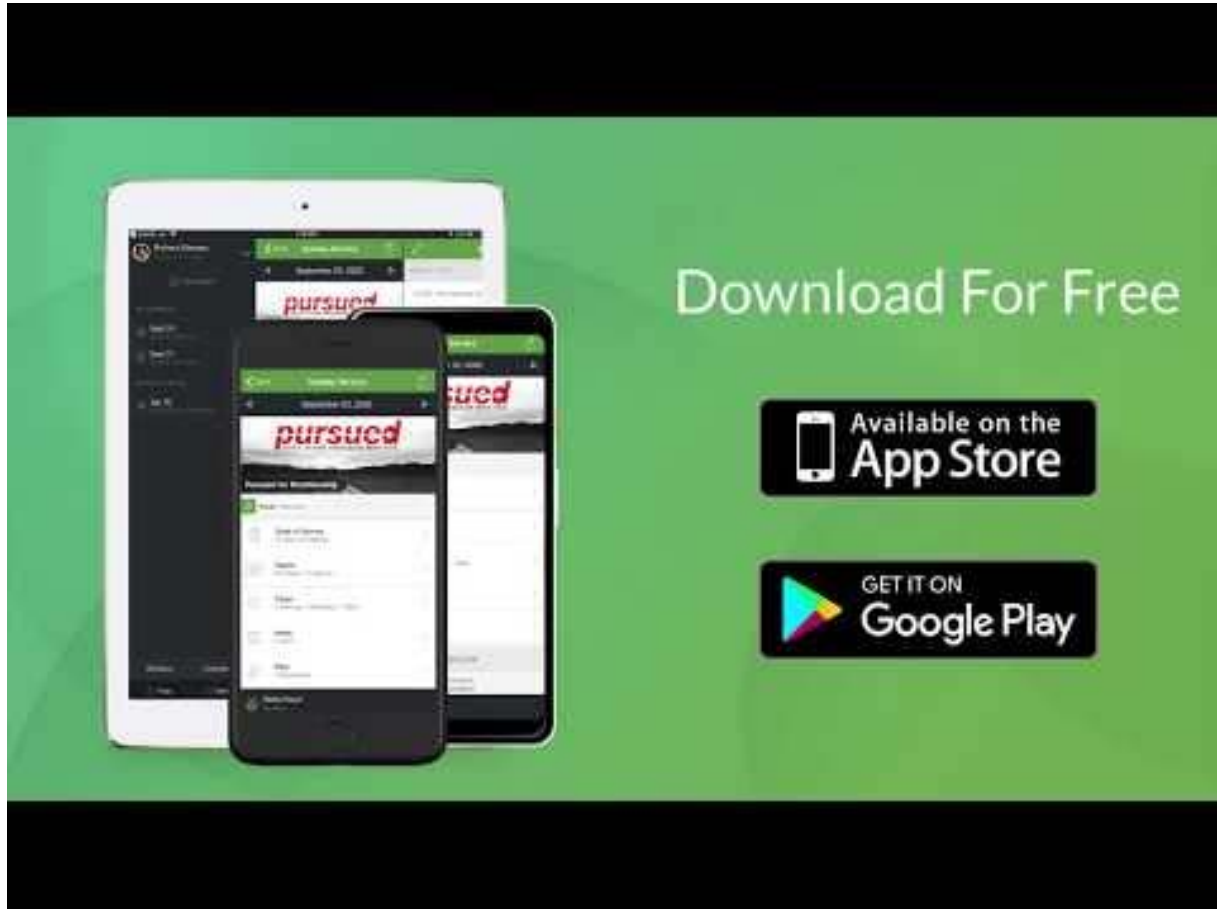


An Introduction to Services

Planning Center is an online system for scheduling team members, organizing services, and streamlining communication. Your church has signed you up, so watch our introduction video or read on to learn how to make the most of your account and know what to expect!

[WATCH TUTORIAL VIDEO](#)



Download Services mobile from your device! At the [Apple App Store](#) or [Google Play](#)

Services Mobile has almost everything you need to manage your schedule or prepare for your service. There are a few small things not yet available from the mobile app that you can still access from the full website on your computer.

Your Online Schedule

When your church is ready, they will send you [scheduling request emails](#) with options to Accept or Decline, and you can [log in at any time](#) to manage your schedule. One way you can help your church is to log in and [block out dates](#) that you know you will be unavailable. This helps you and your church know in advance that you need a trade!

