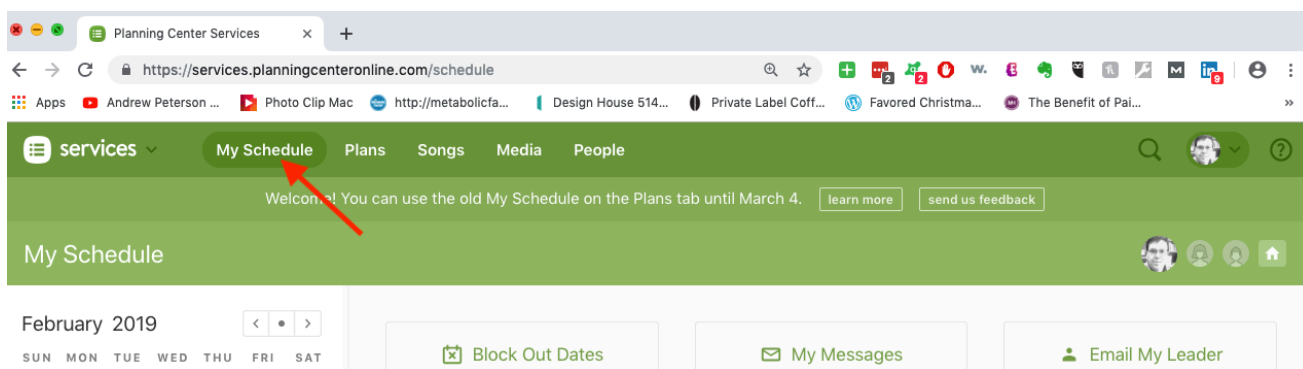


## Planning Center Instruction Via Computer

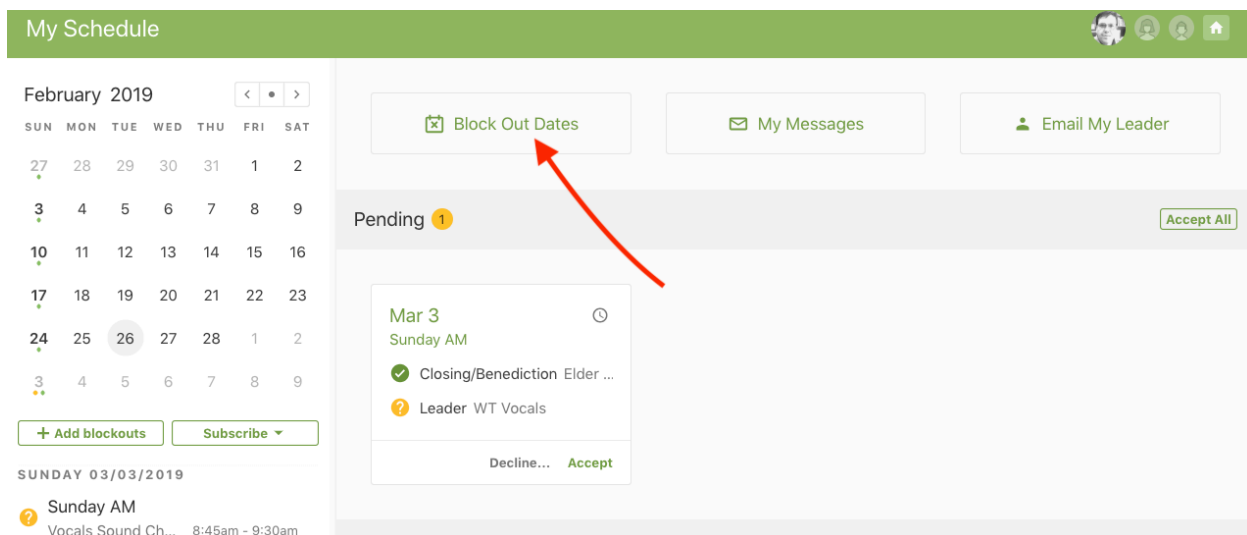
You may also view this info via a mobile app.  
To do so, go to your Apple App Store or Google Play to download  
the “Planning Center Services” app.

