

What Is Planning Center?

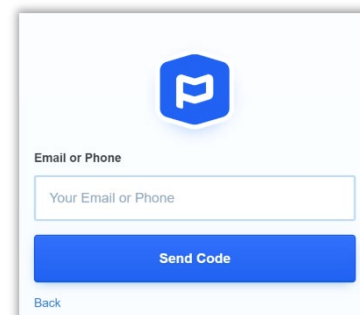
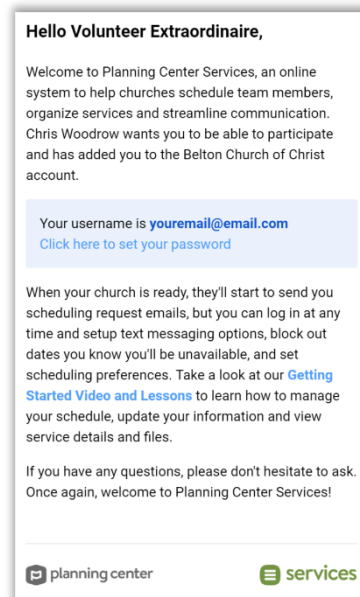


Planning Center is a new program to organize our Sunday volunteers. We believe it will provide all of our volunteers and ministry leaders a better experience than our current software, Ministry Scheduler Pro.

Please note: this program is only necessary for *Sunday* volunteers. If you serve in other ministry areas, disregard these instructions!

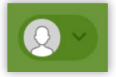
Setting Up Your Planning Center Account

- 1) **Check your email for an invitation from Planning Center.** If you didn't receive an email, check your spam folder. If you still can't find it, call the church office!
- 2) **Click on the link.** This will take you to a browser where you can verify your email, then set a password. (Your default username is your email address.)
- 3) **You're set up!** You can now visit services.planningcenteronline.com anytime you wish.
- 4) **Options in Planning Center:**
 - a. **My Schedule** – see when and where you've been assigned
 - b. **Blockout Dates** – let us know ahead of time when you won't be available to volunteer
 - c. **Plans** – depending on your ministry role, you may be able to sign up for open positions
 - d. **Songs and Media** – Praise Team members can view our songs and audio library.



4) Options in Planning Center (continued):

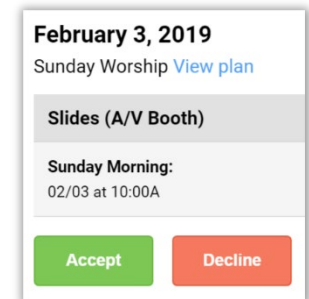
- e. **User Settings** – if you click the profile icon in the top-right corner, you will be able to adjust your profile (e.g. contact info, passwords) AND set schedule preferences (e.g. “I would like to serve up to twice monthly”)



Email Notifications

For most ministry roles, you will rarely have to log in at all! Instead:

- Each quarter, you will receive **scheduling emails**. These automatically assign you positions, and you can choose to **accept** or **decline** each position for each date requested.
- For most ministry roles, you will receive a **reminder email** the week before you serve. If you need to cancel your role, click “View Plan” and adjust it online. (If it's a late cancellation, please contact your ministry leader.)



Download the App! (Planning Center Services)

We **highly recommend using the Services app**, rather than going online. Both are good, but the app is better!



Go to your app store (iPhone or Android), and search for “Planning Center Services.” The app should look like the image to the right. Once downloaded, you can log in with your regular username (email) and password.

More Questions? No Problem!

Planning Center has a great support page with a lot of useful instruction videos! Go online to pcoservices.zendesk.com/hc/en-us You're also welcome to call the church office!