

 **planning center**



First Baptist Church
NORTH AUGUSTA
Merging Faith And Life

Initial Login

When you join the choir or orchestra, you will be asked for your email address. Once you are entered into the system, you will receive a welcome email with a link to set your password. Click the link and you can then set up your password.

Login

When logging in, go to www.planningcenteronline.com. Enter your email address and the password you set up. If you ever forget your password, simply contact Marie at the church (marieb@csrachurch.org or 803-279-6370) to have a password reset email sent. The reset email will be similar to the welcome email and will contain a link to click to reset your password.

Main Page

On the main page, you will see several sections. On the left, you'll see our church logo, a calendar, and other information. In this left section, there are two items of most importance to you: the calendar and the blockout dates.

Calendar

Right below the calendar, you will see a button that says "view master calendar". If you click this button, you can see important information. Items in green are birthdays of anyone listed in Services; this includes our choir and orchestra, as well as handbell ringers, student worship choir members, and anyone else that is in Planning Center Services (tech team, student ministry leadership, etc.). Yellow shows anniversaries for those who have opted to enter this information. Items in red are blocked out dates (more on that later). Items in blue are available plans you can access, such as our Sunday morning services, choir rehearsals, etc. You can actually click on these to be taken to that plan if you wish to access it that way.

Blockout Dates

Below the master calendar button is the "blockout dates" button. This button allows you to enter in dates that you know you will be out of town, recovering from surgery, etc.

When you blockout dates, the system is unable to schedule you for anything, which means you can skip those pesky emails from me saying I've scheduled you for a certain service.

In order to block out dates, click the “blockout dates” button. A calendar will pop up. There will be two boxes, a start date and an end date. Click the start date box, and a calendar will drop down. Click on the date. Repeat this process for the end date box. If you are blocking out just Sundays, you can do a repeat with the drop-down menu and select the most appropriate choice. For example, if you work every third Sunday, you can do a repeated blockout by selecting “every three”. There is also a box where you can indicate the reason you will be out. This is not required, but it is nice for us to know so we can pray for safe travels or upcoming surgeries, etc. Once all this information is in, click “Save blockouts”.

Plans

The remainder of the main page is where you find your plans. This is the most important resource you have in Planning Center as a member of the worship ministry.

My Schedule

The first item is the “My Schedule” listing. If nothing is showing, click the little arrow to the left of the words “My Schedule”, and it will drop down. Any services or rehearsals you have been scheduled for will be listed here. Each week, when you are scheduled as a choir or orchestra member to be at the traditional service, you will receive an email.

That email will state the date, time, and what you are scheduled for. There will be buttons to click either Accept or Decline (accept if you plan to be here and decline if you aren’t). You can also log in each week and accept or decline from the My Schedule list (for example, if your email is acting up and didn’t deliver the scheduling email).

Plan Folders

Because Planning Center allows us to have up to 25 service types, we have organized our plans into folders. You will not need the Student Ministry folder for anything having to do with the worship ministry, so you can ignore that one. The rehearsal folder contains rehearsals (pretty self-explanatory!), and the services can be found in the services folder. If you click on the rehearsals folder, you will see several rehearsal types listed (choir, handbells, praise band, and student worship choir). You will want to click the arrow next to choir rehearsal. You will see a list of dates. Click on the date for that week’s rehearsal (you’ll often see dates several weeks out). Plans for dates that have already passed will disappear each week, but you can access past dates by clicking “Load 10 past plans”.

To go to a different folder, click the folder next to the word “Rehearsals” at the top of the page. Then, you can click the Services folder. Here you’ll see the Contemporary service (you shouldn’t need this one unless we are singing at that service), Special Services, and Traditional. Special Services is where we put things like our Festival of Christmas music, ONE Worship services, Hanging of the Green, Dinner Theater, etc.—any services for which a plan is needed, but it doesn’t fit squarely into the contemporary or traditional. Select the date for that week’s service in the same way that you did for rehearsals. You’ll be able to see the entire flow of the service. Traditional is usually posted by Wednesday morning each week.

