

# PLANNING CENTER AND MULTITRACKS FAQS

**Q: How do I sign I accept or decline requests?**

You can accept or decline in the request email or on the “My Schedule” tab of your Services app or Webpage. [Click here](#) to learn more.

**Q: How do I add blockout dates?**

If you know in advance when you are unavailable to serve, you can add blockout dates that your Worship Leader will see. [Click here](#) to learn how to add blockout dates.

**Q: Where do I find practice resources?**

Once you have accessed the plan you are scheduled for, you can find resources, such as chord charts, on the “Rehearse” tab. [Click here](#) to learn more.

**Q: How do I access the RehearsalMix recordings in Planning Center?**

RehearsalMix tracks can be found within each song under the “Rehearse” tab of a PCO plan. If you are receiving an error message in Planning Center when trying to listen to the RehearsalMix files, email your Worship Leader to ensure that you have been granted those permissions.

**Q: How do I access the RehearsalMix recordings online?**

Every team member can log in to [Multitracks.com](#) and practice with transposable versions of each song. On the Multitracks website, you can choose to practice along with your instrument’s part higher in the mix or taken out of the mix completely, all with click and guide.

**Q: How do I use ChartBuilder?**

Every team member has access to the Multitracks ChartBuilder app. [Click here](#) to learn more about downloading and using ChartBuilder.

If you are receiving an error message when trying to log in to ChartBuilder, email your Worship Leader to ensure you have updated permissions.

**If you have any further questions about these resources, you can email Maddie List at [maddie.list@radiuschurch.org](mailto:maddie.list@radiuschurch.org).**