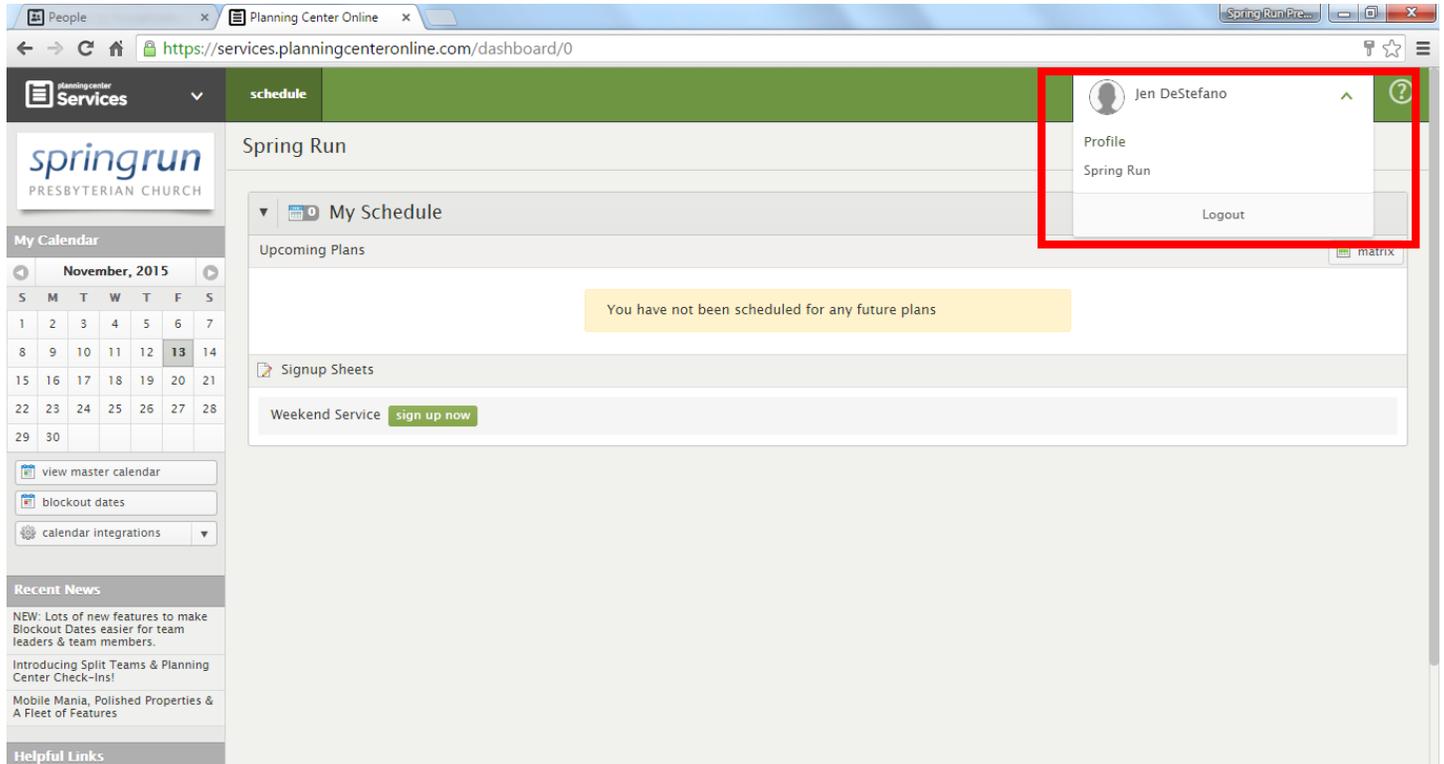


## Profile Update

\*\*\*If more than one person in your family shares an email address (ie: your kids serve and you receive emails for them), set the same password up for all people under that email address. Then when you log in, you will be prompted to choose which profile you want to update.

Once you have completed your password setup and initial log in:

To update your profile, click the drop down next to your name in the top right corner, and click 'Profile'



The screenshot shows the Planning Center Online dashboard for Jen DeStefano. The user's name and profile picture are in the top right corner, highlighted with a red box. A dropdown menu is open, showing options for 'Profile', 'Spring Run', and 'Logout'. The main content area displays 'My Schedule' with a message: 'You have not been scheduled for any future plans'. There is also a 'Signup Sheets' section with a 'Weekend Service' link and a 'sign up now' button.

