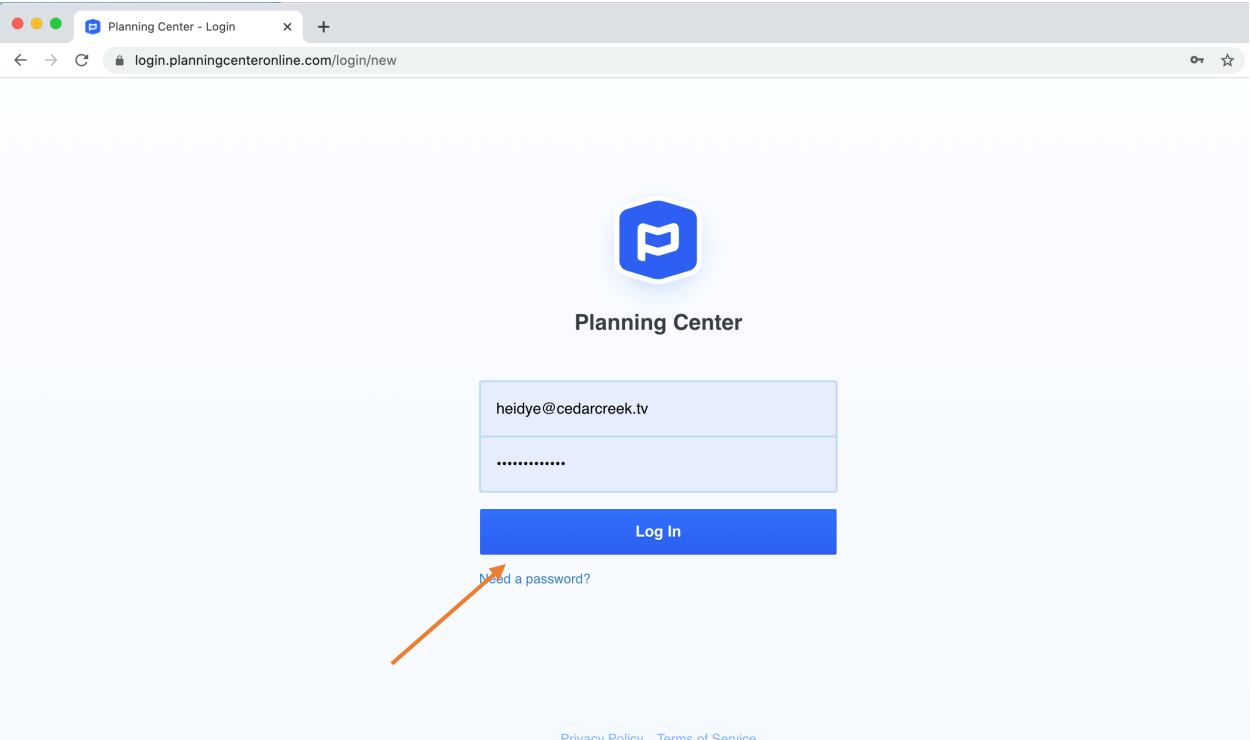




# Planning Center Online

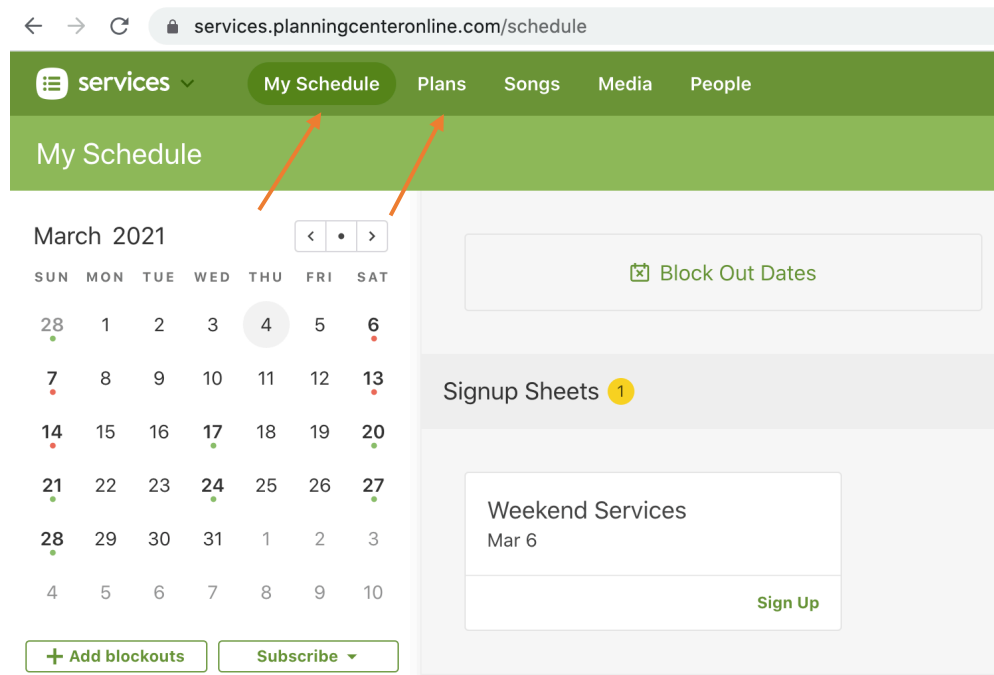
Planning Center is an online system we use to schedule team members and communicate throughout the week. As a part of our Chat Moderator DreamTeam you will need to understand how to use Planning Center Online (PCO) and how to interact with it. Don't worry! It's easy and we will walk you through it below.

