



Plan



Schedule



Rehearse

# PLANNING CENTER VOLUNTEER TRAINING

## 101

ONE LIFE CHRISTIAN CHURCH



# AGENDA

- 01.** SETTING EXPECTATIONS
- 02.** LOGIN & ACCESS
- 03.** PROFILE SETUP
- 04.** SCHEDULING
- 05.** RESOURCES
- 06.** WHAT'S NEXT
- 07.** Q&A



PLANNING CENTER TRAINING



# SETTING EXPECTATIONS

\*PLANNING CENTER WILL PRIMARILY BE USED FOR SCHEDULING\*

What **NOT** to expect:

- MORE REST  
*(REST IS **YOUR** RESPONSIBILITY,  
PLEASE LEARN TO SAY NO)*
- PERFECTION
- PROBLEM-FREE
- STAGNATION
- EASY

What you **CAN** expect:

- EMPOWERMENT
- ACCOUNTABILITY
- TRANSPARENCY
- MORE ORGANIZED
- CHANGE

**OBJECTIVE:** GET STARTED, ACCEPT/DECLINE INVITES &  
ADD BLOCKOUT TIMES



# LOGIN & ACCESS:

OPEN ONLINE OR ON PHONE



APP



ONLINE

1. OPEN YOUR EMAIL AND SEARCH "PLANNING CENTER."
2. OPEN YOUR WELCOME TO PLANNING CENTER EMAIL
3. CLICK ON SET YOUR PASSWORD
4. LOGOUT & LOGIN TO PLANNING CENTER AT [PLANNINGCENTER.COM/SERVICES](https://planningcenter.com/services)
5. **BOOKMARK / SAVE SITE & PASSWORD** ON YOUR LAPTOP OR APP



PLANNING CENTER TRAINING



# LOGIN & ACCESS:

## OPEN PHONE



APP

Planning  
Center  
Services



1. **OPEN APP OR GOOGLE PLAY STORE ON YOUR PHONE**
2. **SEARCH FOR PLANNING CENTER SERVICES**
3. **DOWNLOAD THE APP**
4. **SAVE TO YOUR HOMESCREEN**
5. **LOGIN WITH YOUR CREDENTIALS**



