

PLANNING CENTER

GET STARTED WITH YOUR ACCOUNT

Planning Center is an online service planning tool to help churches with scheduling team members, organize services and streamline communication.

The Worship Team and Welcome Team at Eastside have been utilizing Planning Center over the last few years. As a member of one of these teams, you will use Planning Center to accept or decline the dates you are scheduled to serve, and submit any dates you will be unavailable.

Below are some step by step instructions on how to:

1. Set the password for your account
2. Find your profile
3. Submit blackout dates
4. Respond to serving requests

1. SET YOUR PASSWORD

Click the link in your 'Planning Center Welcome E-Mail' to create a password for your account.

Hello Mary Smith,

Welcome to Planning Center Services, an online system to help churches schedule team members, organize services and streamline communication. Emily Butcher wants you to be able to participate and has added you to the Eastside Community Church account.

Your username is Mary@gmail.com
[Click here to set your password](#)

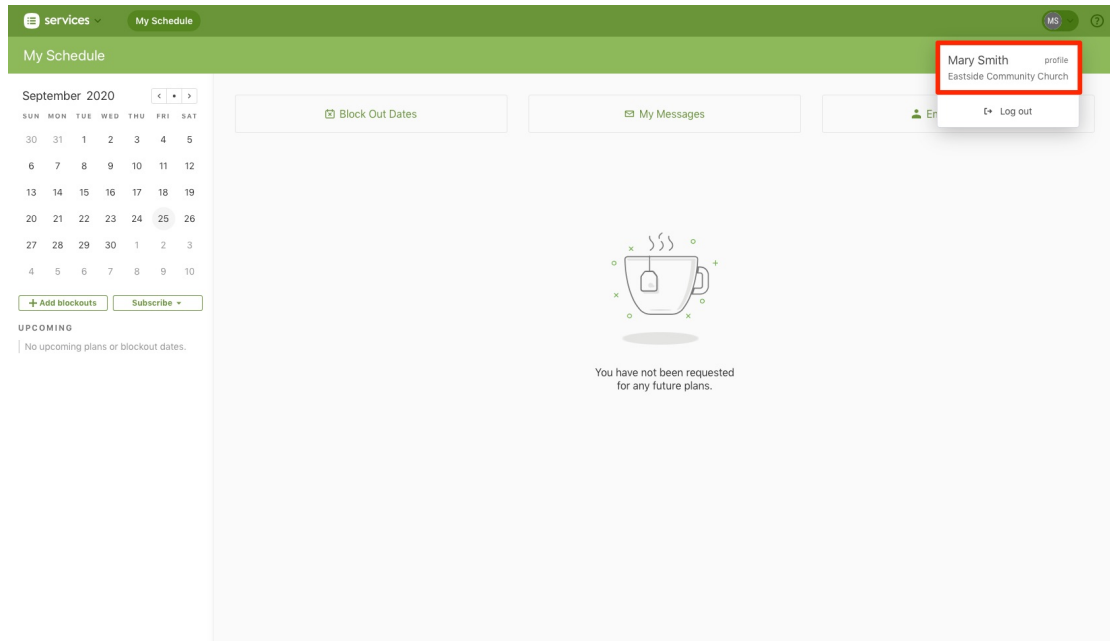
When your church is ready, they'll start to send you scheduling request emails, but you can log in at any time and set up text messaging options, block out dates you know you'll be unavailable, and set scheduling preferences. The [Getting Started Video and Lessons](#) will show you how.

If you have any questions, please don't hesitate to ask. Once again, welcome to Planning Center Services!

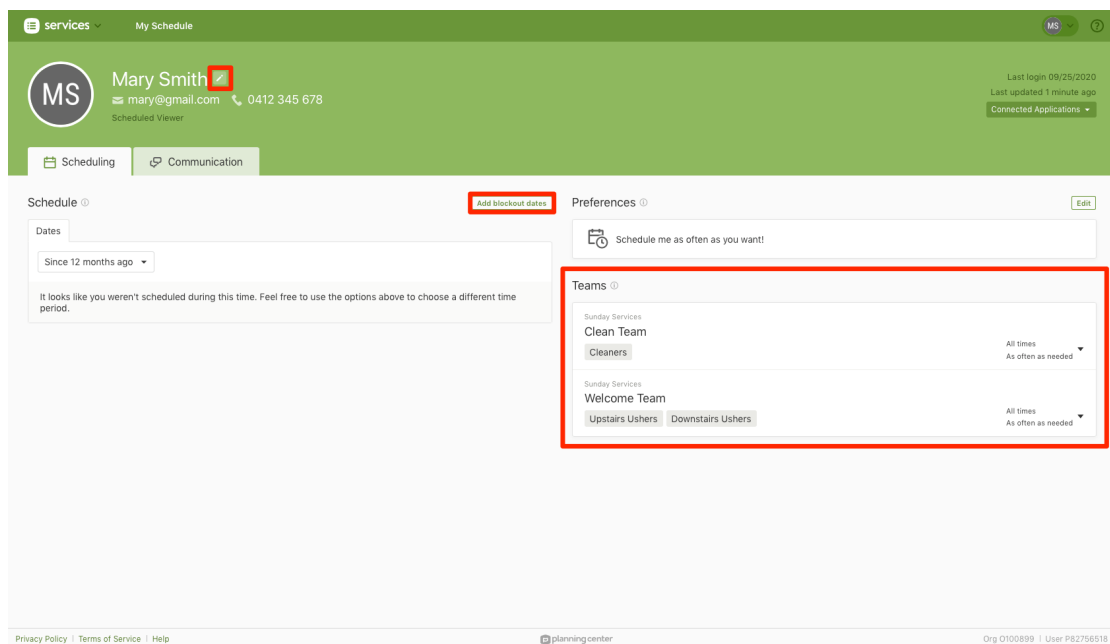
[Log in to Planning Center Services](#)

