



### **I've never used Planning Center before...**

- Open the welcome to planning center email. If you have not received one, please email [anna@westpointe.org](mailto:anna@westpointe.org)
- Follow the link to create a password and sign in
- Update/Verify/Add name, gender, email, phone number, mailing address, birthday (must include year too!), anniversary, and anything else you would like to include.
- Download the app to your smart phone and login
- Update "blocks" for days you will be unavailable to serve
- Respond to requests to serve quickly!
- Note the reminder emails on the Friday before you are requested to serve.

### **I've been using planning center, but I haven't utilized a lot of the features...**

- Update/Verify/Add name, gender, email, phone number, mailing address, birthday (must include year too!), anniversary, and anything else you would like to include.
- Download the app to your smart phone and login
- Update "blocks" for days you will be unavailable to serve
- Respond to requests to serve quickly!
- Note the reminder emails on the Friday before you are requested to serve.

### **I've proficient and responsive on planning center**

- Update/Verify/Add name, gender, email, phone number, mailing address, birthday (must include year too!), anniversary, and anything else you would like to include.
- Make sure you have the app on your smartphone
- Utilize blocks for days you are unavailable to serve.