PLANNING CENTER TRAINING



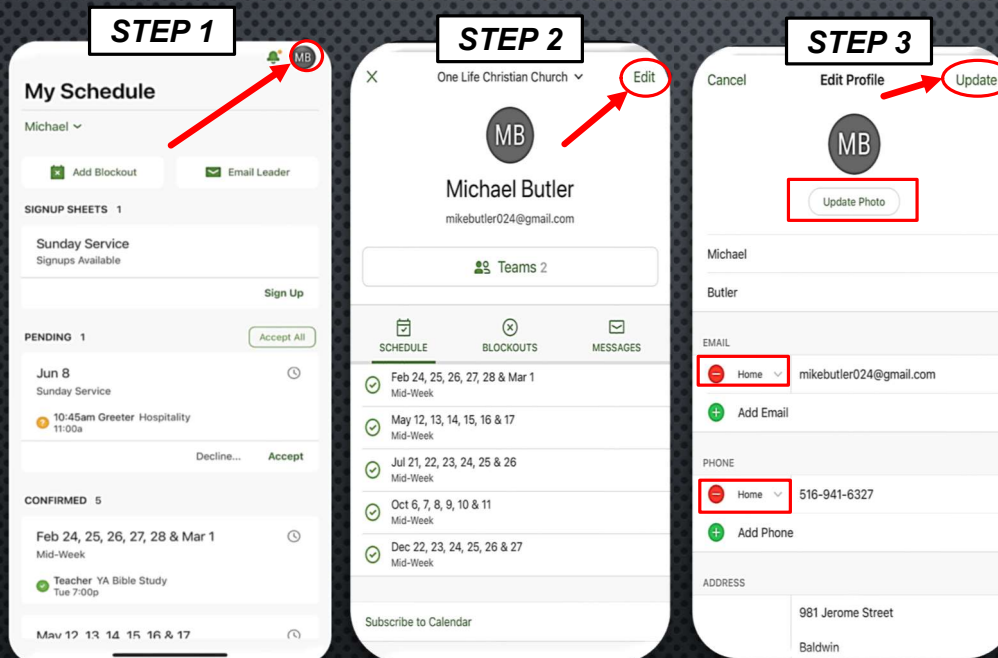




APP

1 2 3 4 5 6 7

# SETTING UP YOUR PROFILE: UPDATE YOUR PROFILE



## Open Planning Center Services App

1. Click on your icon
2. Click on **Edit**
3. **Update your profile:**  
*phone, phone carrier, address,  
birthday, anniversary, etc.*

*\*Please include your phone  
carrier and setup text  
notifications\**

**Note:** You and your leader have the ability to reset your password from your profile [online](#).



PLANNING CENTER TRAINING



ONLINE

1 2 3 4 5 6 7

# SETTING UP YOUR PROFILE: UPDATE YOUR PROFILE

**STEP 1**

Click on "My Messages"

**STEP 2**

Click on Actions then on Edit Profile

**Note:** You and your leader have the ability to reset your password from your profile

Send Password Reset Email

Open Planning Center on Online

1. Click on **My messages**
2. Click on **Actions** and then click **Edit Profile**



PLANNING CENTER TRAINING





ONLINE

1 2 3 4 5 6 7

# SETTING UP YOUR PROFILE: UPDATE YOUR PROFILE

## Update your profile:

- ✓ Make sure first, last name and nickname is correct
- ✓ Check email and phone number is correct
- ✓ Add phone number and phone carrier
- ✓ Add demographic info: home address, birthday, anniversary, marital status, etc.



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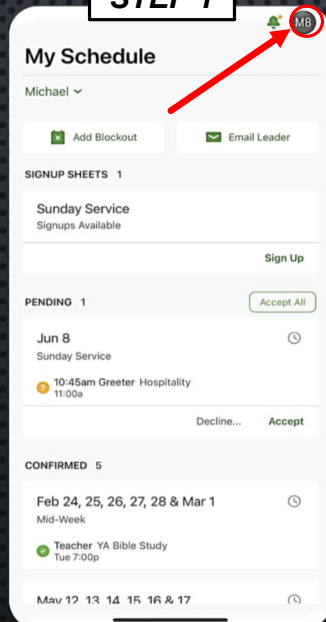


APP

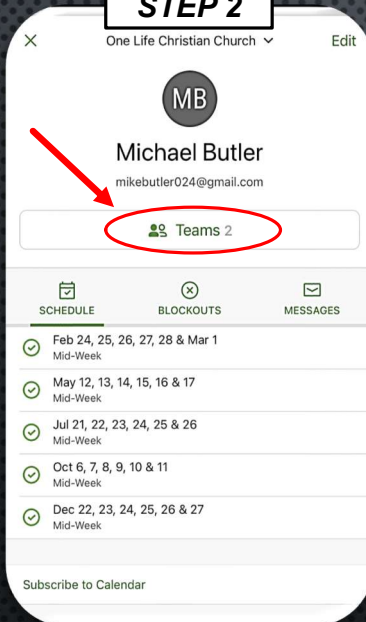
1 2 3 4 5 6 7

# SETTING UP YOUR PROFILE: UPDATE PREFERENCES

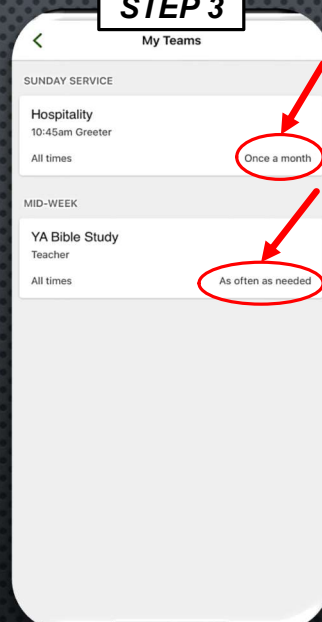
## STEP 1



## STEP 2



## STEP 3



### Update your serving preferences:

- Go back to homepage
- Click on **teams**
- **Select** how often do you want to serve?