1. Go to <http://www.planningcenteronline.com/>
2. On the login screen, use your email address for your username and enter it in the top box.
3. Enter your password in the bottom box. If you can't remember your password, click on “Need a password” at the bottom and follow prompts.
4. Click on the “My Schedule” tab near the upper left corner.



### To Block Out Dates:

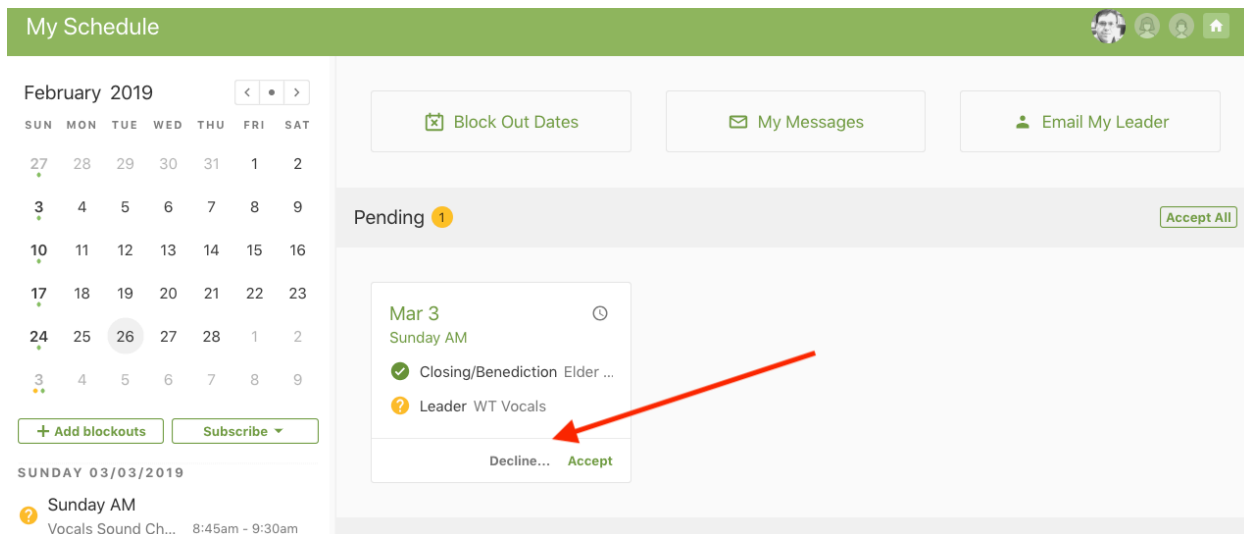
If you are unable to serve on a specific Sunday due to vacation, work, etc., click on “Block out Dates”, a calendar will appear and select the date you are unable to serve.



## Planning Center Instruction Via Computer

### To Accept/Decline Pending Service Dates

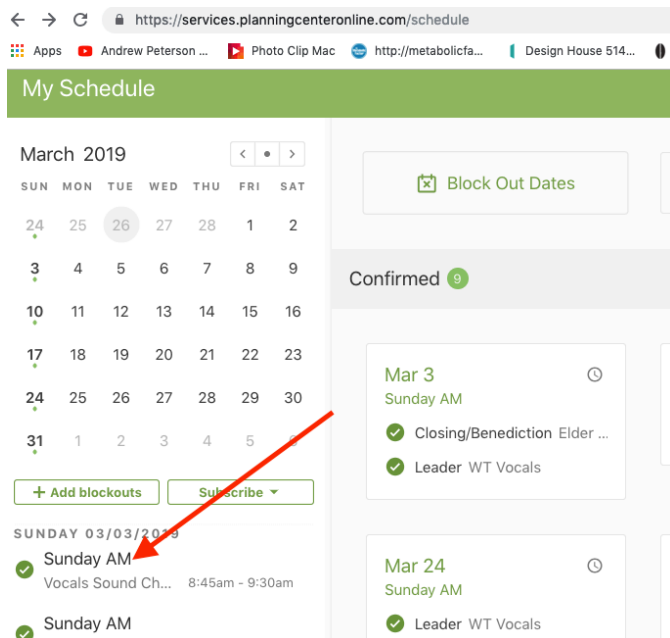
To either accept/decline any pending dates that require your action, simply click on “Decline” or “Accept” in the service box in the “Pending” section.



