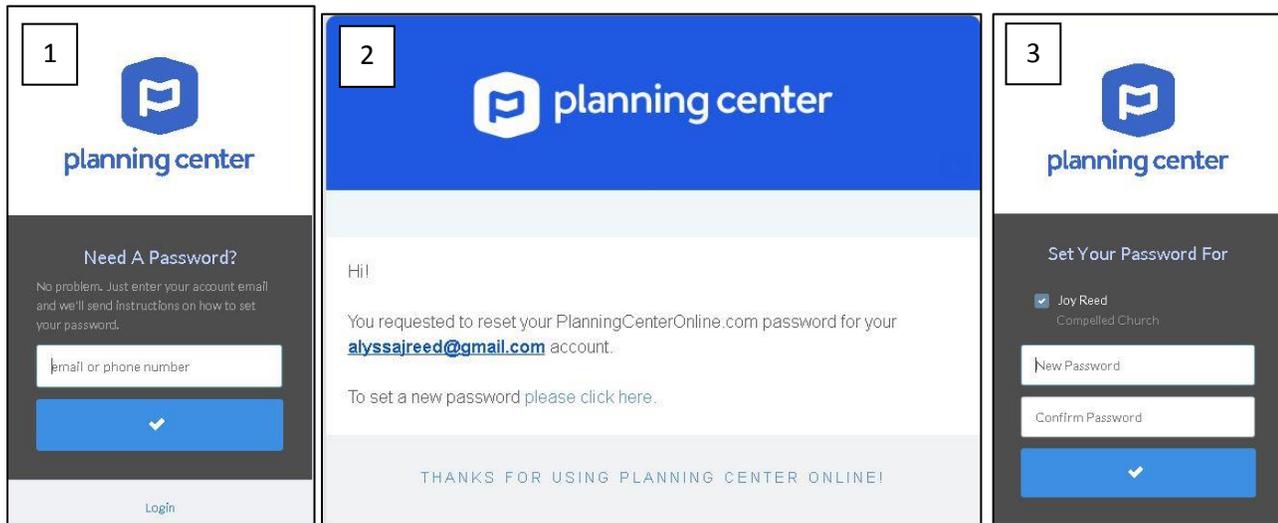


PLANNING CENTER ONLINE

Planning Center Online (PCO) is our program we use for scheduling at Compelled Church. It is a web-based program that allows you to view your schedule, view any media for the weekend, and block out dates for which you are unavailable to serve.

Once you sign up to serve at Compelled Church, you will receive an email from PCO welcoming you to the program. Within the email, click the blue link that says "click here to set your password." Once you do that, you will have to enter your email address and click the Check mark (image 1 below). Go back to your email, and you should have received another email from Planning Center (image 2 below). Click on "please click here" to set your password. Set your password, confirm your password, and click the check mark (image 3 below).. YOU ARE ALL SET!



PLANNING CENTER APP



If you have a smart phone, you are definitely going to want the Planning Center App! Go to your app store and search, "Planning Center Services." Click to install the app. Once you have installed it, you can login using the email and password you set above. If it asks you if you would like to receive notifications, please select YES. This will notify you when you are scheduled!

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks,
Aly Reed
Compelled Church

September 2 & 3, 2017 Bedford Weekend Gathering [view plan](#)

Worship Leader (Band)	
Services	Rehearsals
Saturday 6PM Gathering: 09/02 at 6:00P Sunday 9AM Gathering: 09/03 at 9:00A Sunday 11AM Gathering: 09/03 at 11:00A	Worship Rehearsal: 09/02 at 4:00P

[Accept](#) [Decline](#)