Planning Center Online  
https://services.planningcenteronline.com/dashboard/0

services  
schedule

springrun  
PRESBYTERIAN CHURCH

My Calendar  
November, 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

view master calendar  
blockout dates  
calendar integrations

Recent News  
NEW: Lots of new features to make Blockout Dates easier for team leaders & team members.  
Introducing Split Teams & Planning Center Check-Ins!  
Mobile Mania, Polished Properties & A Fleet of Features

Helpful Links

Jen DeStefano  
Profile  
Spring Run  
Logout

My Schedule  
Upcoming Plans  
You have not been scheduled for any future plans

Signup Sheets  
Weekend Service sign up now

From the main profile screen you can update your contact information and scheduling preferences in various areas.

The screenshot shows a web browser window with the URL <https://services.planningcenteronline.com/people/7377062/scheduling>. The page header is green and contains the user's profile information: a profile picture, the name "Jen DeStefano", the email "jendestefano2002@yahoo.com", and the role "Scheduled Viewer". An "Edit" button is highlighted with a red box next to the name. To the right, it shows "Last login 03/14/2016" and "Last updated 4 months ago". Below the header are two tabs: "Scheduling" and "Communication".

The main content area is divided into three sections:

- Schedule:** Includes a "Dates" section with a dropdown menu set to "Since 1 month ago" and a message: "Looks like you weren't scheduled during this time. Feel free to use the options above to choose a different time period." There is also an "Add block out dates" button.
- Preferences:** Contains a section titled "Schedule me as often as you want!" with an "Edit" button highlighted in a red box.
- Teams:** Lists "Weekend Service Hospitality" with a sub-item "11 am communion". A dropdown menu for frequency is set to "As often as needed" and is highlighted in a red box.

The footer contains links for "Privacy Policy", "Terms Of Service", and "Contact Us", along with copyright information: "Designed in CA © 2006-2016 Ministry Centered Technologies, Inc." and technical details: "Organization # AC78139 User # AC12108574 Server: web2east".

You can also set preferences on being scheduled with or separately from others in your household. If there are members of your household that you serve with on a Sunday morning team, and those family members are not listed in the 'household' section, please contact the office and we will update that information for you, so that you may set your preferences.

You can also set preferences on how often you would like to serve. We strive to keep most of our Sunday morning teams on at least a 5-6 week rotation.

