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Schedule

Plan



Rehearse

PLANNING CENTER VOLUNTEER TRAINING

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







SETTING EXPECTATIONS

PLANNING CENTER WILL PRIMARILY BE USED FOR SCHEDULING

What **NOT** to expect:

What you CAN expect:

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

- EMPOWERMENT
- ACCOUNTABILITY
- TRANSPARENCY
- MORE ORGANIZED
- CHANGE

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





- 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 <u>PLANNINGCENTER.COM/SERVICES</u>
- 5. BOOKMARK / SAVE SITE & PASSWORD ON YOUR LAPTOP OR APP



APP

ONLINE







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Center Services

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3. DOWNLOAD THE APP

ON YOUR PHONE

SERVICES

- 4. SAVE TO YOUR HOMESCREEN
- 5. LOGIN WITH YOUR CREDENTIALS

1. OPEN APP OR GOOGLE PLAY STORE

2. SEARCH FOR PLANNING CENTER







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

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ONE LIFE



SETTING UP YOUR PROFILE: UPDATE YOUR PROFILE

Services V My Schedule	Click on " My Mossagos"	One Life Christian Church 💙	
My Schedule	Click OIT wy Wessages	ST	TEP 1
January 2025 SUN MON TUE WED THU FRE SAT 29 30 31 1 2 3 4 5 6 7 8 9 10 11	Block Out Dates My Messages	L Email My Leader	
12 13 14 15 16 17) services ~ My Schedule		One Life Christian Church \vee
19 20 21 22 23 24 26 27 28 29 30 31 2 3 4 5 6 7 + Add blockouts Subscribe 5 5	TP Test Person mcb336@cornell.edu Scheduling Communication	n Actions then on Edit Profile	Scheduled Viewer 🍵
M	lessages	Notifications ©	
	Received Sent	(516) 404-1963 Choose a mobile carrier to enable texts.	Edit
	Mariah Butler 2 hours ago Mid-Week Scheduling Request		
STEP 2	Marlah Butler 19 days ago Planning Center Welcome E-Mail		
	Mariah Butler 19 days ago Planning Center Welcome E-Mail		
	Email history is only kept for three months.		
ONE	Send Password Reset Email Note: You and your leader your password fro	have the ability to reset m your profile	
	NG CENTER TRAINING		

Open Planning Center on <u>Online</u>

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



SETTING UP YOUR PROFILE: **UPDATE YOUR PROFILE**

Services My Schedule	<u> </u>					One Life Christian Church
	Edit pro	ofile		×		
mcb336@cornell.edu (516) 404-1963		First	Last			Scheduled Viewer
		Test	Person	+		
cheduling Communication	Planning Cer	nter login				
lassagas	mcb336@c	ornell.edu				
essages	Email addres	sses		+		
Mariah Birthan	Home *	mcb336@cornell.edu		0	ble texts.	Edit
Mid-Week Scheduling Request	Phone numb	bers		+		
Mariah Butler	Mobile -	(516) 404-1963				
Planning Center Welcome E-Mail		Mobile carrier				
Mariah Butler Planning Center Welcome E-Mail	Addresses			+		
	Home 🝷	Home 👻 🚟 👻 Street Address				
Email history is only kept for three n		Apt/Unit/Box	1201001	0		
assword 0		City	State	Zip code		
Send Password Reset Email		nome address for all houser	iola members			
	Campus			•		
	Adult	- Gender	- Birthdate	D		
	Marital St	tatus	 Anniversary 			
		+ Add school	Medical notes			
				4		
acv Policy Terms of Service Help				Close Save		Ora 0177118 User P160809639

date your profile:

Make sure first, last name and nickname is correct

123456

- Check email and phone number is correct
- Add phone number and phone carrier
- Add demographic info: home address, birthday, anniversary, marital status, etc.