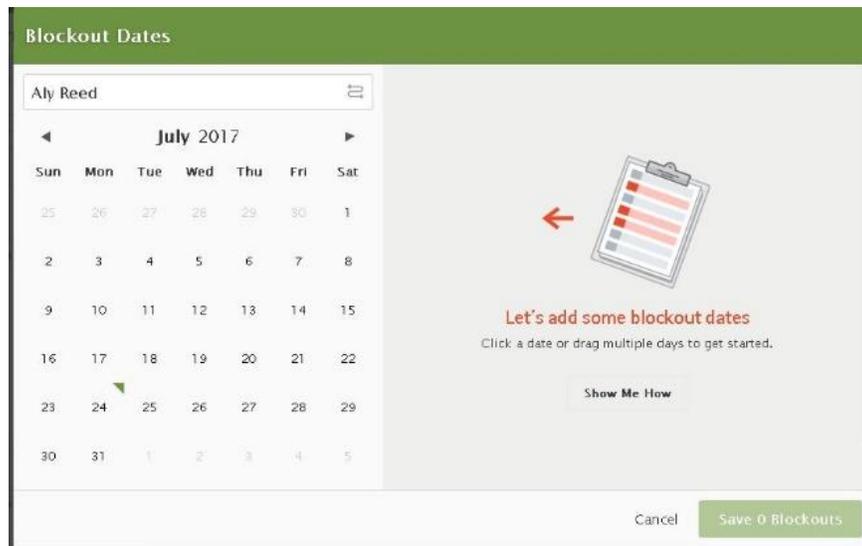
SERVING REQUESTS

When you are placed on the schedule, you will receive an email (see image to the left) around the 15th of each month for the month that is coming up next. Once you receive your email or app notification, please reply as soon as possible. All scheduling requests will also show up on your Planning Center dashboard (the main page when you login to PCO). If you have not accepted via email, they will be at the top of your dashboard until you respond to your requests.

BLOCK OUT DATES

Block out dates are a great way for you to let us know when you are unavailable to serve. Adding block out dates is simple. Here are instructions for the website and for the app!

1. Login to PCO
2. Click on Blockout dates (underneath the calendar on the left of your screen)
3. Click the date on the calendar for which you will be gone, or drag to select multiple dates in a row.
4. Type a reason (optional)
5. If you have additional dates, you can click on the calendar to add those
6. **CLICK SAVE BLOCKOUTS** when you are done adding dates



If you have the app:

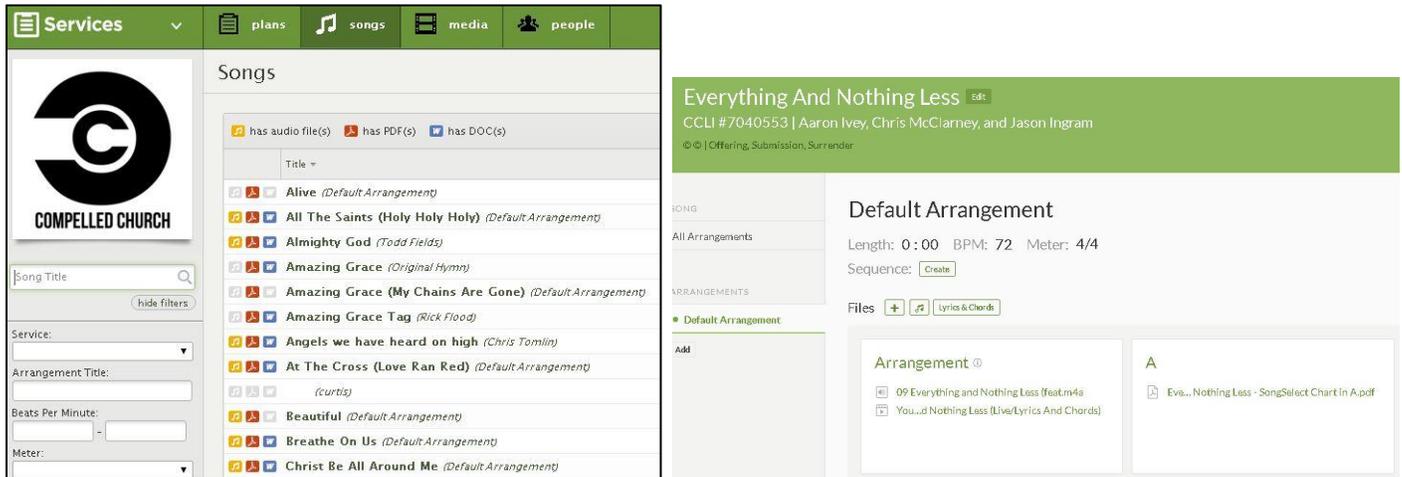
1. Go to the Planning Center Services App
2. Click on the 3 lines in the left hand corner of your screen
3. Click on "Blockout" in the bottom left hand corner
4. Add the dates for which you are gone
5. Click the check mark in the right hand corner

We hope these instructions have helped you have a better understanding of PCO. There are great video tutorials online as well, just click on the "help" button in the right hand corner of your page to access the video tutorials or a FAQ page. If you need further assistance, please call the church at 734.850.0051 (Bedford) or 419.205.9090 (Toledo) and ask to speak to your ministry leader.

