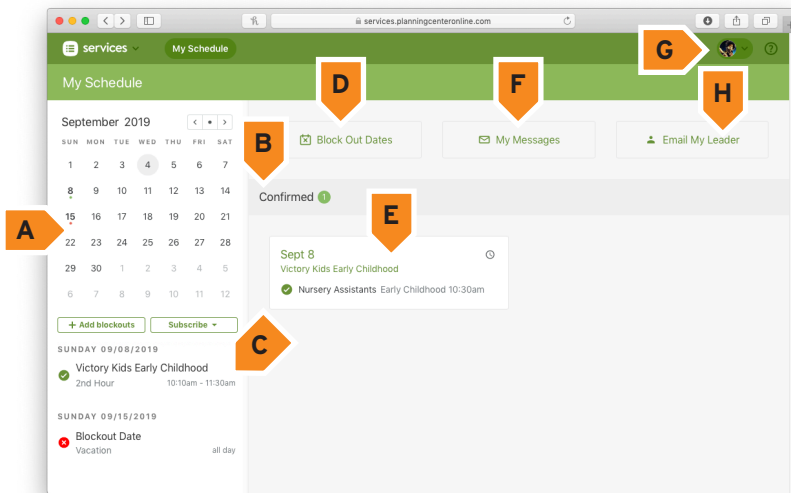
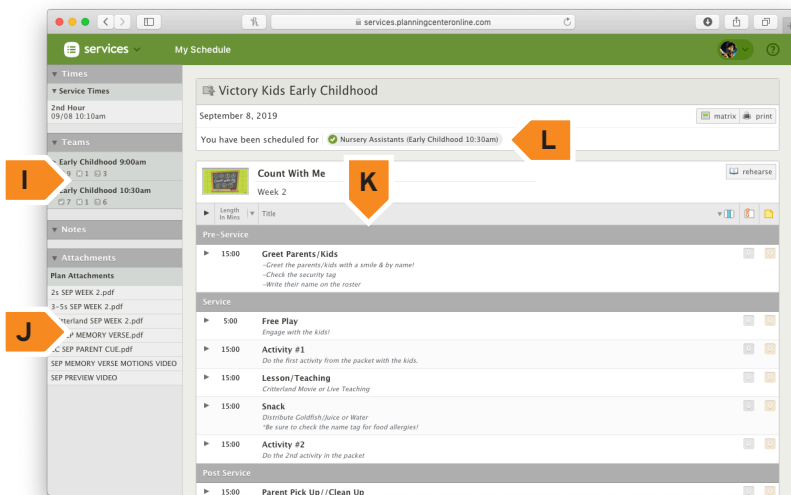


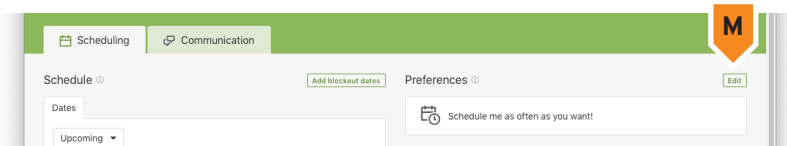
# Planning Center on your Computer



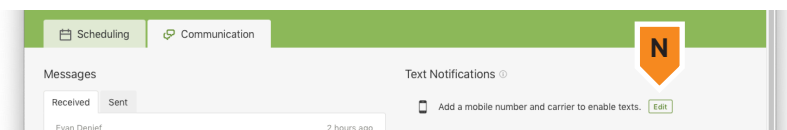
Click on any of your Confirmed plans (E) to go to this page...



In your Profile (G) on the "Scheduling" tab...



In your Profile (G) on the "Communication" tab...



- A** Calendar of your personal confirmed dates, and blackout dates.
- B** All the dates/times you have been requested for appear here, whether you accepted or declined
- C** List of your upcoming confirmed **and** block out dates
- D** View all block out dates you have created, and add more
- E** Click on specific dates to view that event's schedule, any relevant files, and a list of other scheduled team members
- F** View any messages you have sent or received.
- G** View your profile
- H** Email your team leader
- I** View other volunteers who are scheduled. Click the twirldown arrow to minimize this
- J** View attachments for this event, like curriculum or music files. You may need to scroll down the page to see this section
- K** The event schedule
- L** The position you have accepted
- M** Choose the frequency you would like to be scheduled
- N** Add your phone number and carrier if you would like to receive notifications via text message.

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**NOTE:** We recommend **NOT** using **only** text messages alone. They work best when you use them in **addition** to the app and website. Text messages limit your ability to interact, and do not show you all the available information

# Planning Center on the App



Click on the menu button (A) to go to this page...

Click on any plan (C) or (F) you have been requested for to go to

- A** Menu button. Click here to access your profile, your account settings, your schedule, and your messages
- B** View your sent and received messages
- C** List of the upcoming dates you have been requested to serve with **accept/decline** buttons
- D** Click here to view and edit your profile
- E** View your sent and received messages. You can also accept/decline within the request-to-serve message
- F** View your dates, including accepted positions and block out dates
- G** Add a blockout date
- H** View the app settings
- I** The position you are scheduled to fill, along with the time
- J** View the schedule for the events
- K** A list of the other volunteers who have been requested to serve for this event
- L** View all times, including any scheduled practices or relevant meetings
- M** View notes from the event leader, if any
- N** Access all files, including curriculum and music files

**NOTE:** We recommend **NOT** using **only** text messages alone. They work best when you use them in **addition** to the app and website. Text messages limit your ability to interact, and do not show you all the available information