

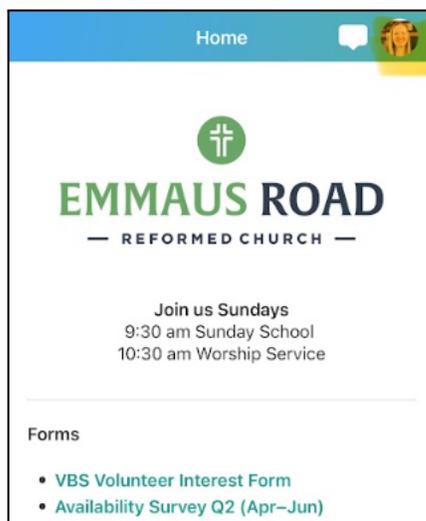


[View Service Schedules](#) & [Set Blockout Dates](#)

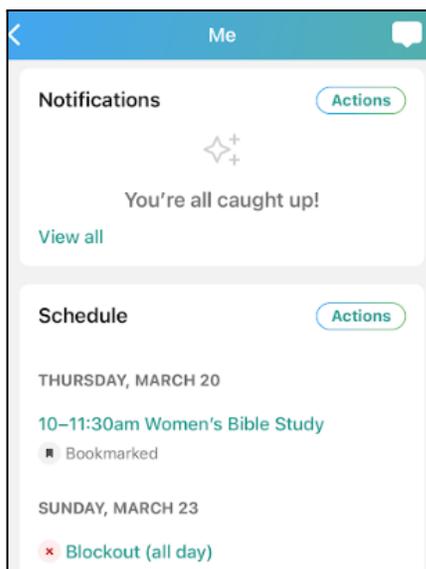
NOTE: The instructions below are for the Church Center app (on your phone).
The process is very similar on the Church Center website.

View Service Schedule

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

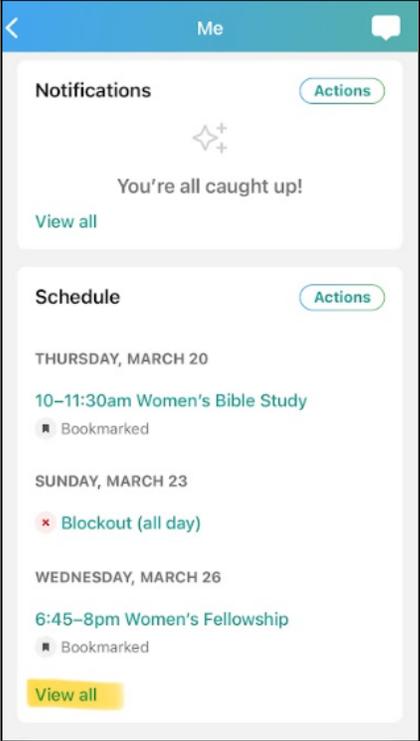


2. Scroll to **Schedule** - Here you can see service dates, blockout dates, and calendar events you've bookmarked.

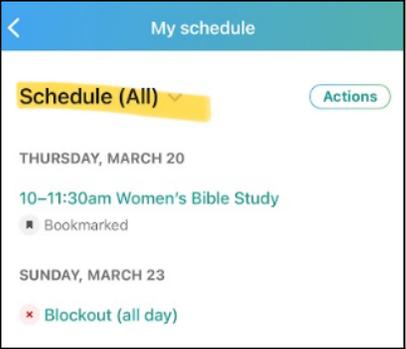


Filter Service Dates

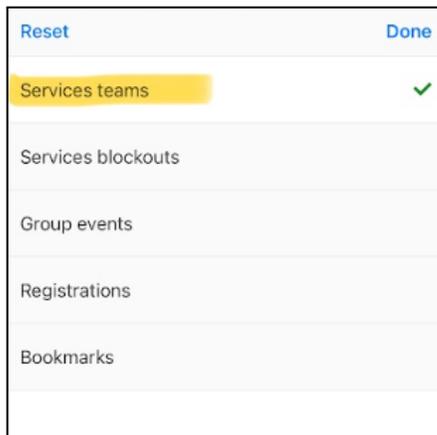
3. Click on "View All".



