show historic
Add Dates		Roster Data	1		
Add single dat	te	Date 🔺	Meeting Type		
Meeting date	7/12/2014	7/12/2014	Sunday Morning		
Meeting type	Sunday Morning 🗸	14/12/2014 21/12/2014	Sunday Morning Sunday Morning		
Add multiple o	lates	28/12/2014	Sunday Morning		
		4/01/2015	Sunday Morning		
From date	14/12/2014	11/01/2015	Sunday Morning		
To date	29/03/2015	18/01/2015	Sunday Morning		
Include	Sundays 🗸	25/01/2015	Sunday Morning		
Meeting type	Sunday Morning V	1/02/2015	Sunday Morning		
	, ,	8/02/2015	Sunday Morning		
Add Team Me		15/02/2015	Sunday Morning		
	- ₽	22/02/2015	Sunday Morning		
#1 2↓ "2	📑 - 🌾 👘 -	1/03/2015	Sunday Morning		
Bright, Sam (Ele		8/03/2015	Sunday Morning		
Carrington, Mich		15/03/2015	Sunday Morning		
Collins, Adam (P		22/03/2015	Sunday Morning		
	ew (Sound desk) arles (Saxaphone)	29/03/2015	Sunday Morning		

We have now added dates from December 7 to March 29.

Adding team members to a roster

Once meetings are in the roster, we can add team members to it. Select a date in the meeting grid by clicking on it.

Church Music Organiser User Guide

Roster Data	
Date 🔺	Meeting Type
7/12/2014	Sunday Morning
14/12/2014	Sunday Morning
21/12/2014	Sunday Morning
28/12/2014	Sunday Morning
4/01/2015	Sunday Morning
11/01/2015	Sunday Morning
18/01/2015	Sunday Morning
25/01/2015	Sunday Morning
1/02/2015	Sunday Morning
8/02/2015	Sunday Morning
15/02/2015	Sunday Morning
22/02/2015	Sunday Morning
1/03/2015	Sunday Morning
8/03/2015	Sunday Morning
15/03/2015	Sunday Morning
22/03/2015	Sunday Morning
29/03/2015	Sunday Morning

The meeting on December 7 is selected. Now, select a contact from the contact list that you want to add.



Click on the button in the "Add Team Members" section to add the team member in their default role.

Church Music Organiser User Guide

Roster Data		
Date 🔺	Meeting Type	Piano
7/12/2014	Sunday Morning	Collins, Adam
14/12/2014	Sunday Morning	
21/12/2014	Sunday Morning	
28/12/2014	Sunday Morning	
4/01/2015	Sunday Morning	
11/01/2015	Sunday Morning	

Adding a team member in a non-preferred role is simply a matter of overriding the role in the dropdown list before adding them.



In this example, I selected Andrew Pringle, whose default role is "Acoustic Guitar", but I have selected "Song leader" from the override list. When I add him, he will be added in this new role.

Roster Data					
Date 🔺	Meeting Type	Piano	Song leader		
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew		
14/12/2014	Sunday Morning				
21/12/2014	Sunday Morning				
28/12/2014	Sunday Morning				

You can add team members to multiple meetings by holding down the "Ctrl" key and selecting multiple meetings from the list.

Roster Data			
Date 🔺	Meeting Type	Piano	Song leader
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew
14/12/2014	Sunday Morning		
21/12/2014	Sunday Morning		
28/12/2014	Sunday Morning		
4/01/2015	Sunday Morning		
11/01/2015	Sunday Morning		
18/01/2015	Sunday Morning		
25/01/2015	Sunday Morning		
1/02/2015	Sunday Morning		
8/02/2015	Sunday Morning		
15/02/2015	Sunday Morning		
22/02/2015	Sunday Morning		
1/03/2015	Sunday Morning		
8/03/2015	Sunday Morning		
15/03/2015	Sunday Morning		
22/03/2015	Sunday Morning		
29/03/2015	Sunday Morning		
22/03/2015	Sunday Morning		

Here I've selected meetings on December 21, January 4, January 18, February 8, and March 1. Now when I add Robyn Harris as a Song leader, she will be added to all these meetings.

