

**NOTE**: The instructions below are for the Church Center app (on your phone). The process is very similar on the Church Center website.

## **View Service Schedule**

1. Click or tap on your initials in the upper right-hand corner.



**2.** Scroll to **Schedule** - Here you can see service dates, blockout dates, and calendar events you've bookmarked.

<	Me			
	Notifications Actions			
	$\diamond_+^+$			
You're all caught up!				
	View all			
	Schedule Actions			
	THURSDAY, MARCH 20			
	10-11:30am Women's Bible Study			
	Bookmarked			
	SUNDAY, MARCH 23			
	× Blockout (all day)			

### **Filter Service Dates**

3. Click on "View All".



# 4. Click on "Schedule (All)".



5. Select "Service teams" and unselect everything else. Click "Done".



Your service schedule will look like this:

K My schedule	
Schedule (Filtered) $\vee$	Actions
SUNDAY, APRIL 27	
10:30–11:45am Sunday Service Service	
SUNDAY, MAY 18	
10:30–11:45am Sunday Service Service	
<ul> <li>Volunteer (Nursery)</li> </ul>	
SUNDAY, JUNE 8	
10:30–11:45am Sunday Service Service Check-In (Nursery)	

## Set Blockout Dates

1. Click or tap on your initials in the upper right-hand corner.



2. Scroll to Schedule, click on "Actions"



#### 3. Click on "Add Blockout"



- 4. Add your block out date (you can also choose an end date and if it repeats).
  - If the block out date applies to your entire household, ensure **"Add for entire household"** is turned on.

<	Blockout	Save
DATE		
All Day		
Starts	Thu, Mar 20	), 2025 🗸
Ends	Thu, Mar 20	), 2025 🗸
RECURRENCE		
Repeats		
REASON		
Reason (optional)		
SHARING		
Add for entire house	hold	

5. Click "Save" and repeat if needed for other dates.