Left of screen

On the left of the screen, you will see a listing of everyone scheduled for that service: A/V team, staff that will do announcements, orchestra, and choir. If the name has a green checkmark next to it, that individual has accepted. If the name is crossed out, they declined. A name with a yellow question mark means the person did not respond. Down at the bottom of this list, you may find plan attachments and plan notes. These can contain information that is helpful, such as the color for the week.

Worship Flow

The top of the worship flow will indicate that you’ve been scheduled for that service. This is another way you can accept or decline each week. If you hover your mouse over what you’ve been scheduled for, you will see a dropdown that gives you the option to accept or decline.

You will see a listing of all the items in the worship flow for the week. There are headings that help break up the service into sections, making it easier to follow. Items in blue are songs, which is really what you are most interested in.

Songs

Each item in the flow has a gray box out to the right with a number in it. Items such as prayer, videos, etc., will have nothing there. However, songs will have items attached here. If you hover your mouse over this little gray box, you will see a dropdown list of the items attached, including sheet music, a demo track (some of our older anthems do not have one), and part tracks if they are available (mostly our new anthems and musicals).

When you hover over this gray box, you can click an item and it will download to your computer. You can then open the sheet music (you'll need a pdf reader, such as Adobe Acrobat, which is a free download). The music file can be transferred into any music player.

Another way to access these resources is through the Rehearse button (this will be found right above the list of songs on the right-hand side). When you hover over this button, you will see two options: media player and download all pdfs. The "download all pdfs" button will give you a download of all sheet music files in that plan combined into one pdf. The "media player" button will allow all of the music files in that plan to play on your computer in order (you must have an internet connection and must leave Planning Center open to do this). We have now determined how to make this play just the demo and your part track. For example, if you are scheduled as an alto, it will play the alto track and the full demo only, skipping the soprano, bass, and tenor tracks. Orchestra members are set to only have the full demo played.

You can also print the worship flow if you desire using the print button.

Songs Tab

The Songs tab contains our entire music library that has been entered on Planning Center. Most of the time, you should not need to access songs this way since they will be contained in a plan, but if there is a song you wish to go back and listen to, you can access it this way.

Media Tab

The Media tab contains video, still photos, etc., that we sometimes use for our services. The only sections here that you will find useful will be the Choir and Orchestra, Festival of Christmas, and Dinner Theater. If you click the Choir and Orchestra box, you will see attachments on the left of the screen. One is the color schedule in pdf format; you can download this file by just clicking on it. Then you can print it out and post it in your home for easy access each week. It's a good idea to check, however, in the plan notes each week in case we have to change one week. There will also be links to events that we need you to register for as well as other documents of importance to you. Orchestra members will find a link to their online contracts in the Festival of Christmas box.

Updating Your Personal Information

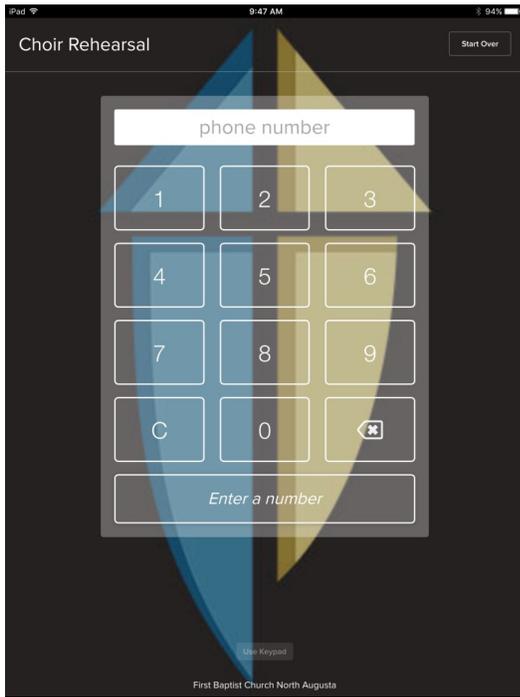
From any screen in Planning Center, you can update your personal information. In the top right corner of the screen, you'll see a silhouette photo (if you have linked your Planning Center Account to your Facebook, you may see your profile picture from Facebook instead). If you click on the little down arrow next to this photo, you'll get a dropdown menu. Choose Profile to go to your personal information page. You can view old emails under the Communication tab. You can also set up Text Notifications by clicking Edit. You'll need to put in a cell number and mobile carrier, then you can select which texts you wish to receive.