Your Contact Information

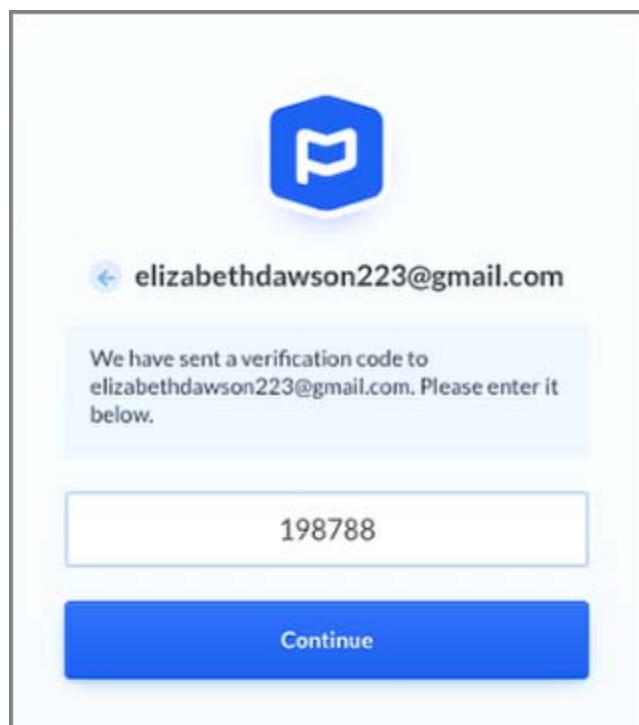
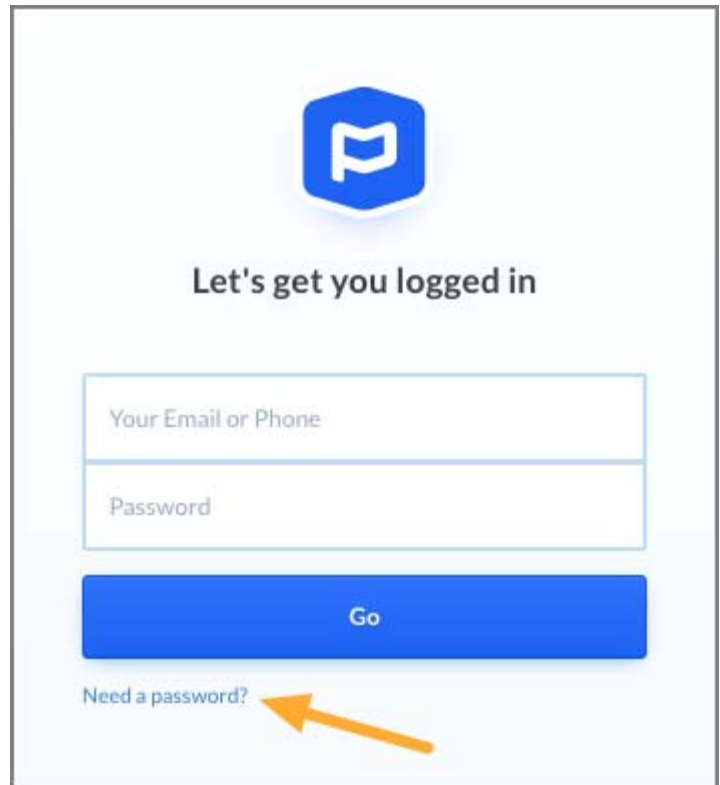
The great thing about having your own account is that you can update your email address, password, profile picture, or [set up text messaging](#) anytime you want from your [profile page](#).

Resetting From the Log In Page

If you are not logged in to Planning Center, go to <https://planning.center/> and click *Log In*.

On the log in screen, click *Need a password*.

Enter your email address or phone number when prompted, and then click *Send Code*. You will receive an email or text with a verification code.



In the verification page, enter the verification code from the email.

You can use the link in the email or text to go to this page, and the verification code will already be entered.

To complete the password reset:

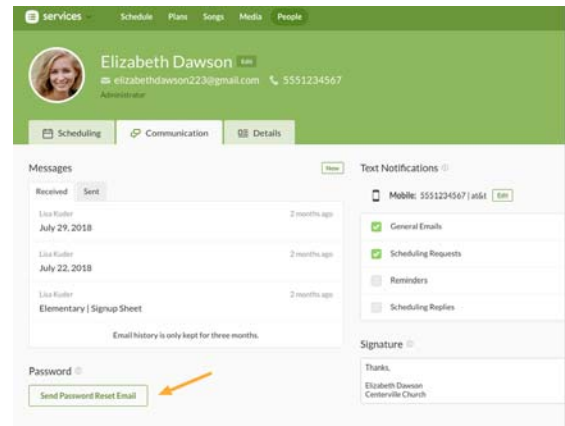
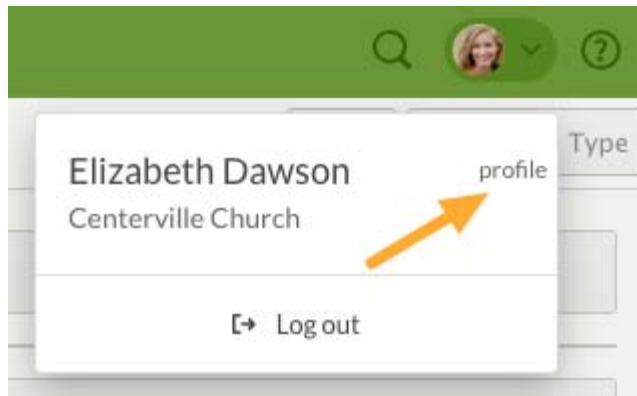
- Make sure that the verification code is entered correctly, and then click *Continue*.
- If you belong to multiple organizations, you'll see those listed. Check the boxes next to the organizations you want to reset your password for.