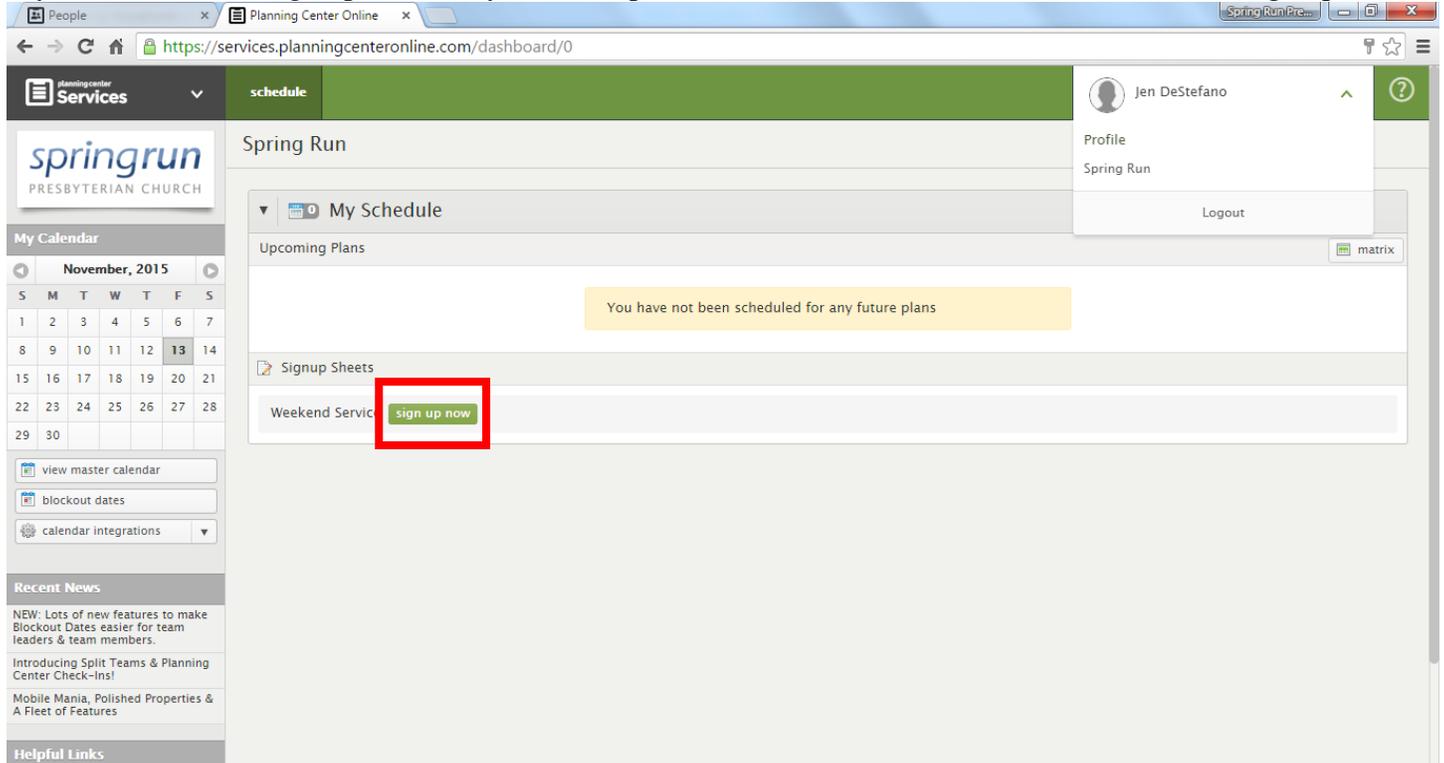
When you are done with your updates, click 'done' (if there is a button) to save changes. Most functions of PCO save automatically when you make a change.

The screenshot shows a web browser window with several tabs open: Google Calendar - Week, Spring Run Presbyterian, Jen DeStefano - Services, and Report Output. The active page is 'Scheduled Viewer' for Jen DeStefano, with the URL <https://services.planningcenteronline.com/people/7377062/scheduling>. The interface has a green header with 'Scheduling' and 'Communication' tabs. The main content area is divided into three sections:

- Schedule:** Includes a 'Dates' section with a dropdown set to 'Since 1 month ago' and a message: 'Looks like you weren't scheduled during this time. Feel free to use the options above to choose a different time period.' There is an 'Add block out dates' button.
- Preferences:** This section is highlighted with a red box. It shows 'Unlimited' times per month and 'Unlimited' times per day. For the user 'Noah DeStefano', a dropdown menu is open, showing options: 'No preference' (selected), 'No preference', 'Don't schedule with me', and 'Schedule with me'. A 'Done' button is in the top right of this section.
- Teams:** Shows 'Weekend Service Hospitality' with '11 am communion'. A dropdown menu is open, showing 'As often as needed' and a green checkmark button. This section is also highlighted with a red box.

## Signing up to serve

If you would like to sign up for dates you would prefer to serve, from the main dashboard, click 'sign up now.'