ONE LIFE





SETTING UP YOUR PROFILE: UPDATE PREFERENCES

🔳 servi	CES Y My Schedule			One Life Christian Church 🗸
TP		η Actions • du (516) 404-1963		Scheduled Viewer 🔒
Scheduling	g Communication			
Schedule	0	Add blockout date	Preferences 0	Done
Dates Since 12	2 months ago 👻		Unlimited - plans pe	r month Unlimited
1			🎯 Mariah Butler	Schedule me when Mariah is scheduled in the same plan Vo preference Don't schedule me when Mariah is scheduled in the same plan
CONFIRM	MED 1	Responding to requests is a huge help to your team leader. Let's put an	Teams () Special Service	Schedule me when Mariah is scheduled in the same plan Don't schedule me when Mariah is scheduled in any concurrent plan Schedule me when Mariah is scheduled in any concurrent plan
UNCONF	FIRMED 1 D 0	ending to your pending!	Greeter Break Down	As often as needed
UPCOMI	ING PLANS		As often as needed	
0	Feb 9	Sunday Service O Spanish Translation (Translations)	Sunday Service Tech Team	
\odot	Mar 3	Mid-Week Ø Alpha (Discipleship)	Broadcast Mix	As often as needed 💌

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PLANNING CENTER TRAINING

Update your serving preferences:

1 2 3 4 5 6

- 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.



1234567

SCHEDULING: ACCEPT OR DECLINE INVITES

ichael 🗸	
Add Blockout	🔛 Email Leader
IGNUP SHEETS 1	
Sunday Service Signups Available	
	Sign Up
ENDING 1	Accept All
Jun 8 Sunday Service	O
10:45am Greeter Hospitality 11:00a	
(Decline Accept
ONFIRMED 5	
Feb 24, 25, 26, 27, 28 & Ma Mid-Week	ar 1 🕓
Teacher YA Bible Study Tue 7:00p	
May 12 13 14 15 16 & 17	0

		MB	
	N	Michael Butle	e r
		S Teams 2	
S	CHEDULE	BLOCKOUTS	MESSAGES
\odot	Feb 24, 25, 2 Mid-Week	6, 27, 28 & Mar 1	
\odot	May 12, 13, 1 Mid-Week	4, 15, 16 & 17	
\odot	Jul 21, 22, 23 Mid-Week	8, 24, 25 & 26	
\odot	Oct 6, 7, 8, 9 Mid-Week	, 10 & 11	
0	Dec 22, 23, 2 Mid-Week	24, 25, 26 & 27	
Sub	scribe to Caler	ndar	
	Sch L La	neduled Viewer #17,856, ast Login Jan 28, 12:16 P ist Update Jan 28, 12:15	420 M PM
	Help) Settings

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.

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PLANNING CENTER TRAINING





SCHEDULING: ACCEPT OR DECLINE INVITES

My Schedule		T 🖗 🚺
January 2025 · · · · · · · · · · · · · · · · · · ·	🗈 Block Out Dates 🖾 My Messages	💄 Email My Leader
29 30 31 1 2 3 4 5 6 7 8 9 10 11	Signup Sheets 🕦	
12 13 14 15 16 17 18		
19 20 21 22 23 24 25	Sunday Service	
26 27 28 29 30 31 1	Sep 21 - Dec 28	
2 3 4 5 6 7 8	Sign up	
+ Add blockouts Subscribe *		
SUNDAY 02/09/2025 Sunday Service	Pending 1	Accept All
Service Time 9:00 am - 10:15 am		
Sunday Service Service Time 11:00 am - 12:15 pm	Feb 9 O Sunday Service	
MONDAY 03/03/2025	Spanish Translation Translations	
Mid-Week	Decline Accept	
Monday Evening 7:00 pm - 9:30 pm		

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.

1 2 3 4 5 6 7

SCHEDULING: VIEWING SERVICES

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APP

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.



SCHEDULING: VIEWING SERVICES

Are you available for:	Order Teams Rehears	se			
 Spanish Translati Translatio Decline Accept 	Band & Vocals ⊘ 0 ⊗ 0 ⑦ 7	Announcements & ⊘ 0 ⊗ 0 ⑦ 1	Preaching Team ⊘ 1 ⊗ 0 ⊘ 0	Translations ⊘ 0 ⊗ 0 ⑦ 2	Other Tea
() Times	BASS	COMMUNION & MEDITATI	PREACHING	ASL INTERPRETER	Only My Teams are teams you are assi
	Leonardo Portillo	🚳 Hayden Alexis	🎒 Isaac Badaraco	Brittany Montano	are scheduled to fo
9:00am	ELECTRIC GUITAR			SPANISH TRANSLATION	Show all tea
02/09	🛞 Robert Nelson			😰 Test Person	
50 11:00am 02/09	KEYS				
▼ REHEARSAL TIMES	🚯 David Ventura				
Band Rehearsal 7:30pm 02/06	REHEARSAL DEVOTIONAL				
Band Call Time	🛞 Robert Nelson				
7:45am 02/09	VOCALS				
Files	🚯 Ezioma Asonye-Moya				
There are no files for this plan.	👰 Jamila Davis				
	Sharon Morales				
Notes					