2. CHECK YOUR PROFILE

Find your profile by clicking your initials in the top right-hand corner, then click your name to view your profile.

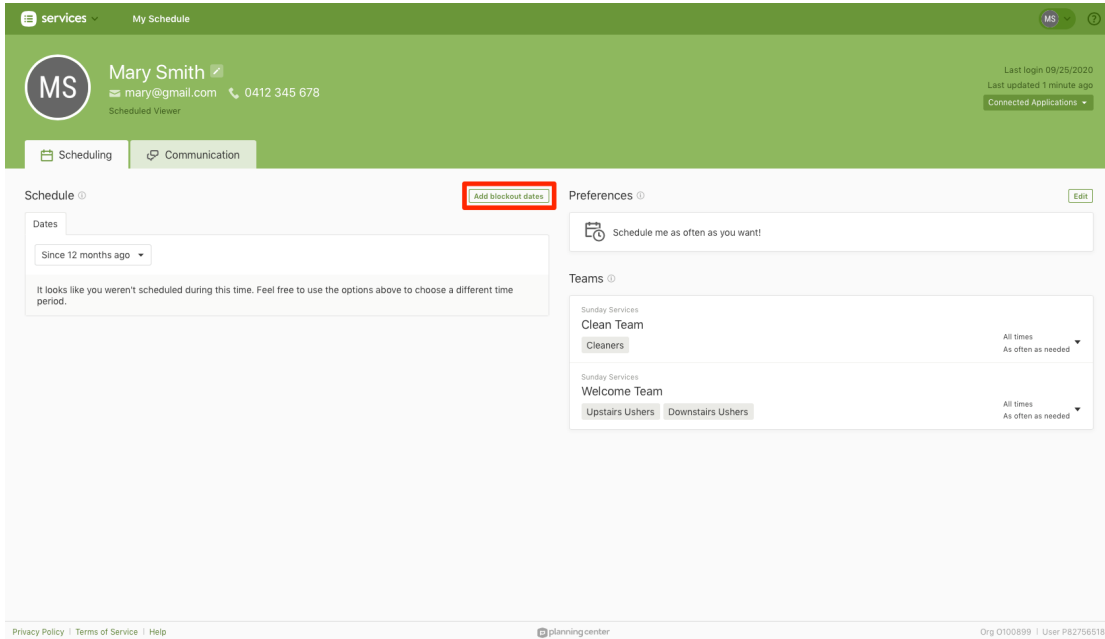


Here you can view which serving teams you are a part of, edit your contact details, and add “blockout dates” (dates you are unavailable to serve).