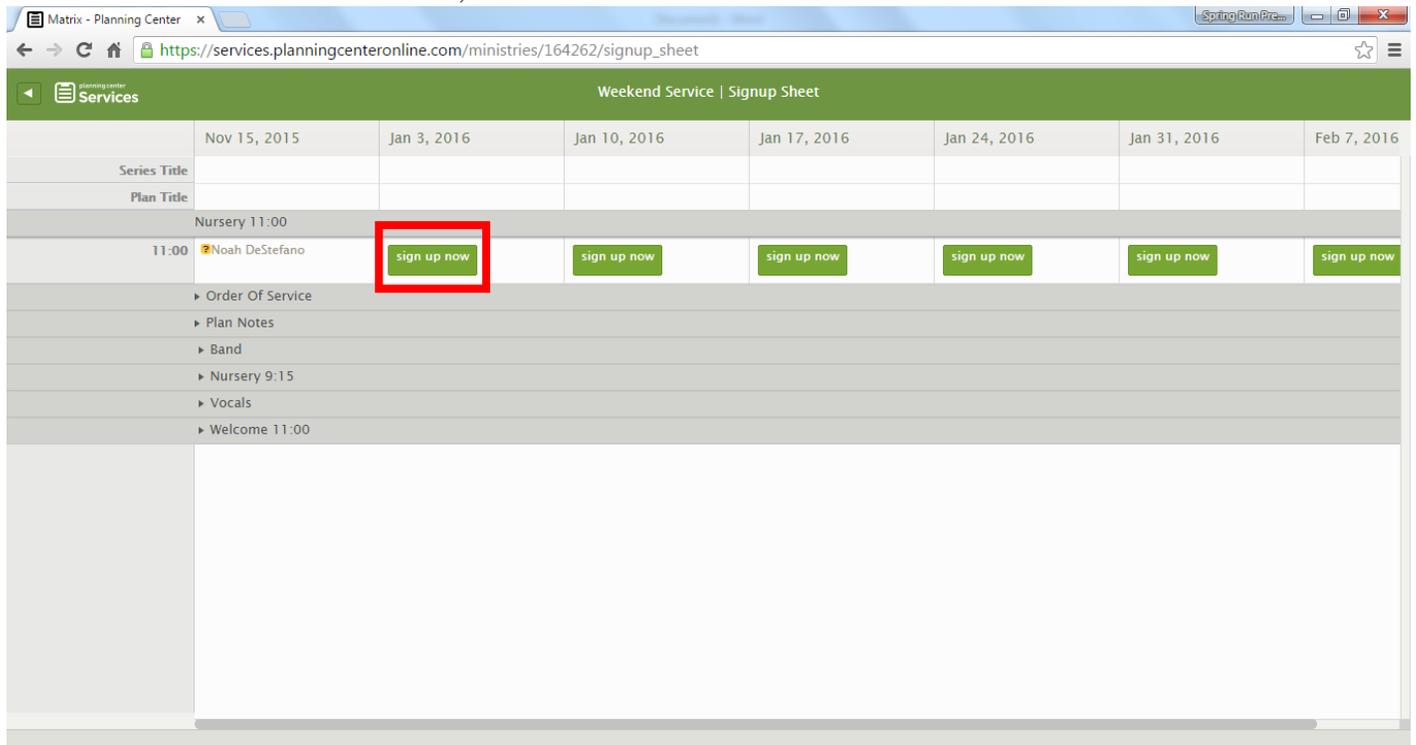
The screenshot shows the Planning Center Online dashboard for the 'Spring Run' event. The user is logged in as Jen DeStefano. The main content area is titled 'Spring Run' and shows 'My Schedule' with a message: 'You have not been scheduled for any future plans'. Under the 'Signup Sheets' section, there is a 'Weekend Service' entry with a green 'sign up now' button highlighted by a red box. The left sidebar contains a calendar for November 2015, recent news, and helpful links.

You will see a list of dates available for sign up. Scroll right to see more dates.

Sign up buttons should be available for any teams you are currently assigned to. If you don't see all of your teams available, or notice you are incorrectly assigned to something, notify the office.

Click the 'sign up now' button next to the first date you want to sign up for.