ONLINE

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.





SCHEDULING BLOCK OUT DATES (REST)

tian Church 🗸	Edit
в	My
I Butler 4@gmail.com	
ams 2	SIGNUP
O MESSAG	Sund Signu
o blockouts.	PENDIN
Blockout	Jun
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	CONFIR
	Feb Mid-V
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Settings	May
	ian Church ~ B Butler @gmail.com ams 2) ours blockouts, alockout Salockout

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chedule				
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Add Blockout	🚩 Ema	il Leader		St
HEETS 1				Er
ay Service				RE
s Available				Fr
		Sign Up		
1		Accept All		Im
		0		
Service				
15am Greeter Hospitality 0a				н
	Decline	Accept		L.
IED 5				L.
4, 25, 26, 27, 28 & M ^{eek}	lar 1	0	L	L
cher YA Bible Study 7:00p				
2 13 14 15 16 & 17		(J	1
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Cancel	New Blockout Date 🗸
DATE	
All Day	
Starts At	Tue, Jan 28, 2025
Ends At	Tue, Jan 28, 2025
REPEAT	
Frequency	Does not repeat >
REASON	
Implement Wo	rld Peace

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

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APP

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ONLINE	SCHEDULING	G
	BLOCK OUT DATES (I	REST)
services My Schedule	Plans Songs Media People Q One Life Christian Church ~	
My Schedule		
November 2024 • • SUN MON TUE WED THU FRI SAT 27 28 29 30 31 1 2	🖾 Block Out Dates 🛛 My Messages 🚨 Email My Leader	Go to the " My Schedule " tab on the top right corner.
3 4 5 6 7 8 9 •	Signup Sheets 1	
10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7	Sunday Service Jan 5 - Jan 26	Here you and your team members will have the option of adding their away dates and
+ Add blockouts Subscribe -		block out dates to ensure the
SUNDAY 01/12/2025 Sunday Service	Confirmed 🕕	potential conflicts
Service Time 9:00 am - 10:15 am Sunday Service Service Time 11:00 am - 12:15 pm	Jan 12 O Sunday Service Assistant Vital Youth	
ONE LIFE PLANNING CE	NTER TRAINING	18





SCHEDULING BLOCK OUT DATES (REST)

services ~	My Schedule	Plans Sor	ngs Media	People		Q One Life Christian Church
My Schedule	Blockout	Dates				
November 2024	٩	January	2025		۲	A 1 Conflict
SUN MON TUE WED	Sun Mon	Tue Weo	l Thu	Fri	Sat	One Life Christian Church
27 28 29 30		31 1	2	3	4	General Jan 12 Sunday Service: Assistant
3 4 5 6	5 6	7 8	q	10	11	All Day Start Date End Date
10 11 12 13	5 0					January 07, 20 📋 January 18, 20 📋
17 18 19 20	12 13	14 15	16	17	18	Repeat
24 25 26 27	19 20	21 22	23	24	25	Does not repeat 🔻
1 2 3 4	26 27	28 29	30	31	1	Reason Delete
+ Add blockouts						Quarterly reports
INDAY 01/12/2025		4 5				·
Sunday Service						
Service Time						① Click additional dates to add more blockouts
Service Time						
						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.





RESOURCES

VOLUNTEER TRAINING VIDEO

SEARCH VOLUNTEER TRAINING PLANNING CENTER SERVICES APP

ON <u>YOUTUBE</u>





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

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THANK YOU



PLEASE SEND ALL QUESTIONS TO YOUR LEADER & CC: CANDICE@ONELIFELI.COM