Registering for PCO

Planning Center is an important tool for a growth group leader. To access it, you will need to download the Church Center app for your tablet or phone. This app allows you to manage your group from wherever you are. The Church Center app is where you will add (or delete) members and take attendance for each meeting. Through the app, you can also chat with your members and upload resources to share with them.
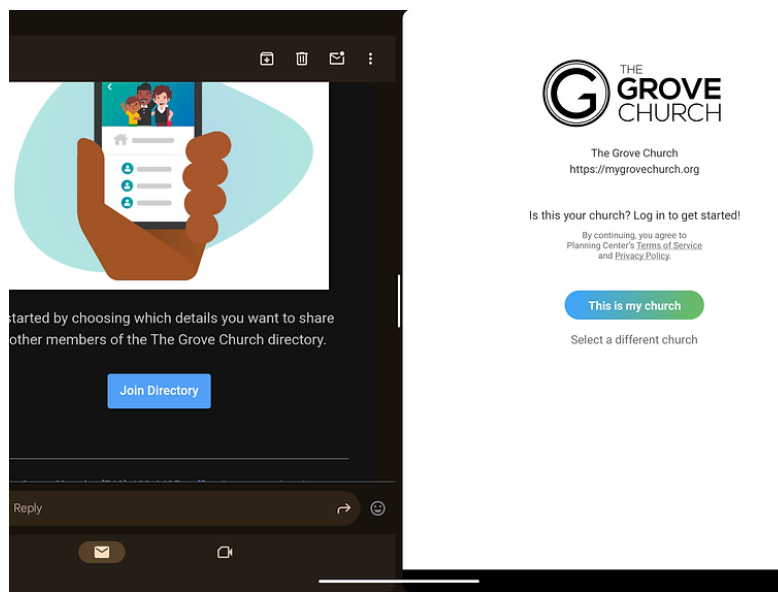
Planning Center is a large program, and it is easy to get lost if you don't know what to look for, but we are here to help! Follow these simple instructions to get registered for Church Center, and reach out to Fred Noble at fredn@mygrovechurch.org, if you have any further questions.
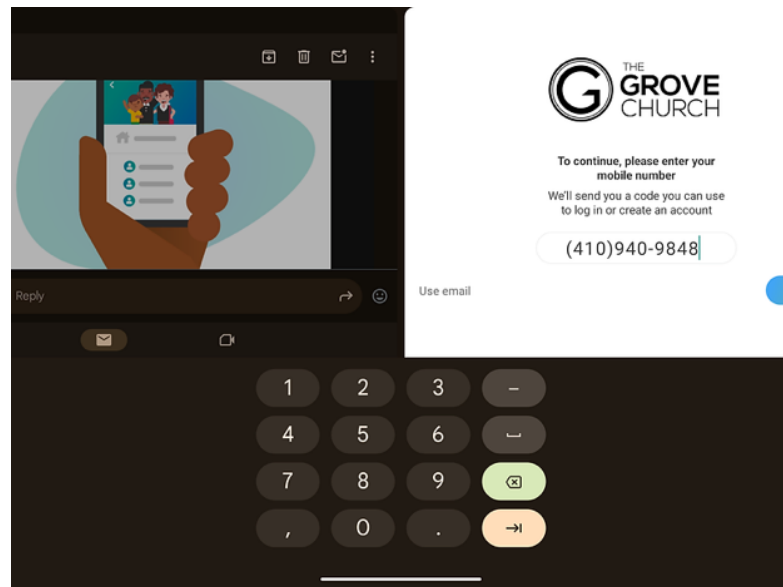
1. **Check your email.**
   The Adult Ministries Team will send you an email that invites you to join the directory. At the bottom of the email, click JOIN DIRECTORY. Note: If you have already joined the directory for Planning Center, you can skip this step.

2. **Verify the church.**
   You will get a screen that asks if The Grove Church is your church. If so, press the button that says THIS IS MY CHURCH. Note: If you have already joined Planning Center, you can skip this step.
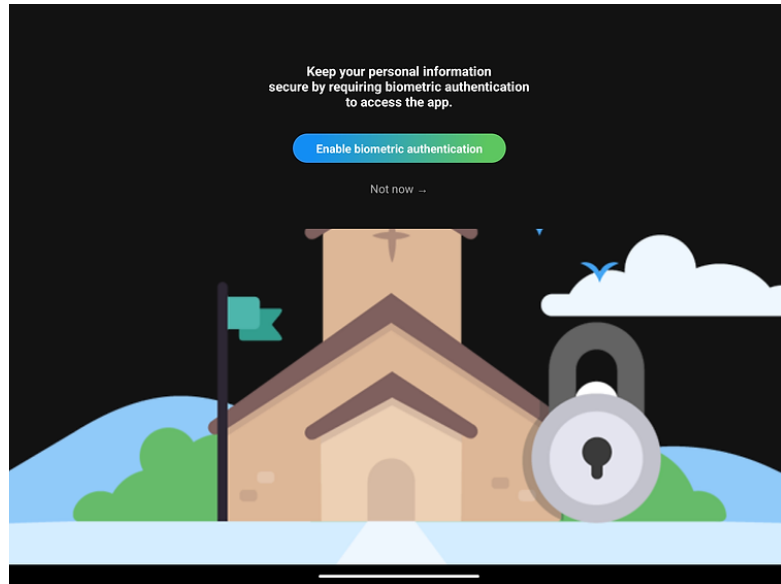
3. Enter your phone number.

4. Enter your code and log in.
Through a text message, you will receive a code to log in and create an account. Enter your code and then click "Log in."
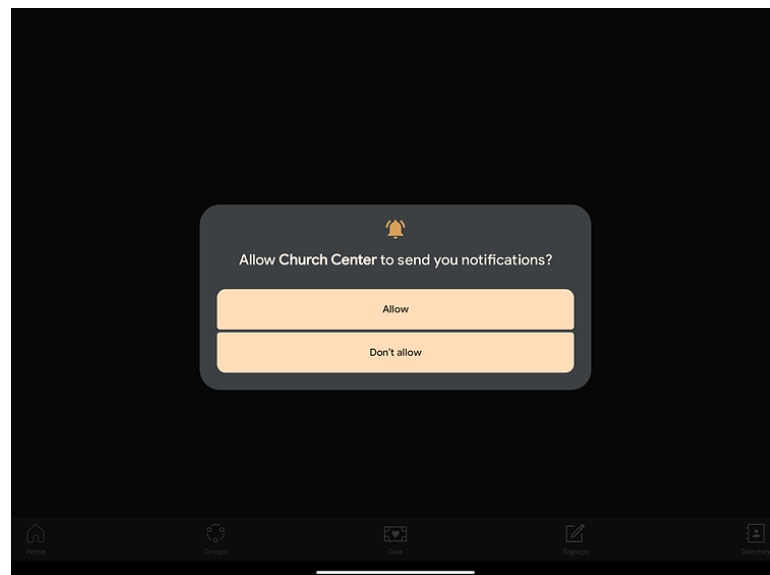
5. **Set up your log in credentials.**
   Decide if you'd like to enable biometric authentication. This will allow you to use a fingerprint or facial recognition to log in instead of using a password. (Note: This option isn't available on all devices.) If you do not wish to enable biometric authentication, click "Not now."

6. **Allow notifications.**
   This lets you know when someone in your group emails or reaches out to you. As a group leader, it's important to have these turned on.

7. You are now set up.

The app will now default to the people you have access to, which should be the people in your growth group and anyone else you've shared your information with.