- 1) You need to log in to Planning Center Online:  
<https://login.planningcenteronline.com/login/new>

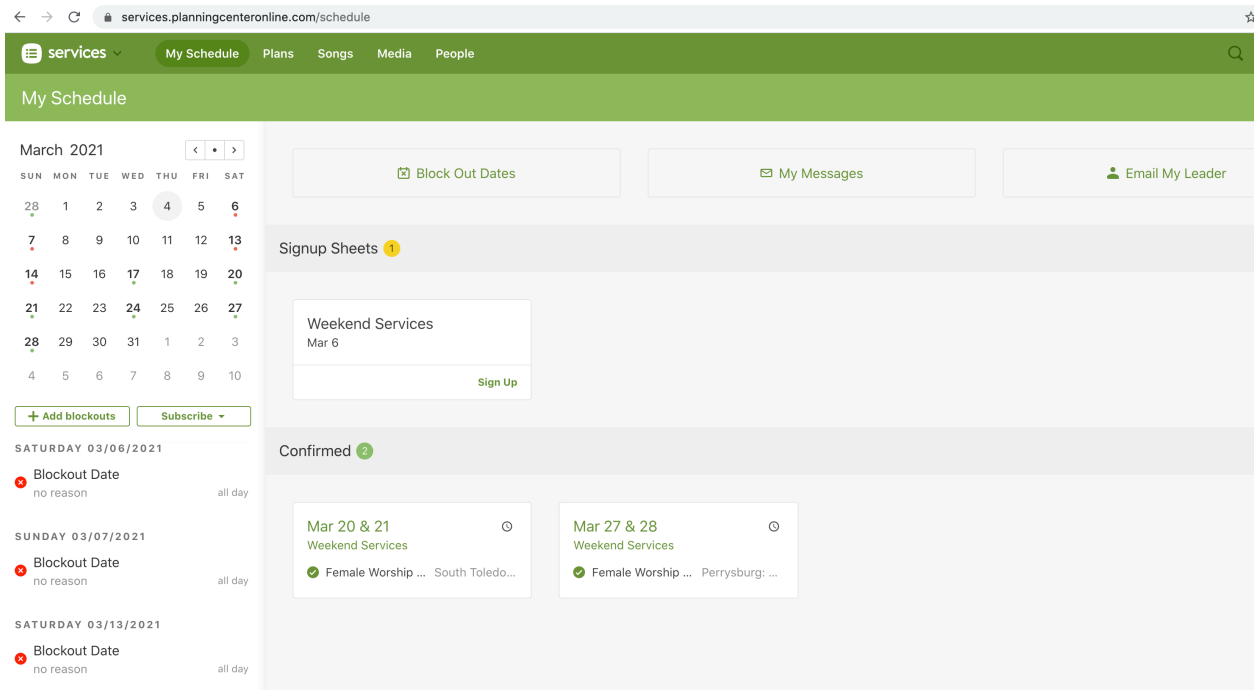


Your DreamTeam leader added you as a user and you should have gotten a welcome e-mail! You will need to type in your e-mail and password. If you don't have one yet you can click "Need a password" in the bottom.