Roster Data			
Date 🔺	Meeting Type	Piano	Song leader
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew
14/12/2014	Sunday Morning		
21/12/2014	Sunday Morning		Harris, Robyn
28/12/2014	Sunday Morning		
4/01/2015	Sunday Morning		Harris, Robyn
11/01/2015	Sunday Morning		
18/01/2015	Sunday Morning		Harris, Robyn
25/01/2015	Sunday Morning		
1/02/2015	Sunday Morning		
8/02/2015	Sunday Morning		Harris, Robyn
15/02/2015	Sunday Morning		
22/02/2015	Sunday Morning		
1/03/2015	Sunday Morning		Harris, Robyn
8/03/2015	Sunday Morning		
15/03/2015	Sunday Morning		
22/03/2015	Sunday Morning		
29/03/2015	Sunday Morning		

Using this method the roster can be quickly populated.

<u>81</u>							Rosters					
Current Roster	Main Roster			- 쓉	- 🎦 🛃 🗙 🦆 🎼 🛝 👘 Show historic							
Add Dates				Roster Data								
Add single dat		_		Date 🔺	Meeting Type	Piano	Song leader	Drums	Sound desk	Acoustic Guitar	Bass Guitar	Backup vocals
Meeting date	7/12/2014	•		7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew	Seaforth, Brad	Greg, Scott	Jones, Cameron	Collins, Graeme	Thomas, Harley
Meeting type	Sunday Morning	, ~		14/12/2014	Sunday Morning	Rogers, Nick	Pringle, Andrew	Seaforth, Brad	Richards, Jacob	Jones, Cameron	Collins, Graeme	Turrel, Alexis
Add multiple o	lates	_		21/12/2014	Sunday Morning	Collins, Adam	Harris, Robyn	Richards, Steve	Harris, Nathan	Pringle, Andrew	Mackay, Kyle	Peterson, Marilyn
				28/12/2014	Sunday Morning	Collins, Adam	Rogers, Nick	Richards, Steve	Greg, Scott	Jones, Cameron	Collins, Graeme	Phillips, Tom
From date	14/12/2014	•		4/01/2015	Sunday Morning	Rogers, Nick	Harris, Robyn	Seaforth, Brad	Richards, Jacob	Pringle, Andrew	Mackay, Kyle	Thomas, Harley
To date	29/03/2015			11/01/2015	Sunday Morning	Collins, Adam	Seaforth, Brad	Richards, Steve	Harris, Nathan	Pringle, Andrew	Mackay, Kyle	Turrel, Alexis
Indude	Sundays	~		18/01/2015	Sunday Morning	Rogers, Nick	Harris, Robyn	Seaforth, Brad	Greg, Scott	Jones, Cameron	Collins, Graeme	Peterson, Marilyn
Include	Sundays	*		25/01/2015	Sunday Morning	Collins, Adam	Pringle, Andrew	Richards, Steve	Richards, Jacob	Jones, Cameron	Collins, Graeme	Phillips, Tom
Meeting type	Sunday Morning) ¥		1/02/2015	Sunday Morning	Rogers, Nick	Jones, Cameron	Richards, Steve	Harris, Nathan	Pringle, Andrew	Mackay, Kyle	Thomas, Harley
Add Team Me	mbers			8/02/2015	Sunday Morning	Rogers, Nick	Harris, Robyn	Seaforth, Brad	Greg, Scott	Jones, Cameron	Collins, Graeme	Turrel, Alexis
Backup voo				15/02/2015	Sunday Morning	Collins, Adam	Rogers, Nick	Seaforth, Brad	Richards, Jacob	Pringle, Andrew	Mackay, Kyle	Peterson, Marilyn
				22/02/2015	Sunday Morning	Collins, Adam	Jones, Cameron	Richards, Steve	Harris, Nathan		Mackay, Kyle	Phillips, Tom
	📑 • 🐐		*	1/03/2015	Sunday Morning	Rogers, Nick	Harris, Robyn	Richards, Steve	Greg, Scott	Pringle, Andrew	Collins, Graeme	Thomas, Harley
Goodfellow, Cha Greg, Scott (Sou	arles (Saxaphone	2)	^	8/03/2015	Sunday Morning	Rogers, Nick	Pringle, Andrew	Seaforth, Brad	Richards, Jacob	Jones, Cameron	Collins, Graeme	Turrel, Alexis
Harris, Nathan (15/03/2015	Sunday Morning	Collins, Adam	Seaforth, Brad	Richards, Steve	Harris, Nathan	Jones, Cameron	Mackay, Kyle	Peterson, Marilyn
Harris, Robyn (Song leader) Jones, Cameron (Acoustic Guitar) Mackay, Kyle (Bass Guitar)			22/03/2015	Sunday Morning	Rogers, Nick	Jones, Cameron	Seaforth, Brad	Greg, Scott	Pringle, Andrew	Collins, Graeme	Phillips, Tom	
		29/03/2015	Sunday Morning	Collins, Adam	Rogers, Nick	Richards, Steve	Richards, Jacob	Pringle, Andrew	Mackay, Kyle	Thomas, Harley		
Peterson, Marilyn (Backup vocals) Philips, Tom (Backup vocals) Pringle, Andrew (Acoustic Guitar) Richards, Jacob (Sound desk)												
Richards, Steve	(Drums)											
Rogers, Nick (Pia Seaforth Brad (~									