- Enter your new password, confirm it, and then click *Reset my Password*.

Congratulations, your password is reset!

Resetting From Your Profile

Log in to Services, click your picture in the upper right corner of the page, and then click *profile*. In the Communication tab, click *Send Password Reset Email*, and then



click *Yes*. In the email that you receive with the verification code, click the *on this page* link to enter the verification code.

Hi there! Let's get you a new password.

Here's a reset code for elizabethdawson223@gmail.com. Enter it [on this page](#) to reset your password.

616494

If you didn't request to change your password, you can simply delete this email. Easy.

Thanks for using Planning Center!



You are receiving this communication because you're signed up with Centerville Church's Planning Center account.

In the screens that follow:

- Make sure that the verification code is entered correctly, and then click *Continue*.
- If you belong to multiple organizations, you'll see those listed. Check the boxes next to the organizations you want to reset your password for.
- Enter your new password, confirm it, and then click *Reset my Password*.

Congratulations, your password is reset!

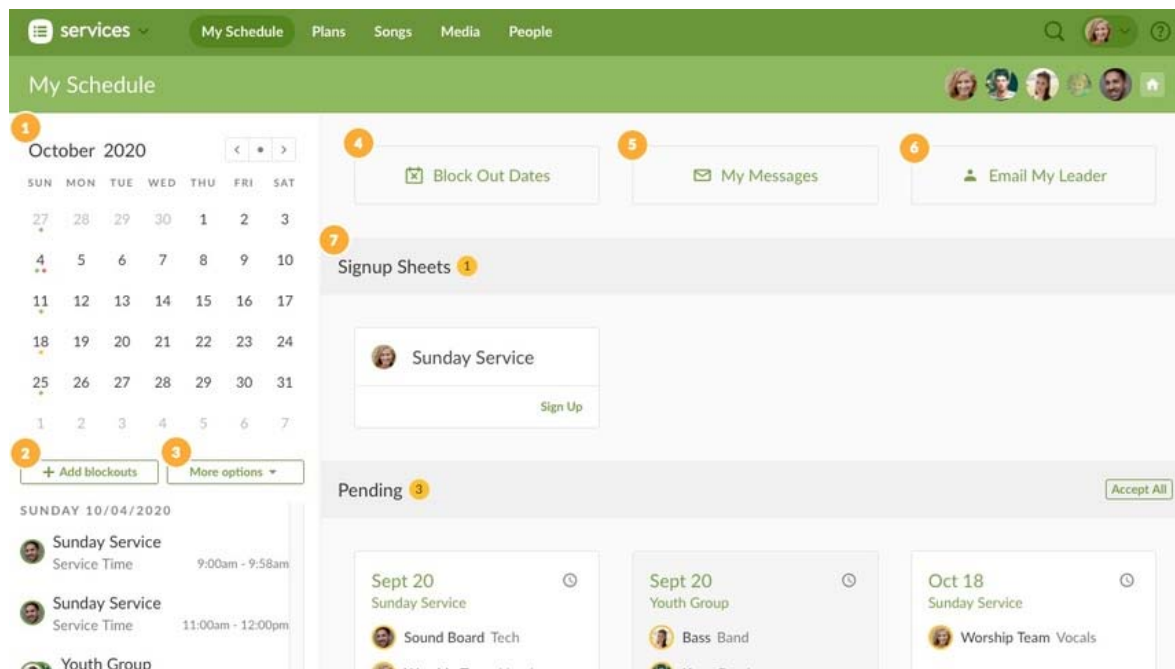
Managing Your Schedule

Use the My Schedule page to manage your schedule. If you have a [household](#) set up, you can also manage the schedule of those people as well.

My Schedule Page

You can accept or decline scheduling requests, view the plans you are a part of, and block out dates you know you will be unavailable from your My Schedule page.

The images of the My Schedule page shown below include the schedule for household members. In order to see your household members' schedules, you will need to have a household set up in Planning Center. If you want to view the schedules for your household, use the *Email My Leader* button on the My Schedule page to contact your team leader and ask them to set it up.