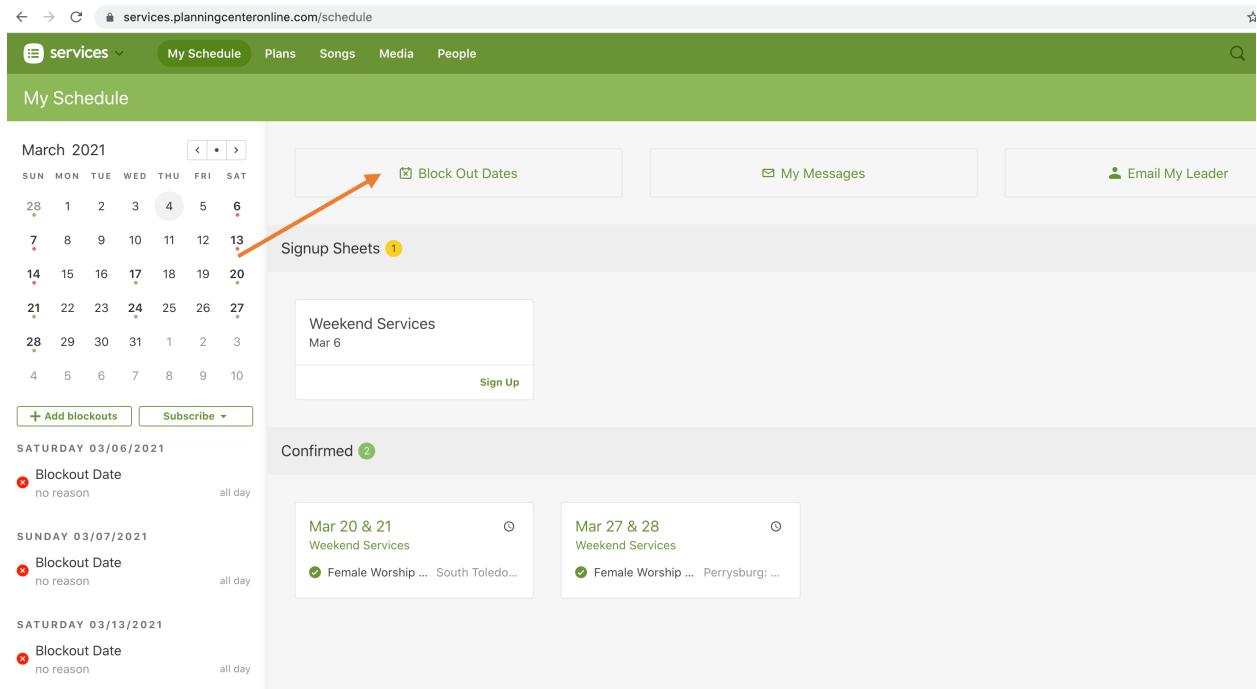
2) Once you Log In there are 2 tabs that you will use regularly, “My Schedule” and “Plans”:



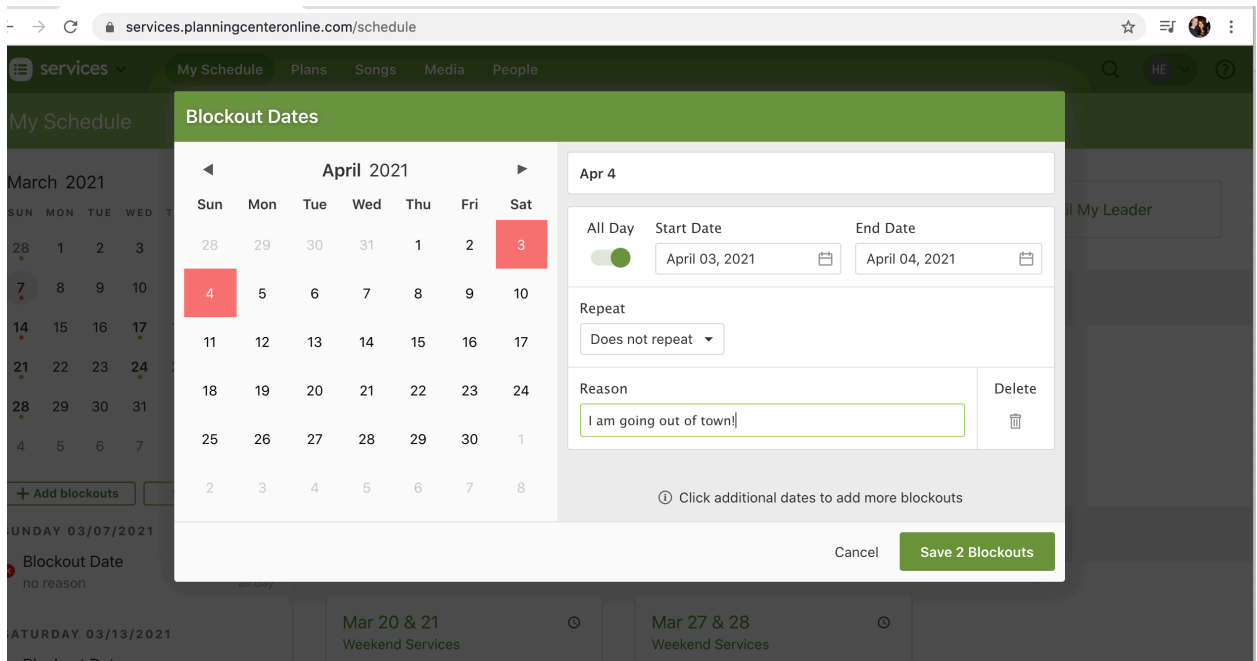
3) “My Schedule” looks like this:



Here you have a few different options. First, “Blockout Dates”



You can click “Blockout Dates” to let your leaders know when you won’t be available to serve. You don’t need to provide a reason but you can!



In “My Schedule” you will also be able to sign up for services by clicking “Sign Up” under “Sign-up Sheets”

The screenshot shows the 'My Schedule' interface. On the left is a calendar for March 2021. A red arrow points from the 'Sign Up' button on the 'Weekend Services' card in the 'Sign-up Sheets' section to the 'Sign Up' button on the 'Weekend Services' card in the 'Confirmed' section. The 'Sign-up Sheets' section also has a '1' in a yellow circle next to it. The 'Confirmed' section has a '2' in a green circle next to it.

When you click on it you will see all the available sign-up opportunities for each weekend (weekend on the top) and each platform (on the left column). You just click the green sign-up button and you are automatically confirmed for that weekend!

The screenshot shows the 'Weekend Services | Signup Sheet' page. The table has four columns representing weekends: Mar 6 & 7, 2021; Mar 13 & 14, 2021; Mar 20 & 21, 2021; and Mar 27 & 28, 2021. The rows represent different services and platforms. A red circle highlights the 'sign up...' button for the 'Facebook Chat Moderator' role for the weekend of Mar 13 & 14, 2021. A red arrow points from the 'sign up...' button for the 'Facebook Chat Moderator' role for the weekend of Mar 6 & 7, 2021 to the highlighted button.