You can add multiple people to roles if required. For instance, if you need multiple people on backup vocals, or the sound desk, simply add the extra people as required.

Roster Data								
Date 🔺	Meeting Type	Piano	Song leader	Drums	Sound desk	Acoustic Guitar	Bass Guitar	Backup vocals
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew	Seaforth, Brad	Greg, Scott	Jones, Cameron	Collins, Graem	Thomas, Harley Phillips, Tom
14/12/2014	Sunday Morning	Rogers, Nick	Pringle, Andrew	Seaforth, Brad	Richards, Jacob		Collins, Graeme	
21/12/2014	Sunday Morning	Collins, Adam	Harris, Robyn	Richards, Steve	Harris, Nathan	Pringle, Andrew	Mackay, Kyle	Peterson, Marily

In this example, I've added Harley Thomas and Tom Phillips to the Backup Vocals role.

Click on the 🛃 button to save the roster.

Sending the roster to participants

Once all the roster information is stored, the roster can be emailed to all the participants. Click on the is button to open the Roster Email dialog.

Roster Email - Main Roster					
Roster settings					
From date 29/03/2015 ■▼ ✓ Attach full roster to email					
Email text SMTP Settings					
Subject Roster Information					
Hi, <firstname>, Your roster for the period until <enddate> is: <roster> Let me know if there are any problems.</roster></enddate></firstname>					
Placeholders: Use " <firstname>" to include the first name of the contact being emailed. Use "<enddate>" to include the last date of the roster period being sent. Use "<startdate>" to include the first date of the roster period being sent. Use "<roster>" to include the roster information for the contact.</roster></startdate></enddate></firstname>					
<u>S</u> end <u>C</u> ancel					

The roster email dialog allows you to customise the message that is sent to each participant.

In the "Roster settings" section, enter the date range you want to include in the email. By default this will be from the earliest start date in the roster that is in the future, to the last date in the roster. You might, however, only want to send out one month's roster at a time, so you can select a different end date.

By default, the email body will include roster information related to each member. That is, each member will receive a summary of their roles and the dates they are rostered on for. However, if you would like to send everyone a CSV file that contains all the roster information, and can be opened in a program like Microsoft Excel, check the "Attach full roster to email".

In the "Email text" section you can define the content of the email. Each team member will receive a personalised email, and the text defined here works like a mail merge. There are some placeholders you can use to define the position of first names, the start or end dates of the roster information being sent, and the position of personalised roster information.

The default text will include some of these placeholders. You can move them around as you see fit. Once you are happy with the email text, click on the "Send" button to send the emails.



You will be asked to confirm that you want to send the email now. Click "Yes" to start the emailing process.

If your SMTP settings are correct, hopefully you should soon see this message:

Messages sent ×
Messages sent successfully.
ОК

Creating meetings using a roster

Now that we have a roster defined, we can use it to populate the team members for new meetings.