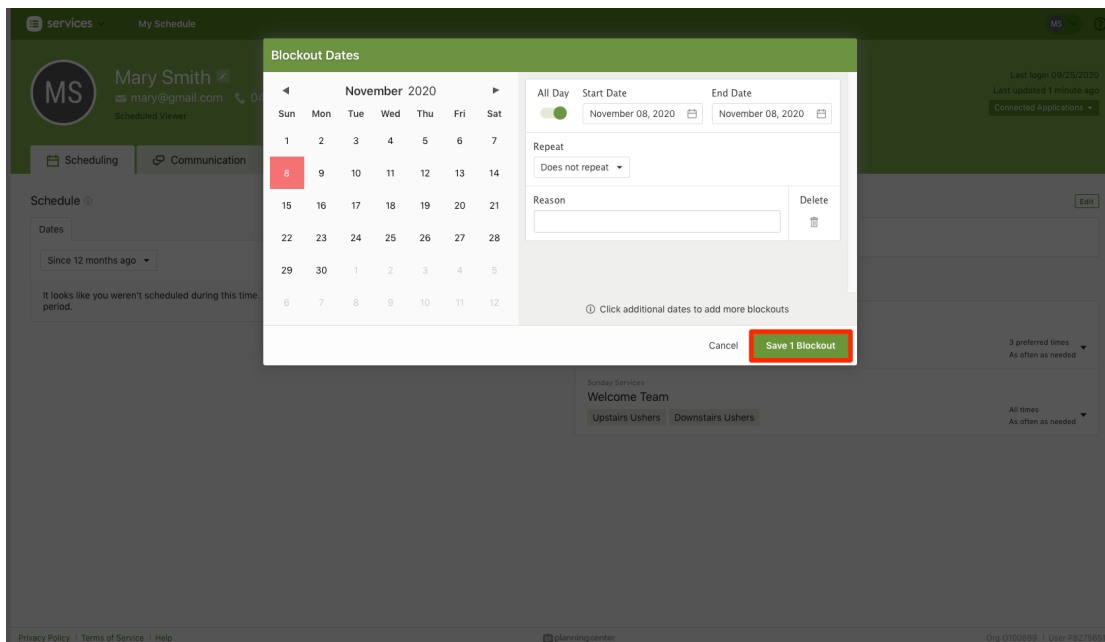


3. SUBMIT BLOCK OUT DATES

If there is a Sunday you are unable to serve, you can let us know by adding a 'blockout date'. Under the 'Scheduling' tab in your profile, click 'Add blockout dates'.

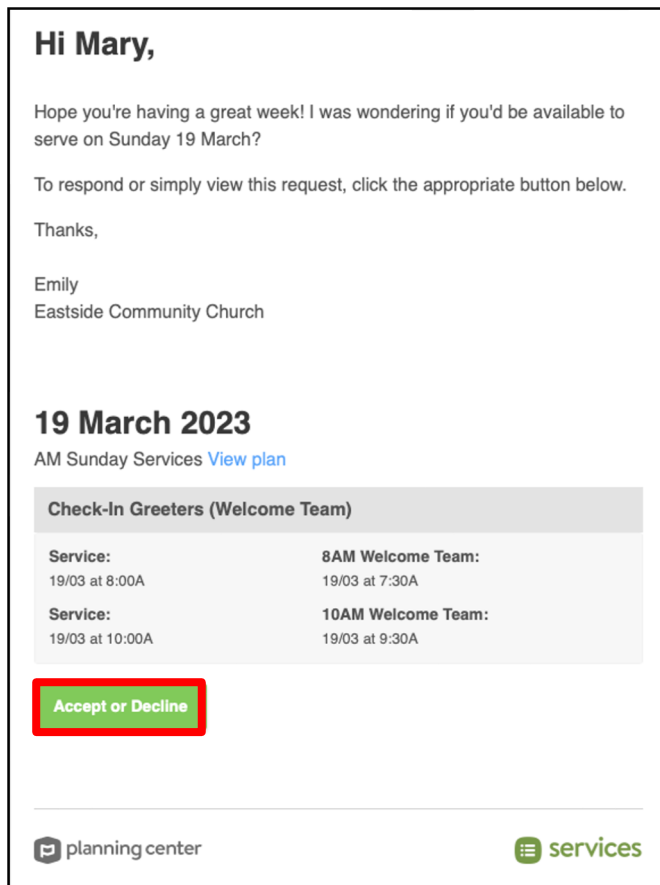


Click on the date of the Sunday you will be unavailable (you can select more than one if needed), then click the green save button to submit.

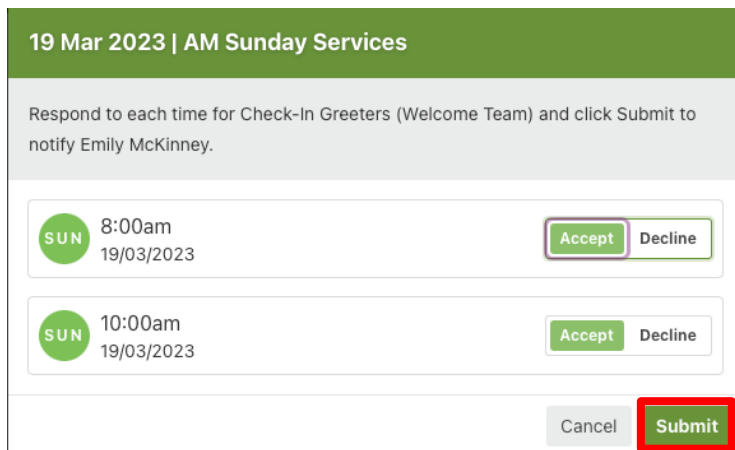


4. RESPOND TO SERVING REQUESTS

You'll be notified by email when you have been scheduled on to serve. Click the green button at the bottom of the email to respond to the serving request.



You can then accept or decline the serving request and click submit. This is where block-out dates are a huge help, because if you've already let us know you won't be available, you won't be requested to serve on those days.



GOT QUESTIONS?

Please don't hesitate to contact the church office if you have any questions about using Planning Center:

office@eastside.org.au | 3823 4455