



PLANNING CENTER SERVICES

Planning Center is an online service that we use for scheduling our volunteers. Each volunteer will have a profile on Planning Center. On this website you will be able to see the dates you are scheduled for, as well as see a detailed layout of the service, access rehearsal tracks and video notes, and see who you will be volunteering with that day.

Login: services.planningcenteronline.com

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!

Your Online Schedule

When your church is ready, they will send you [scheduling request emails](#) with big buttons to Accept or Decline. You can also login at any time and manage your schedule by visiting www.planningcenteronline.com. One way you can help your church is to login and [block-out dates](#) ahead of time that you know you will be unavailable. If they try to schedule you, they'll see your blocked-out dates and know you won't be able to serve without even having to ask!

Your Contact Information

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

Download the Mobile App

In the App Store or Google Play 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.



Notification Email

When you receive your email, click **Accept**, **Decline**, or **View This Service**.

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. If you are an editor or administrator, clicking one of these buttons will require you to login (this is for security purposes). If you have other permissions, just click the button to respond.
5. This button gives you a link to view this plan without responding.

The screenshot shows a notification email interface. At the top is a green banner with the 'planning center Services' logo and a 'SCHEDULING' button. The main content area is white and contains the following text:

Hi Scott,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks,

Scott Myers
Carlsbad Christian Church

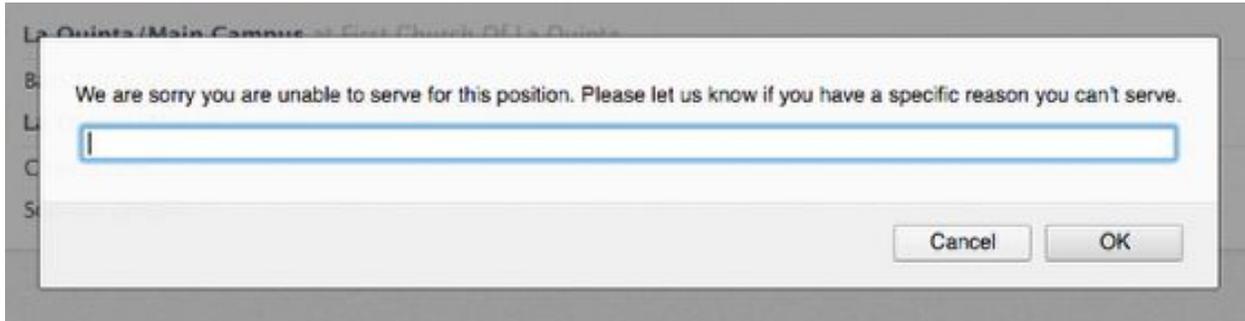
November 17, 2015 (1)
Contemporary Service

Drums (Band) (2)

Services	Rehearsals
11/17 at 10:00A	Thur Band Rehearsal: 11/14 at 7:00P (3)

At the bottom, there are two large buttons: a green 'Accept' button (4) and a red 'Decline' button. Below these is a grey bar with a 'View This Service' button (5).

If You Decline



The screenshot shows a dialog box with a title bar that reads "La Quinta (Main Campus) - First Church Of La Quinta". The main text inside the dialog box says, "We are sorry you are unable to serve for this position. Please let us know if you have a specific reason you can't serve." Below this text is a single-line text input field with a blue border and a vertical cursor. At the bottom right of the dialog box are two buttons: "Cancel" and "OK".

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.

Responding to multiple requests in one email:

Your administrator may choose to send you one email for multiple requests (this cuts back on emails for you!). As you can see above, I have 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.



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,

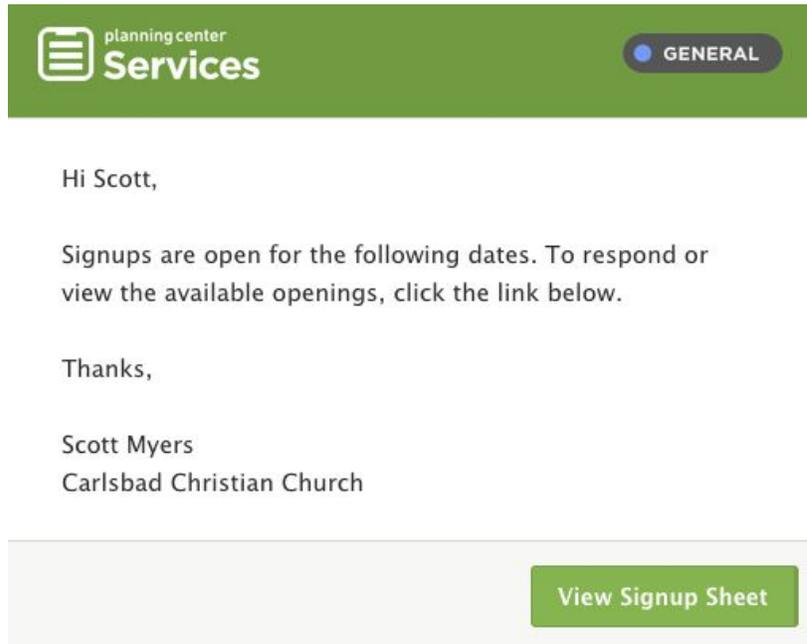
Scott Myers
Carlsbad Christian Church

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](#)

Signup Sheet Emails



If your church allows people to sign themselves up, you might get an email to view a Signup Sheet. Click the link to go to the Signup Sheet where you can Manage Your Schedule.

Managing Your Schedule

This lesson shows you how to accept or decline scheduling requests, view the plans you are a part of, and block-out dates that you know you will be unavailable.

The My Schedule Page

The screenshot displays the 'My Schedule' page for Carlsbad Christian Church. The interface includes a top navigation bar with 'plans', 'songs', 'media', and 'people' options, and a user profile for Aaron Stewart. On the left, there is a 'My Calendar' widget for October 2013 with a notification badge showing '4'. The main content area is titled 'My Schedule' and features a 'matrix' button. It is divided into three sections: 1. 'Pending Requests' with an 'accept all' button and a notification badge '1'. It lists a request for 'Mar 10 Sunday Service' by 'Keys (Band)' with 'accept' and 'decline' buttons. 2. 'Upcoming Plans' with a notification badge '2', listing 'Mar 16 Sunday Service' by 'Keys (Band)'. 3. 'Signup Sheets' with a notification badge '3', featuring a 'sign up now' button and a 'NEW!' label for 'Sunday Service'.

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** - Some churches allow their users to schedule themselves. If you see a Signup Sheet, you can click the 'sign up now' button to schedule yourself for any dates that are created.

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.