First we have to enable the roster. From the main CMO window, select "View \rightarrow Rosters". The new roster we just created, "Main Roster", should be visible in the menu.

12						Churc
File	View	Overheads CCL	.I Admin	Help		
Songs	2	Reset View	F9		g	
ååå≵↓	#	Search	Ctrl+F			X 📴 - Y 🖻 🛍 🕎 🖡
Abide w		Advanced Search	Ctrl+Shift+F		ails	
All hail t All that	Az↓	Sort	F2		2	
All thing All to Je		Bookmarks		►	or/(Copyright
Amazing And car		Rosters		•	<u>82</u>	Roster maintenance
Angels	\bigcirc	Custom Messages				Main Roster
Away in	a mar	nger		Alla		

Click on "Main Roster" to enable this roster for any new meetings.

5						Churc
File V	/iew	Overheads CCLI	Admin	Help		
Songs	9 F	Reset View	F9		g	
an 2↓a	4	Search	Ctrl+F			X 📴 - Y 🖻 🛍 🕎 🖡
Abide w		Advanced Search C	trl+Shift+F		ails	
All hail t All that	↓ s	Sort	F2		e	
All thing All to Je	E	Bookmarks		•	ior/C	Copyright
Amazing And car	F	Rosters		►	92	Roster maintenance
Angels	-	Custom Messages			~	Main Roster
Away in a	mang	er	_	Alle		

Now, when we create a meeting that matches an item in the roster, the team members will be pulled in automatically.



Here I've created a new meeting on December 7. When I saved the meeting, all the contacts from the roster were pulled in to populate the team list.

There might be times when you don't want to use the roster when creating a meeting. In that instance, you would uncheck the rosters you want to disable in the "View \rightarrow Rosters" menu, then create the meeting. You can re-enable the roster once the meeting is completed.

Using groups in rosters

It's possible to use contact groups in rosters.

93					Rosters			
Current Roster	 Sunday evening 		- 🖞	🔒 🗙 🦊 🏠	h (L) (d) (Show historic	:	
Add Dates			Roster Data					
Add single da	te		Date 🔺	Meeting Type				
Meeting date	29/11/2014			Sunday Evening				
Meeting type	¥			Sunday Evening				
				Sunday Evening				
Add multiple (dates		28/12/2014	Sunday Evening				
From date	29/11/2014		4/01/2015	Sunday Evening				
			11/01/2015	Sunday Evening				
To date	29/03/2015		18/01/2015	Sunday Evening				
Include	Sundays 🗸 🗸		25/01/2015	Sunday Evening				
Meeting type	Sunday Evening 🗸		1/02/2015	Sunday Evening				
meeting type	Suriday Evening 🔹		8/02/2015	Sunday Evening				
Add Team Me	mbers		15/02/2015	Sunday Evening				
	- P		22/02/2015	Sunday Evening				
#1 2↓ ∞	- 🌾	*	1/03/2015	Sunday Evening				
Bright, Sam (Ele		_	8/03/2015	Sunday Evening				
Carrington, Mid	hael (Violin)		15/03/2015	Sunday Evening				
Collins, Adam (F			22/03/2015	Sunday Evening				
Collins, Graeme (Bass Guitar) Doncourt, Andrew (Sound desk)		29/03/2015	Sunday Evening					
Goodfellow, Chi	arles (Saxaphone)							
Greg, Scott (Sound desk)								

Here, I've created a new roster called "Sunday evening", and added a series of meetings, from December 7 to March 29. To add groups to these meetings, first select one or more meetings.

Roster Data	а
Date 🔺	Meeting Type
7/12/2014	Sunday Evening
14/12/2014	Sunday Evening
21/12/2014	Sunday Evening
28/12/2014	Sunday Evening
4/01/2015	Sunday Evening
11/01/2015	Sunday Evening
18/01/2015	Sunday Evening
25/01/2015	Sunday Evening
1/02/2015	Sunday Evening
8/02/2015	Sunday Evening
15/02/2015	Sunday Evening
22/02/2015	Sunday Evening
1/03/2015	Sunday Evening
8/03/2015	Sunday Evening
15/03/2015	Sunday Evening
22/03/2015	Sunday Evening
29/03/2015	Sunday Evening

Next, click on the 暑 icon in the "Add team members" toolbar.