**\*Note:** Updating your preferences helps you and your leader schedule you week to week.



PLANNING CENTER TRAINING



ONLINE

1 2 3 4 5 6 7

# SETTING UP YOUR PROFILE: UPDATE PREFERENCES

services My Schedule One Life Christian Church

TP Test Person Actions  
mcb336@cornell.edu (516) 404-1963 Scheduled Viewer

Scheduling Communication

Schedule Add blackout dates Preferences Done

Dates Since 12 months ago

Status

CONFIRMED 1  
UNCONFIRMED 1  
DECLINED 0

Responding to requests is a huge help to your team leader. Let's put an ending to your pending!

UPCOMING PLANS

Date	Service
Feb 9	Sunday Service Spanish Translation (Translations)
Mar 3	Mid-Week Alpha (Discipleship)

Teams

Special Service Hospitality Greeter Break Down As often as needed

As often as needed

Sunday Service Tech Team Broadcast Mix As often as needed

## Update your serving preferences:

- How often do you want to serve?
- Do you prefer to be scheduled alongside your family member or spouse?
- Prefer not to serve while your spouse is serving so someone can take care of the kids?

**\*Note:** Updating your preferences helps you and your leader schedule you week to week.



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- 1
- 2
- 3
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- 5
- 6
- 7

**DEMO**



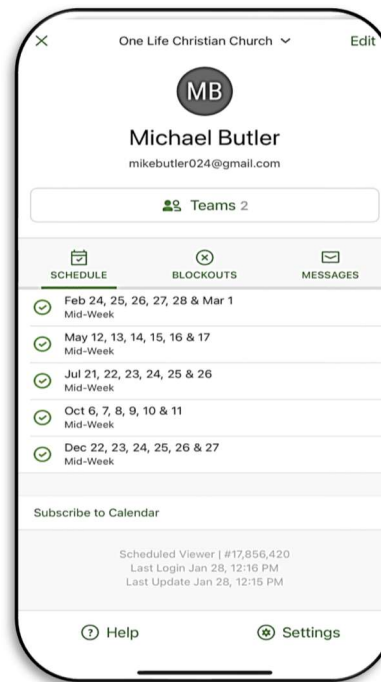
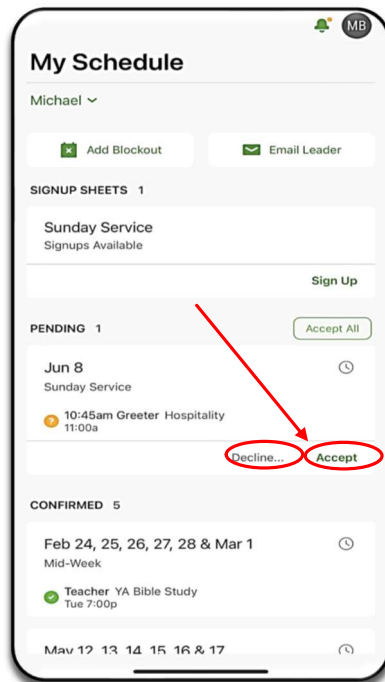
PLANNING CENTER TRAINING



APP



# SCHEDULING: ACCEPT OR DECLINE INVITES



Under **My Schedule**  
**Homepage** check to see if you  
have any pending requests to  
serve.

Please accept or decline all  
requests that you have as soon  
as possible so your team lead  
can find someone to fill the gap.



PLANNING CENTER TRAINING





ONLINE

1 2 3 4 5 6 7

# SCHEDULING: ACCEPT OR DECLINE INVITES

The screenshot shows the 'My Schedule' tab selected. On the left is a calendar for January 2025. The main content area has a 'Pending' section with a red box around a 'Feb 9 Sunday Service' invite. Below the invite are 'Decline...' and 'Accept' buttons, with red arrows pointing to them. To the right of the 'Pending' section is an 'Accept All' button, also highlighted with a red box and a red arrow. The top navigation bar includes 'services', 'My Schedule', and 'One Life Christian Church'.