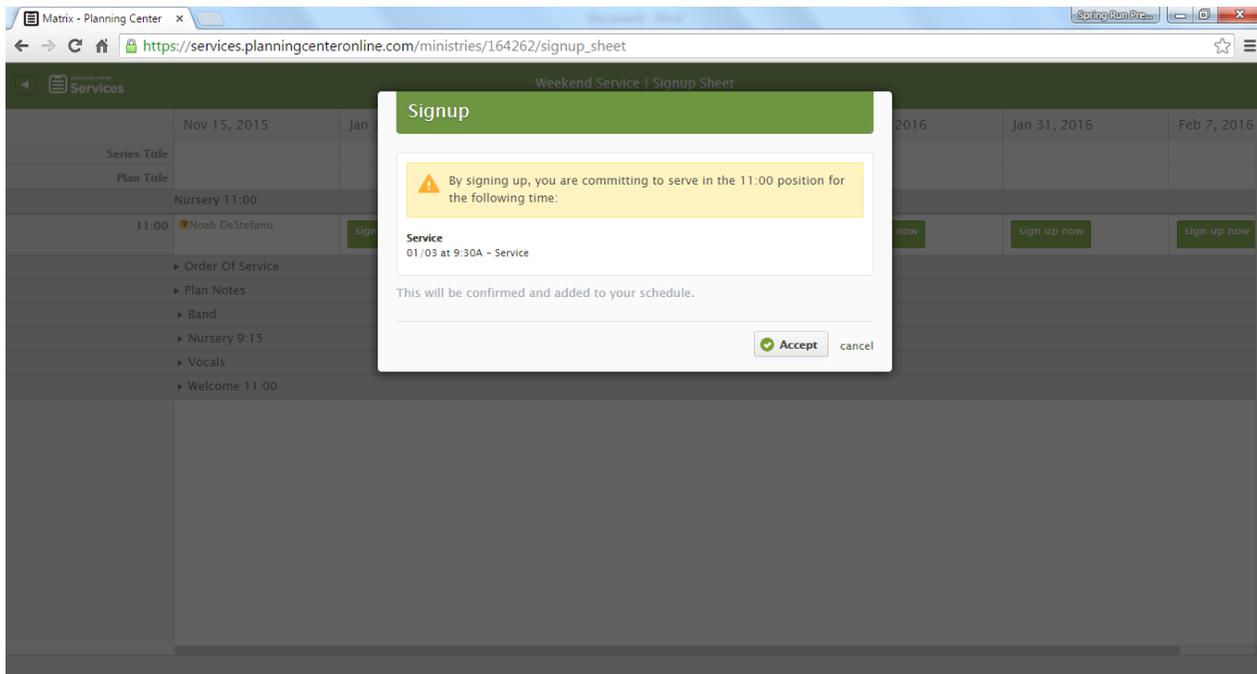
If a date does not show as available, it means that all available slots for that date have been filled.



The screenshot shows the 'Weekend Service | Signup Sheet' page. The table lists dates from Nov 15, 2015 to Feb 7, 2016. The 'Nursery 11:00' service is assigned to Noah DeStefano. The 'sign up now' button for the first date, Jan 3, 2016, is highlighted with a red box. Below the table, there are expandable sections for 'Order Of Service', 'Plan Notes', 'Band', 'Nursery 9:15', 'Vocals', and 'Welcome 11:00'.

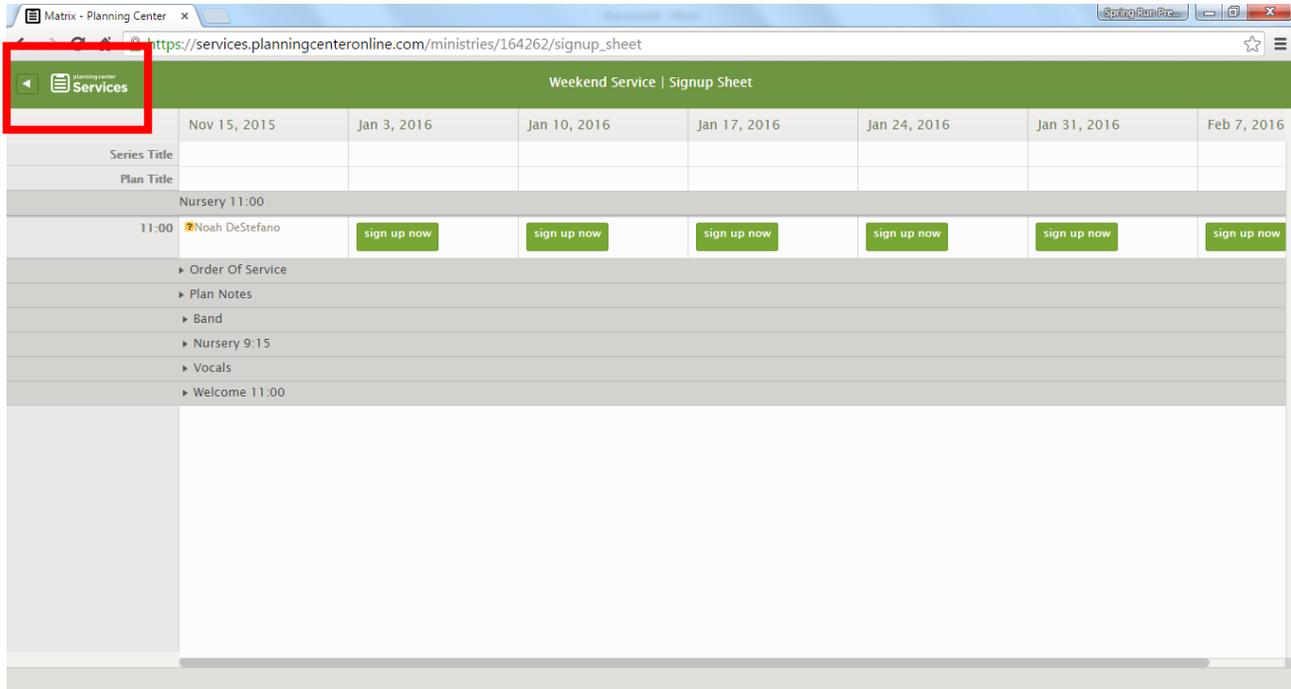
	Nov 15, 2015	Jan 3, 2016	Jan 10, 2016	Jan 17, 2016	Jan 24, 2016	Jan 31, 2016	Feb 7, 2016
Series Title							
Plan Title							
Nursery 11:00							
11:00 Noah DeStefano		sign up now	sign up now	sign up now	sign up now	sign up now	sign up now
Order Of Service	▶						
Plan Notes	▶						
Band	▶						
Nursery 9:15	▶						
Vocals	▶						
Welcome 11:00	▶						