Click on a group to add it to the meetings.

Roster Data						
Date 🔺	Meeting Type	Group				
7/12/2014	Sunday Evening	Sunday Evening 1				
14/12/2014	Sunday Evening					
21/12/2014	Sunday Evening	Sunday Evening 1				
28/12/2014	Sunday Evening					
4/01/2015	Sunday Evening	Sunday Evening 1				
11/01/2015	Sunday Evening					
18/01/2015	Sunday Evening	Sunday Evening 1				
25/01/2015	Sunday Evening					
1/02/2015	Sunday Evening	Sunday Evening 1				
8/02/2015	Sunday Evening					
15/02/2015	Sunday Evening	Sunday Evening 1				
22/02/2015	Sunday Evening					
1/03/2015	Sunday Evening	Sunday Evening 1				
8/03/2015	Sunday Evening					
15/03/2015	Sunday Evening	Sunday Evening 1				
22/03/2015	Sunday Evening					
29/03/2015	Sunday Evening	Sunday Evening 1				

Adding the "Sunday Evening 2" group to the empty slots gives us a roster that looks like this:

Roster Data						
Date 🔺	Meeting Type	Group				
7/12/2014	Sunday Evening	Sunday Evening 1				
14/12/2014	Sunday Evening	Sunday Evening 2				
21/12/2014	Sunday Evening	Sunday Evening 1				
28/12/2014	Sunday Evening	Sunday Evening 2				
4/01/2015	Sunday Evening	Sunday Evening 1				
11/01/2015	Sunday Evening	Sunday Evening 2				
18/01/2015	Sunday Evening	Sunday Evening 1				
25/01/2015	Sunday Evening	Sunday Evening 2				
1/02/2015	Sunday Evening	Sunday Evening 1				
8/02/2015	Sunday Evening	Sunday Evening 2				
15/02/2015	Sunday Evening	Sunday Evening 1				
22/02/2015	Sunday Evening	Sunday Evening 2				
1/03/2015	Sunday Evening	Sunday Evening 1				
8/03/2015	Sunday Evening	Sunday Evening 2				
15/03/2015	Sunday Evening	Sunday Evening 1				
22/03/2015	Sunday Evening	Sunday Evening 2				
29/03/2015	Sunday Evening	Sunday Evening 1				

Now when we create a Sunday evening meeting, all the current members of the group will be automatically added to the team.

5	Church Music Organiser	×
<u>File View Overheads CCLI Admin</u>	Help	
Meetings	Meeting	Meeting Items
🗚 🔊 📑 - 🖏 🛃 -	🎦 🛃 🗡 📑 🖤 🗈 🛍 🖳 💭 🖨 😭 💖 🛛 🗸	07/12/2014 Sunday Evening
07/12/2014 Sunday Morning	Type of meeting Sunday Evening V	Type v
07/12/2014 Sunday Evening 30/11/2014 Sunday Morning (God of Wonders)	Meeting date 07/12/2014	Description
	Description	
	Theme	×
	Bible reference	
	General Information	+
	^	+
		1
		😭 🖓
		w -
		Meeting Team
		07/12/2014 Sunday Evening
		Electric Guitar Bright, Sam
		Piano Collins, Adam Bass Guitar Collins, Graeme X
		Sound desk Harris, Nathan Song leader Harris, Robyn
d		Acoustic Guitar Jones, Cameron
Songs		Drums Richards, Steve Backup vocals Thomas, Harley
Meetings		
Search Contacts		Yes
Resources	·	
3 records	- My Churc	h (CCLI# 999999) c:\temp\cmo.db NIV + 29 November 2014 .::

If the group changes before we create the next meeting, the new team list will be used instead. The new meeting will always pick up the current members of the group, which might be quite different to members in the group when the roster was created.

Summary

In this chapter we've looked at how to create rosters, how to add team members to the roster, emailing the roster to team members, and how the information from the roster flows into new meetings. We've also looked at the role of groups in rosters.