Thank you!

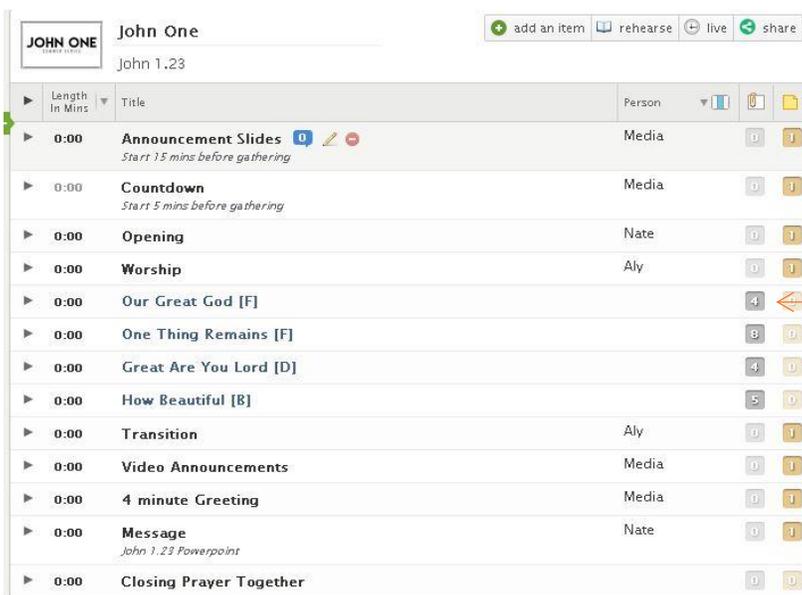
WORSHIP TEAM INSTRUCTIONS

If you are joining the **worship team**, there is a song tab at the top of the website with all of the songs we do here at Compelled. This is a great place for you to practice the songs! To do so, click on the arrangement in parenthesis next to the song title you wish to check out. Within the song page, you can download music for the songs and also listen to the mp3 or watch YouTube videos of the song! Each individual key will hold the chord sheets for the key, and may also have a transposed mp3 so that you can hear it in the key we are doing the song in.



The screenshot shows the website interface for Compelled Church. On the left is a sidebar with the church logo and navigation options: Services, plans, songs, media, and people. The main content area is titled 'Songs' and lists various songs with their default arrangements in parentheses. A search bar and filters are also present. On the right, the details for the song 'Everything And Nothing Less' are shown, including the CCLI number, authors, and copyright information. Below this, the 'Default Arrangement' section displays the song's length (0:00), BPM (72), and meter (4/4). It also shows a list of arrangements, with the 'Default Arrangement' selected. A 'Files' section shows attachments for the arrangement, including a PDF of the song select chart.

When you are scheduled for a service, you will receive an email when the set list is up for the weekend. You can click the “view this plan” button to see the set list. Please note that the key the song is being done in is listed next to the song title in brackets.



The screenshot shows a service plan for 'John One' (John 1.23). The plan is titled 'JOHN ONE' and includes a list of items with their lengths and titles. The items are: Announcement Slides (0:00), Countdown (0:00), Opening (0:00), Worship (0:00), Our Great God [F] (0:00), One Thing Remains [F] (0:00), Great Are You Lord [D] (0:00), How Beautiful [B] (0:00), Transition (0:00), Video Announcements (0:00), 4 minute Greeting (0:00), Message (0:00), and Closing Prayer Together (0:00). Each item has a person assigned to it and a gray box on the right side of the row. An arrow points to the gray box for 'Our Great God [F]'.

Click on the gray box to see the attachments for that song.

If you click on the gray number on the right hand side of each song file, you can see the attachments for that song. Click on the “Rehearse” button to listen to all the songs for the weekend!

IF USING THE APP:

When you view the service you are scheduled for, you can click on MEDIA Player to listen to the songs on your phone or tablet!