Under **My Schedule** tab (top left) check to see if you have any pending requests to serve.

Please accept or decline all requests that you have as soon as possible so your team lead can find someone to fill the gap.



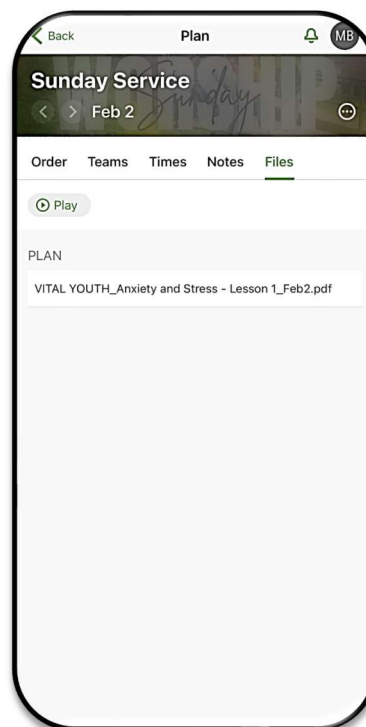
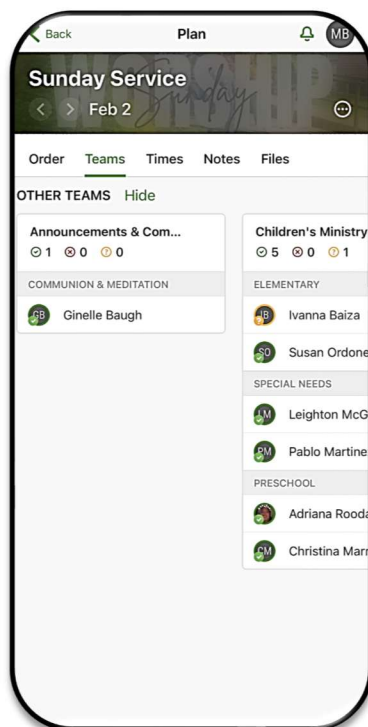
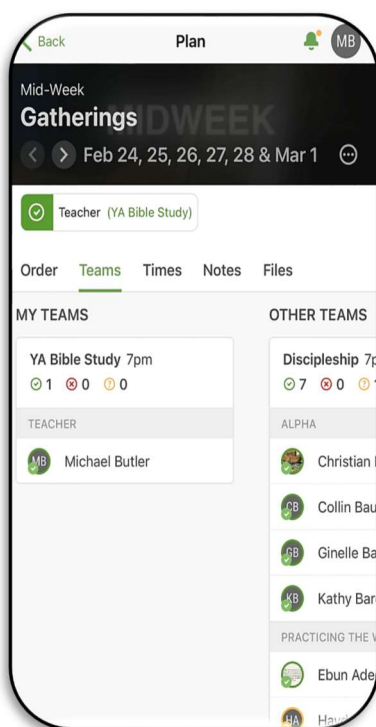
PLANNING CENTER TRAINING



APP

1 2 3 4 5 6 7

## SCHEDULING: *VIEWING SERVICES*



After selecting accepting an invite to serve you will be able view who is scheduled with you.

Separately, if the role you're serving on relies on a volunteer on a different team viewing the service or event will allow you to know who to connect with.