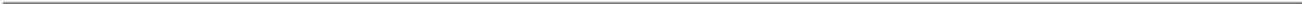
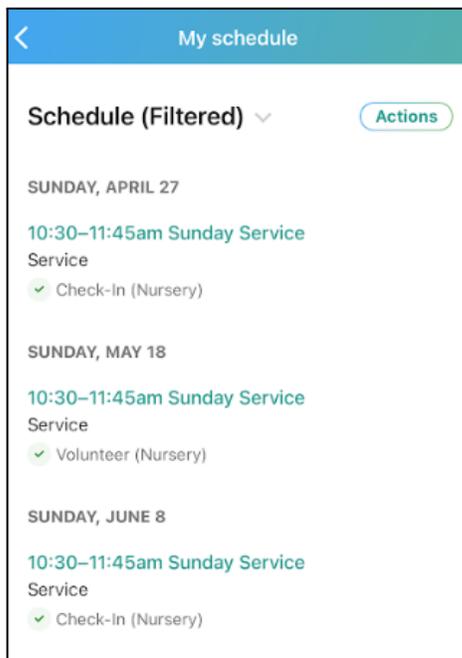
4. Click on "Schedule (All)".



5. Select **“Service teams”** and unselect everything else. Click **“Done”**.

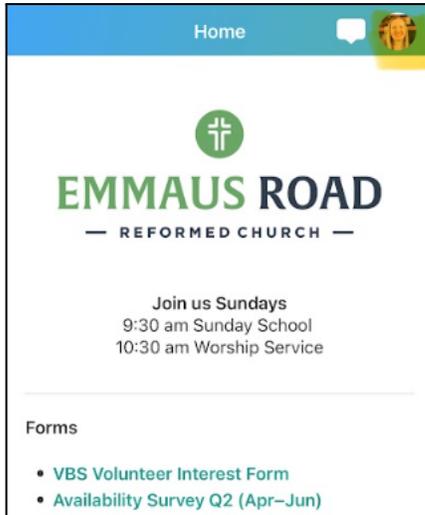


Your service schedule will look like this:

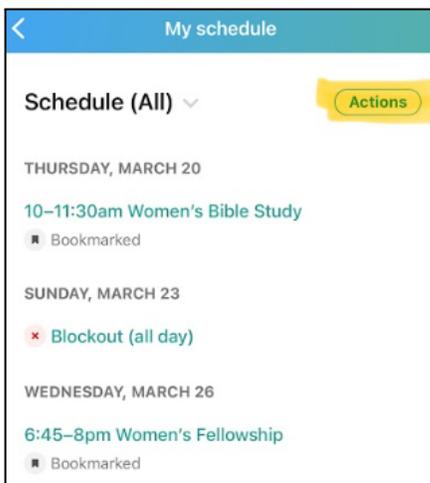


Set Blockout Dates

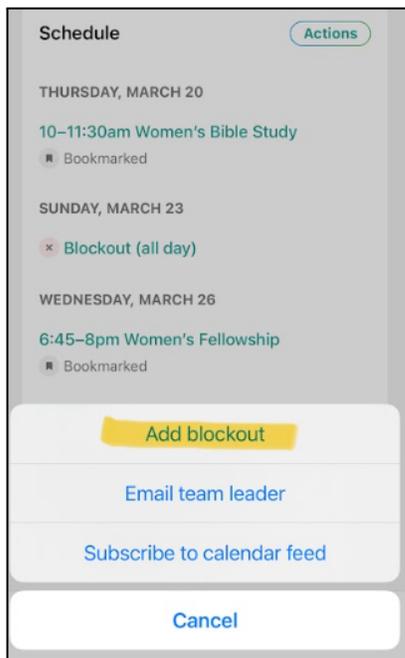
1. **Click or tap on your initials** in the upper right-hand corner.



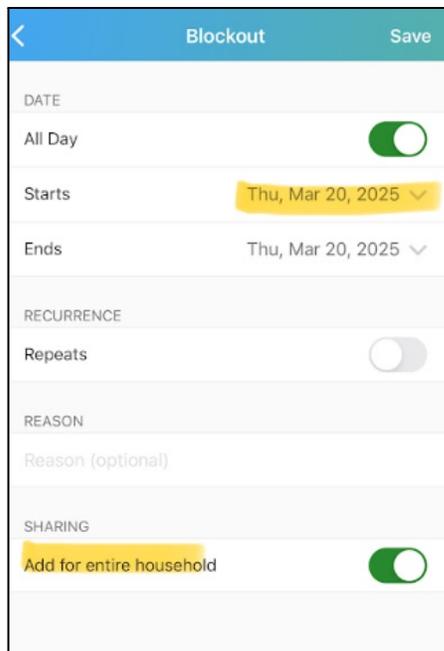
2. Scroll to **Schedule**, click on **“Actions”**



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.



5. Click **“Save”** and repeat if needed for other dates.