

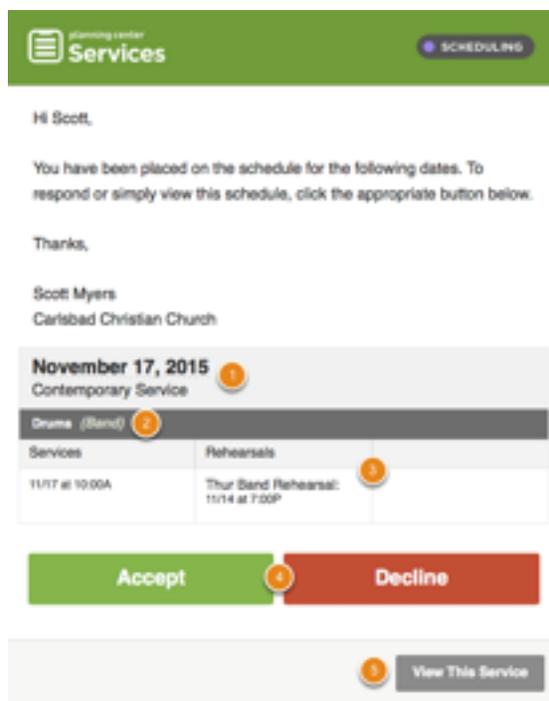
How to Use Planning Center

Planning Center is an online system for scheduling team members, organizing services and streamlining communication.

Welcome Email:

You will be sent a welcome email which will show you how to log on and set a password.

Scheduling Emails:



You will be sent [scheduling request emails](#) with big buttons to Accept or Decline. You can also login at any time and manage your schedule by visiting planningcenteronline.com.

Anatomy of the Notification Email:

- 1 The banner through the middle of your email tells you the date and the name of the service you are scheduled for.
- 2 This shows you what position you're scheduled for.
- 3 Here all of the service, rehearsal, and any "other" times are displayed. These are times that your leader has made you responsible for.
- 4 Response Buttons: these large buttons prompt you to respond in some way.
- 5 This button gives you a link to view this plan without responding

Responding to scheduling emails:

When you receive your email, click Accept, Decline, or View This Service. If you are declining this service, it will give you the option to send a reason. If you do not want to give a reason, you still have to click 'decline and send reason' or 'OK' in order for this response to go through. You can also use this space to indicate who will be switching with you to fill your spot. Most everyone is on a set schedule, therefore should know ahead of time the days they will be serving. It is much simpler to find someone to switch with you, since we do not have any substitutes available and you are better able to discuss with others what works best for the both of you. You should be able to view the complete schedule along with everyone's contact information in planning center online or on the app. It is best to switch with someone who serves in the same spot as you, especially in the positions that require more training than others.

Responding to multiple requests in one email:

You may receive one email for multiple requests (this cuts back on emails for you!). As you can see below, there are 2 requests in this email, each listed with the banner running across the page (Nov 17, Nov 24). To respond, click Respond To Requests which will take you to the dashboard where you can [Manage Your Schedule](#).

planning center
Services SCHEDULING

Hi Scott,

You have been placed on the schedule for the following dates. The order or service is not complete, but I will email you when it is.

Thanks,

Scott Myers
Carlsbad Christian Church

November 17, 2015
Contemporary Service

Drums (Band)	
Services	Rehearsals
11/17 at 10:00A	Thur Band Rehearsal: 11/14 at 7:00P

November 24, 2015
Contemporary Service

Drums (Band)	
Services	Rehearsals
11/24 at 10:00A	Thur Band Rehearsal: 11/21 at 7:00P

Respond To Requests

The My Schedule Page:

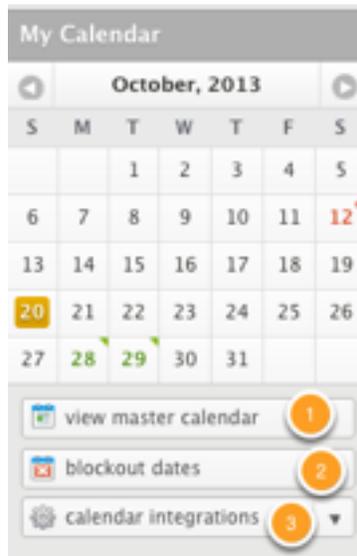
The screenshot shows the 'My Schedule' page for Carlsbad Christian Church. The top navigation bar includes 'plans', 'songs', 'media', and 'people'. The user is identified as Aaron Stewart. The main content area is titled 'My Schedule' and is divided into three sections: 'Upcoming Plans', 'Pending Requests', and 'Signup Sheets'. The 'Pending Requests' section shows a request for 'Sunday Service' on Mar 10, with 'accept' and 'decline' buttons. The 'Upcoming Plans' section shows a request for 'Sunday Service' on Mar 16, with 'accept' and 'decline' buttons. The 'Signup Sheets' section shows a 'sign up now' button for 'Sunday Service'. On the left side, there is a 'My Calendar' widget for October 2013, with color-coded symbols (green triangle, yellow square, red dot, grey square) over dates. Below the calendar are links for 'view master calendar', 'blockout dates', and 'calendar integrations'. The bottom left corner has a 'Recent News' section with links for 'Introducing Planning Center Resources' and 'New Features: PraiseCharts & Chords Page Setup'.

1 Pending Requests- You will see a list of the requests that have been sent to you but you have not [responded](#) to yet. If someone has added you to their schedule but hasn't sent you an email yet, it will not show up in the Pending Requests area. Respond by clicking 'accept' or 'decline'.

2 Upcoming Dates- This section shows you any plans you have confirmed. Click decline if you are no longer available. Once you have declined, the only way to accept is to manually email your leader and ask them to reschedule you. To see the plan, click the name of the service (above, "Weekend Experience (North Campus)" or "La Quinta/Main Campus" are both examples).

3 Signup Sheets - We do not utilize this feature at this time.

4 My Calendar displays a calendar with color-coded symbols over dates. A green triangle is for any dates you've confirmed, a yellow square is for any dates you've been notified of but haven't yet responded to, and a red dot is for dates you've either declined or [blocked out](#), and grey is for a date that you are not scheduled for. The yellow square is the current date.



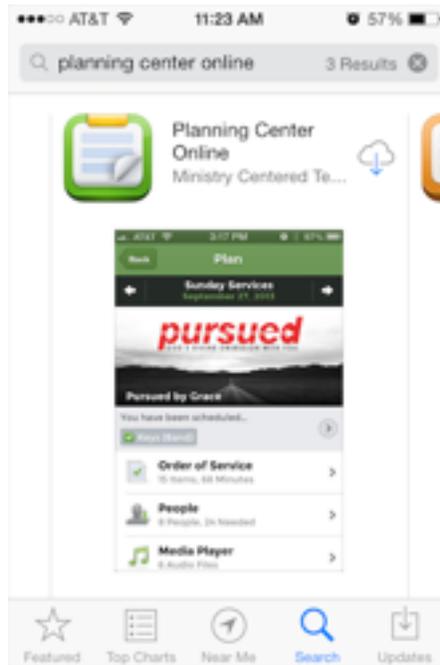
- 1 To view all available events in your Planning Center account, click on ['View Master Calendar'](#)
- 2 [Block Out Dates](#) - Add dates you know you will be unavailable ahead of time.
- 3 Calendar Integrations: If you wish to sync your PCO calendar with iCal, Outlook 2007, or Google Calendar, click Calendar Integrations, then the [link for your specific calendar](#)

Block Out Dates:

There is a feature where you are able to block out dates ahead of time when you know you will be unavailable. Even if you use this feature, please go ahead and find someone to switch with and let your area leader know. There are no substitutes to take your spots, and it's much less complicated for the people involved to figure out what works rather than involving the area leader in the process.

Planning Center App:

In the App Store, search for Planning Center Online. The app is free, but it does require a login to Planning Center Services in order to use it. Download the app from the App Store on iOS or from the Google Play Store on Android.



View the "My Schedule" Section

- 1 Accept or Decline any pending requests
- 2 View and access plans you are scheduled to

Select "The Gathering" under Plans.

Choose the date you would like to view.

Once inside the plan, you can choose "People" then your Service Team, then the Service Time to view who is scheduled for what position at that time.

If looking for someone to switch with, you can click on the person's name in the schedule and then click on Contact Info.

Please email laurag@capstonechurch.net with any questions or problems with Planning Center! Thank you.