A pop up will ask you to confirm your sign up.  
Repeat the process for any other dates you wish to sign up for.



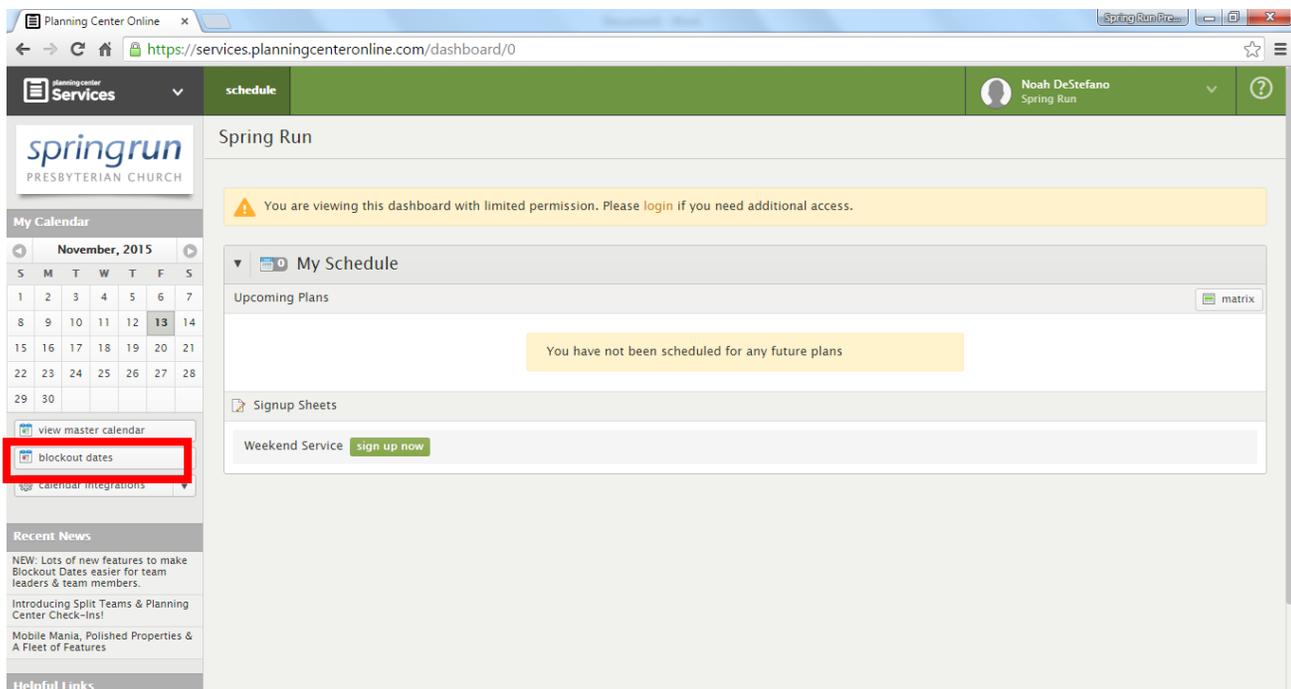
## Blocking out unavailable dates

Once you have signed up for all the dates of your choosing, you can also set up 'blockout dates' if there are times you know you will not be able to serve. Click the Planning Center Services icon in the top left corner to return to the main dashboard.