Under Scheduling, you can set your preferences for what dates you wish to be scheduled. This is mostly for tasks for which you are only scheduled occasionally. You can also blockout dates from this page by clicking Add blockout dates.

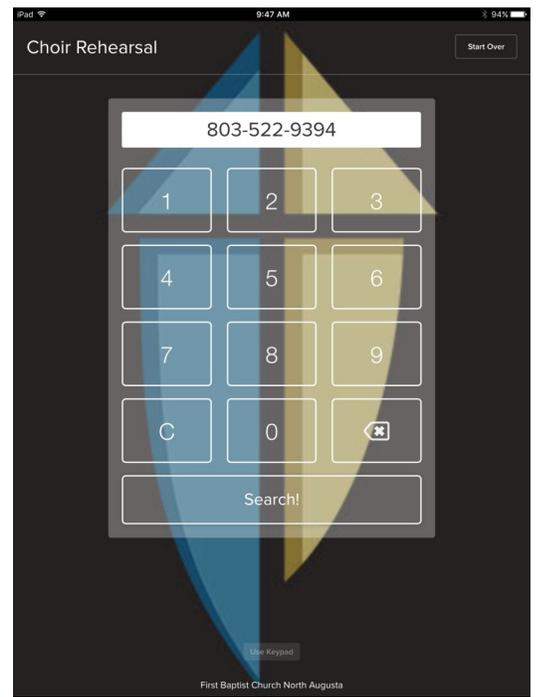
To edit your email, address, phone number, or other personal information, click the Edit button next to your name in the large green section. A popup box will appear containing your information; you may edit it whenever necessary. Please keep your information updated in Planning Center. In addition, please let the office know of any changes (they maintain a separate database).

Check-ins

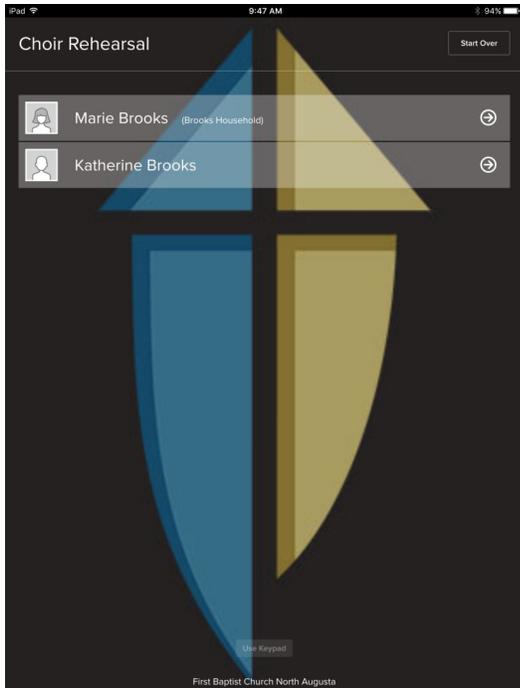
You will not have access to the check-ins app, but you will need to check-in at rehearsal each week and on Sunday mornings. You will find the iPads at our welcome tables, along with a scanner gun. You may enter your phone number manually OR scan your barcode card with the gun, but not both. In addition, waving the barcode card in front of the iPad screen will not work. You must scan the card with the scanner gun for it to work.