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ONLINE

1 2 3 4 5 6 7

# SCHEDULING: VIEWING SERVICES

The screenshot shows a web application for church scheduling. At the top, it says 'services' and 'My Schedule' for 'One Life Christian Church'. The main heading is 'Sunday Service' for 'February 9, 2025'. Below this, there's a 'Matrix' button. The interface is divided into several sections:

- Are you available for:** A section with a dropdown menu showing 'Spanish Translati...' and buttons for 'Decline...' and 'Accept'.
- Times:** A section with 'SERVICE TIMES' and 'REHEARSAL TIMES'. Service times are listed as 9:00am and 11:00am on Sunday, 02/09. Rehearsal times are listed as 7:30pm (Band Rehearsal) and 7:45am (Band Call Time) on Thursday, 02/06.
- Files:** A section with a message 'There are no files for this plan.'
- Notes:** A section for adding notes.
- Order Teams Rehearse:** A section with tabs for 'Order', 'Teams', and 'Rehearse'. The 'Teams' tab is active, showing a list of teams and their members:

Team	Members
Band & Vocals	Leonardo Portillo, Robert Nelson
Announcements & ...	Hayden Alexis
Preaching Team	Isaac Badaraco
Translations	Brittany Montano, Test Person
Other Teams	ASL INTERPRETER, SPANISH TRANSLATION

After selecting accepting an invite to serve you will be able view who is scheduled with you.

Separately, if the role you're serving on relies on a volunteer on a different team viewing the service or event will allow you to know who to connect with.



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ONLINE



APP



DEMO



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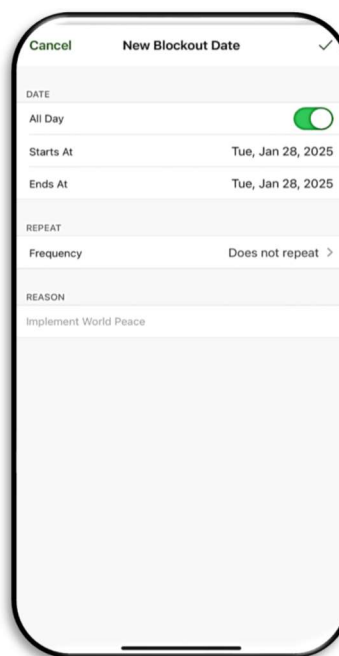
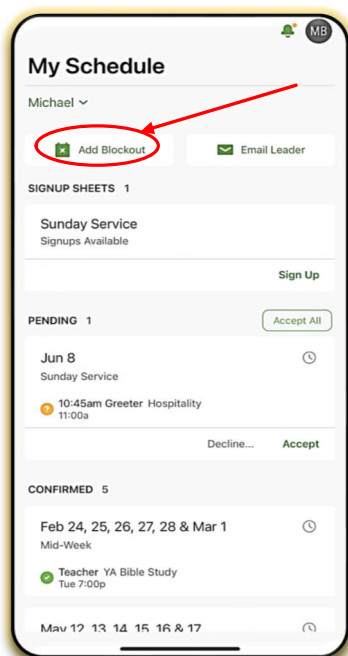
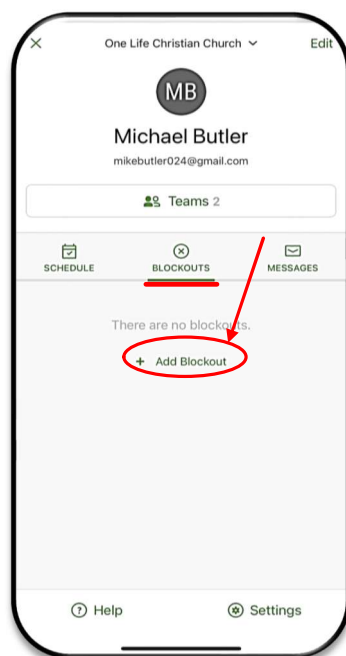


APP

1 2 3 **4** 5 6 7

# SCHEDULING

## *BLOCK OUT DATES (REST)*



Go to the “**My Schedule Homepage**” on the app then click on “**Add Blockout**”

Here you and your team members will have the option of adding their away dates and block out dates to ensure the systems alerts you of any potential conflicts





ONLINE



# SCHEDULING

## BLOCK OUT DATES (REST)

The screenshot shows the 'My Schedule' interface. At the top, there's a navigation bar with 'services' and 'My Schedule' (highlighted). Below this, a calendar for November 2024 is visible. To the right of the calendar, there are three buttons: 'Block Out Dates' (circled in red), 'My Messages', and 'Email My Leader'. Below these buttons, there's a section for 'Signup Sheets' with a '1' icon, showing 'Sunday Service Jan 5 - Jan 26' with a 'Sign up' button. Further down, a 'Confirmed' section shows 'Jan 12 Sunday Service' with an 'Assistant Vital Youth' listed.