	Mar 6 & 7, 2021	Mar 13 & 14, 2021	Mar 20 & 21, 2021	Mar 27 & 28, 2021
Series Title	Letters in Red	Letters in Red	Letters in Red	Letters in Red
Plan Title	Week 1 - Ben Snyder	Week 2 - Calvin Sweeney	Week 3 - Ben Snyder	Week 4 - Josh Whitlow
Digital Engagement Team Sat 5:00pm				
Facebook Chat Moderator	sign up...	sign up...	sign up...	sign up...
	Lauri White	Stephanie Coil	Stephanie Coil	Stephanie Coil
iCampus Chat Moderator	sign up...	Bryan Dickman Leslie halbisen	Lauri White Leslie halbisen	sign up...
	Angie-Bailey Bryan Dickman			Bryan Dickman Leslie-halbisen
YouTube Moderator	Luke Shortridge	sign up...	sign up...	sign up...
Digital Engagement Team Sat 7:00pm				
Facebook Chat Moderator	sign up...	sign up...	sign up...	sign up...
	Bryan-Diekman	Bryan-Diekman		
iCampus Chat Moderator	Angie Bailey Christie Stokes	sign up...	sign up...	sign up...
		Angie-Bailey	Angie Bailey	Angie Bailey
YouTube Moderator	sign up...	sign up...	sign up...	sign up...
Digital Engagement Team Sun 9:00am				
Facebook Chat Moderator	sign up...	sign up...	Julie Krempa Lisa Simpson	sign up...
	Lisa Simpson	Julie Krempa		Leslie-halbisen
iCampus Chat Moderator	Julie Krempa	Jenn Macke	sign up...	Jenn Macke

In the bottom you can see the plans you have confirmed to serve:

The screenshot shows the 'My Schedule' page. On the left is a calendar for March 2021. The main content area has a 'Confirmed' section with two service cards:

- Mar 20 & 21 Weekend Services**: Includes 'Female Worship ... South Toledo...'.
- Mar 27 & 28 Weekend Services**: Includes 'Female Worship ... Perrysburg: ...'.

4) The "Plans" section looks like this:

The screenshot shows the 'Plans' section for CedarCreek Church. It features a 'Service Types' section with a table of 'Weekend Services'.

SERIES	UPCOMING	TITLE	LAST UPDATED
	March 6 & 7, 2021	Week 1 - Ben Snyder	4 hours ago   Kevin Tyle
	March 13 & 14, 2021	Week 2 - Calvin Sweeney	7 minutes ago   Heidy E.
	March 20 & 21, 2021	Week 3 - Ben Snyder	7 minutes ago   Heidy E.
	March 27 & 28, 2021	Week 4 - Josh Whitlow	7 minutes ago   Heidy E.
	April 2, 3 & 4, 2021	Easter Central Plan	2 days ago   Ezra Miller
	April 2, 3 & 4, 2021	Easter - Perrysburg	3 days ago   Sara Shortt
	April 2, 3 & 4, 2021	Easter - West Toledo	2 days ago   Ezra Miller
	April 2, 3 & 4, 2021	Easter - Whitehouse	3 days ago   Sara Shortt
	April 2, 3 & 4, 2021	Easter - Findlay	5 hours ago   Noah Solo

When you click on a plan you can view that weekend service and see the order of service:

The screenshot shows the 'Weekend Services' interface for March 6 & 7, 2021. The main content area displays a detailed order of service for 'Week 1 - Ben Snyder'. The service items are listed with their start times and durations:

- 0:00 Dream Team Huddle
- 0:00 Production Details (includes instructions for video switchers and computer operators)
- 0:00 Heads up
- 5:00 Countdown
- Opening
- 4:07 Child Of Love [G]
- 0:00 Child Of Love (WH&FN) [F]
- 1:30 Welcome: Campus Host (Baptism Set Up)
- Worship
- 4:41 The Lion And The Lamb [B] (includes instruction for computer ops)
- 0:00 The Lion And The Lamb (ST & WH) [D]
- 1:00 Worship Talk (Teach Chorus of Living Hope, Pause baptisms)
- 5:23 Living Hope [Eb]
- 0:00 Living Hope (ST&WT) [A]

You can also view the team you are serving with; you can click each service time and view the names of the people confirmed for each platform:

The screenshot shows the 'Weekend Services' interface with the 'People' sidebar expanded. The sidebar lists various roles and the number of people confirmed for each:

- Facebook Chat Moderator: 1 person needed
- iCampus Chat Moderator: 1 person needed
- YouTube Moderator: 1 person needed

The main content area shows the service order, with the 'Worship Talk' item selected, displaying details like 'Teach Chorus of Living Hope (tied to baptism)' and 'Pause baptisms, if necessary'.