If a team leader has added you to their schedule but hasn't sent you an email yet, it will not show up in My Schedule until the email is sent.

1. View a calendar overview with color-coded symbols under the dates. The scrolling list below the scheduled dates adjusts to match the calendar view.
2. Set [blockout dates](#) to let your team leaders know when you aren't available to serve.
3. Access the [master calendar](#) or sync your scheduled plans to your [specific calendar](#).
4. Set [blockout dates](#) to let your team leaders know when you aren't available to serve.
5. [View any messages](#) sent or received in Services.
6. Select from a list of leaders for the teams that you are on, and send that person an email.
7. Sign up for a position or [view, accept, or decline](#) scheduling requests.

Signup sheets, pending scheduling requests, and confirmed requests, are all displayed on your My Schedule page.

The screenshot displays the 'My Schedule' page with three main sections: Signup Sheets, Pending, and Confirmed. The Signup Sheets section (1) shows a 'Sunday Service' event with a 'Sign Up' button. The Pending section (2) shows three events: 'Sept 20 Sunday Service' (3) with 'Sound Board Tech' and 'Worship Team Vocals', 'Sept 20 Youth Group' with 'Bass Band' and 'Keys Band', and 'Oct 18 Sunday Service' with 'Worship Team Vocals'. Each event has 'Decline...' and 'Accept' buttons. An 'Accept All' button is also present. The Confirmed section (4) shows three events: 'Sept 27 Sunday Service' with 'Alto Choir', 'Oct 4 Sunday Service' with 'Sound Board Tech', and 'Oct 4 Youth Group' with two 'Band' members.

1. [Signup Sheets](#) allow people to schedule themselves. Select *sign up* to schedule yourself for any dates that are created.
2. Dates in the Pending section are requests that have been sent to you, but you have not [responded](#) yet. Respond by clicking *Accept* or *Decline*.
3. Click *Accept All* to accept all scheduling requests that are visible in the pending section, including requests for those in your household.
4. Dates in the Confirmed section are plans you have confirmed.

If you have family members showing that you don't want to accept or decline positions for, deselect their pictures at the top of the page. This will remove their scheduled positions from your My Schedule page.

Responding to Scheduling Requests

Hi Michelle,

Please confirm your attendance for "Communion Touch Base" meeting on Sunday, March 31. We will be meeting in the Office Meeting room from 10:30-11:00am (hopefully we can end earlier).

Thanks so much for helping us out with this valuable ministry!

Michelle Epp

March 31, 2019

Guest Services - WG [View plan](#)

Usher Captains (Sunday Meeting)

Meeting:

03/31 at 10:30A

[Accept](#) [Decline](#)

 planning center

 services

You are receiving this communication because you're signed up with North Langley Community Church's Planning Center account.

OPTION 1

BY EMAIL

[Accept](#) or [Decline](#) (your decline should include a plan for a trade or a sub).

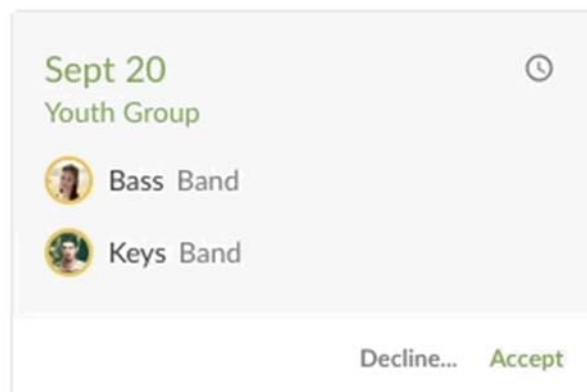
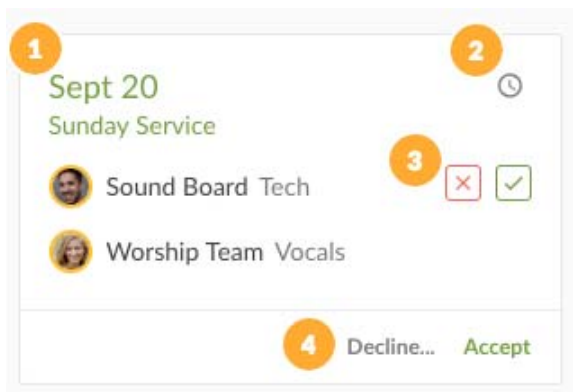
View Plan to access the plan and view "My Schedule"

OPTION 2

MY SCHEDULE

Select the date on a card to go to the plan, or hover over the card to accept or decline specific positions.

In Pending cards, you have the option to also accept positions.



1. Click on the date or title of the plan to go to the plan.
2. Click the clock icon to see a popup of all times assigned to the positions.
3. Hover over a position to see the option to decline or accept that position.
4. Click *Decline* or *Accept* to accept all positions for this plan.