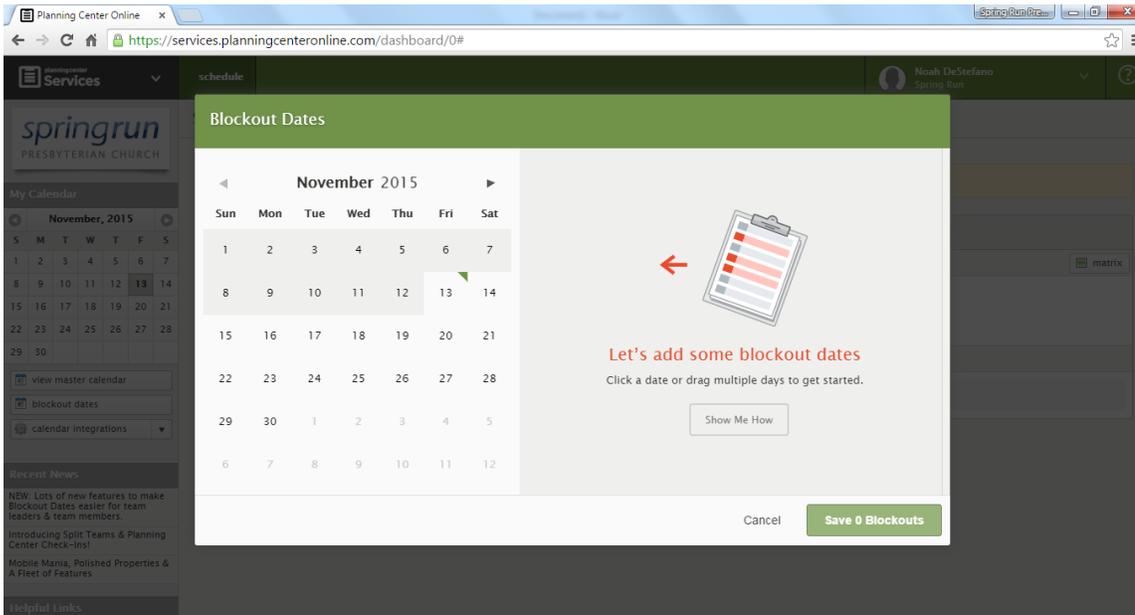
The screenshot shows a web browser window with the URL [https://services.planningcenteronline.com/ministries/164262/signup\\_sheet](https://services.planningcenteronline.com/ministries/164262/signup_sheet). The page title is "Weekend Service | Signup Sheet". A red box highlights the "Services" icon in the top left corner. The main content area displays a table with columns for dates: Nov 15, 2015, Jan 3, 2016, Jan 10, 2016, Jan 17, 2016, Jan 24, 2016, Jan 31, 2016, and Feb 7, 2016. The table includes a "Series Title" and "Plan Title" section, followed by a "Nursery 11:00" section with a "sign up now" button for each date. Below the table are sections for "Order Of Service", "Plan Notes", "Band", "Nursery 9:15", "Vocals", and "Welcome 11:00".

On the next screen, click the button below the calendar that says 'blockout dates.'



The screenshot shows the Planning Center Online dashboard. The URL is <https://services.planningcenteronline.com/dashboard/0>. The page title is "Spring Run". A yellow warning message states: "You are viewing this dashboard with limited permission. Please login if you need additional access." The "My Calendar" section shows a calendar for November 2015. A red box highlights the "blockout dates" button in the "My Calendar" section. The "My Schedule" section shows "Upcoming Plans" and "Signup Sheets". The "Weekend Service" section has a "sign up now" button. The "Recent News" section includes a message about "Blockout Dates" and "Introducing Split Teams & Planning Center Check-Ins!".

Scroll through the calendar and click on any dates you know you cannot serve.



Once you have blocked out all dates you are unavailable, click 'Save blockouts' to update the system.