Go to the “**My Schedule**” tab on the top right corner.

Here you and your team members will have the option of adding their away dates and block out dates to ensure the systems alerts you of any potential conflicts



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1 2 3 4 5 6 7

# SCHEDULING

## *BLOCK OUT DATES (REST)*

services My Schedule Plans Songs Media People One Life Christian Church

My Schedule

Blockout Dates

November 2024

January 2025

Sun Mon Tue Wed Thu Fri Sat

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

+ Add blockouts

SUNDAY 01/12/2025

✓ Sunday Service Service Time

✓ Sunday Service Service Time

1 Conflict

Decline Ignore

One Life Christian Church

Jan 12 Sunday Service Assistant

All Day Start Date End Date

January 07, 20... January 18, 20...

Repeat

Does not repeat

Reason Quarterly reports Delete

Click additional dates to add more blockouts

Cancel Save 1 Blockout

Here is a sample of someone adding a block out date.

As you add a block out date you can also see if you have already been scheduled during the time you are away and communicate with your leader accordingly.



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ONLINE



APP



DEMO



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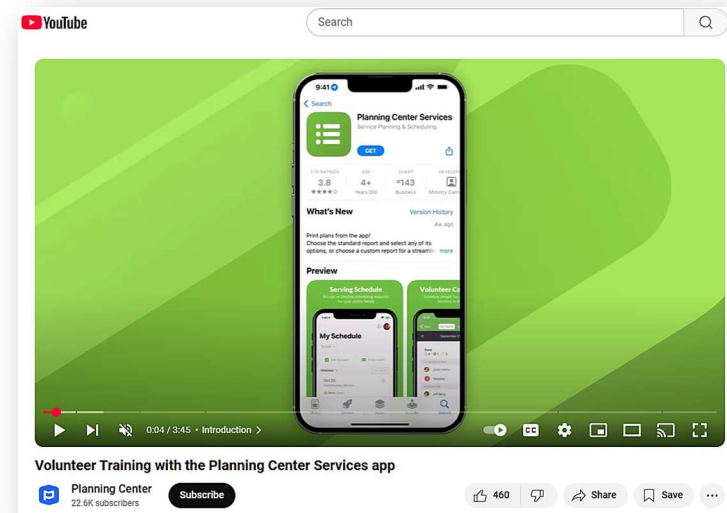


1 2 3 4 5 6 7

# RESOURCES

## VOLUNTEER TRAINING VIDEO

SEARCH VOLUNTEER TRAINING PLANNING CENTER SERVICES APP  
ON YOUTUBE



ONE  
LIFE

# WHAT'S NEXT: USE THE SYSTEM!

- ACCEPT OR DECLINE EACH SCHEDULED INVITE ASAP\*\*\*
- PROACTIVELY ADD YOUR BLOCK OUT (REST / AWAY) DATES\*\*\*
- STEWARDSHIP OF YOUR TIME IS YOUR RESPONSIBILITY. DO SO WISELY SO YOU AREN'T CRANKY 😊.
- UPDATE YOUR PROFILE AND YOUR PHONE NUMBER AND PHONE CARRIER AND TURN ON TEXT NOTIFICATIONS
- ASK QUESTIONS IF SOMETHING DOESN'T WORK

**\*IMPORTANT\*:** Stay consistent accepting/declining invites and updating away time throughout the year

1 2 3 4 5 6 7

# THANK YOU

## Q&A

PLEASE SEND ALL QUESTIONS TO  
**YOUR LEADER** & CC:  
[CANDICE@ONELIFELI.COM](mailto:CANDICE@ONELIFELI.COM)