The screenshot shows the 'My Schedule' page. On the left is a calendar for February 2019. Below the calendar are buttons for '+ Add blockouts' and 'Subscribe'. The main content area has a 'Pending' section with a notification icon (1) and an 'Accept All' button. A service box for 'Mar 3 Sunday AM' is displayed, listing 'Closing/Benediction Elder ...' and 'Leader WT Vocals'. At the bottom of this box are 'Decline...' and 'Accept' buttons. A red arrow points to the 'Accept' button.

### To View Service Details the date you are scheduled

Below the calendar, click on the date you are scheduled. The service order will appear. You will be able to see the song selections and other service details. If you select date that is several weeks out, chances are you will just see a generic outline with very little details.



The screenshot shows the 'My Schedule' page for March 2019. The calendar on the left has the 26th highlighted. Below the calendar are buttons for '+ Add blockouts' and 'Subscribe'. The main content area has a 'Confirmed' section with a notification icon (9). Two service boxes are shown: one for 'Mar 3 Sunday AM' with details for 'Closing/Benediction Elder ...' and 'Leader WT Vocals', and another for 'Mar 24 Sunday AM' with 'Leader WT Vocals'. A red arrow points to the 'Mar 3' service box.

# Planning Center Instruction Via Computer

Once you are looking at the service details, hover your mouse over the gray box with a number (red circle below), and a box will appear giving you access to download music (pdf) or listen/watch the music, if available.

The screenshot shows a web browser window displaying the Planning Center Online interface. The main content area shows a service plan for Sunday AM - Feb 24, 2019. The plan includes various segments such as Pre-Service Announcement Slides, Welcome & Greeting, Announcements, Prayer, Songs of Praise & Adoration, and Prayer & Offering. A dropdown menu is open over the 'Come Praise And Glorify [C-C]' song, showing a list of attachments. A red circle highlights the number '4' in the dropdown menu, which is the number of attachments for that song.

Length in Mins	Title	Person	Audio	Video	Song Sequence
5:00	<b>Pre-Service Announcement Slides</b> <i>Begin announcement slides at 10:40 sharp.</i>			Begin announcement slides at 10:40 sharp.	1 1
<b>Welcome/Call to Worship</b>					
4:00	<b>Welcome &amp; Greeting</b> <i>3-4 minutes of "Greet One Another", then corral them back. Advance slide to "Gospel" slide.</i>	Mike Jones	Floor Mic		2 2
3:00	<b>Announcements</b>	Mike Jones			0 1
3:00	<b>Prayer</b>	Mike Jones			0 1
<b>Songs of Praise &amp; Adoration</b>					
4:00	<b>Come Praise And Glorify [C-C]</b>	WT Vocals, Band			4 1
2:00	<b>Scripture: 1 Peter 2:1-12</b>	Scott	Red Wireless		1 2
4:00	<b>The Solid Rock [Eb-F]</b>	WT and Band			5 1
3:00	<b>Shout To The Lord [Bb-C]</b>				1 0
<b>Prayer &amp; Offering</b>					
3:00	<b>Prayer</b>	Ron Rost			1 1
4:00	<b>Collection of Offering</b> <i>Offertory: LeAnna</i>			Attendance Slide up	0 1

**Attachments**

- Arrangement Attachments
- Come Praise and Glorify #44 B Kaufflin arr (M Rice) - chord chart.pdf
- Come Praise and Glorify #44 B Kaufflin arr (M Rice).pdf
- YouTube: Come Praise and Glorify [Sovereign Grace Music]
- Song Attachments
- Come Praise and Glorify.pro6