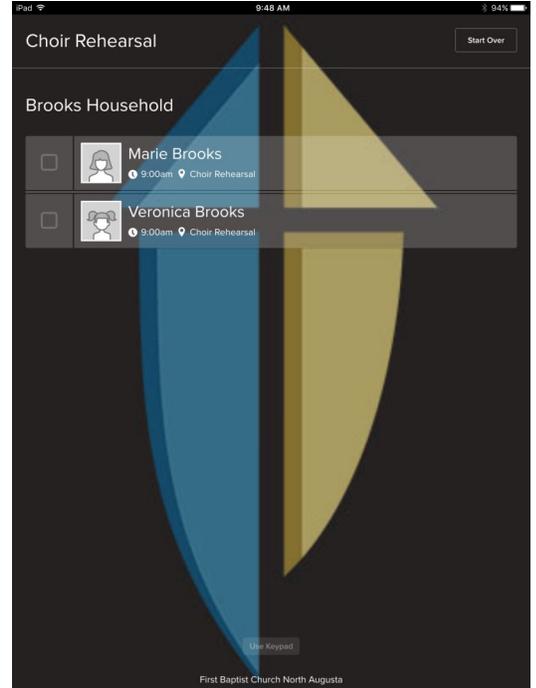
Starting screen—Scan your card or type in your phone number.



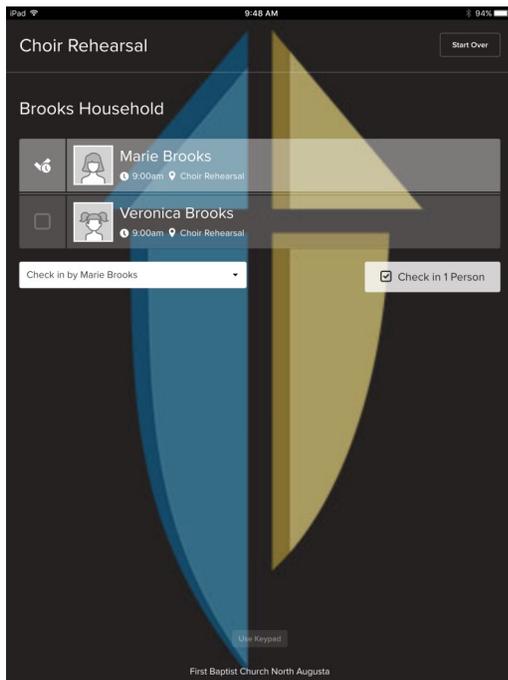
Once your barcode number or phone number has been entered, tap Search.



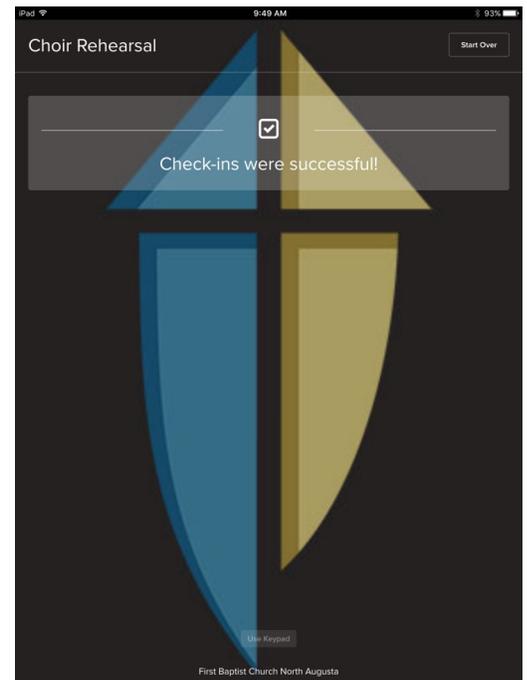
If a list of names appears, tap the one that is you. This should not happen unless a phone number has been duplicated somewhere.



Household list will appear for those who have multiple family members in Planning Center. Make sure each person being checked in has a checkmark by their name. If there is a checkmark and they are NOT in attendance, tap to uncheck their name.



Once names are checked appropriately, tap the check-in button (it will indicate how many people are being checked in).



This is the confirmation screen showing you have been successfully checked in.

Registrations

When we have an event for which you must register, you will use Planning Center Registrations. A link will be placed on our website, on Facebook, and in Planning Center Services under the media tab in the appropriate box. In addition, you can visit <https://mergingfaithandlife.churchcenteronline.com/registrations/events> to find all events available for registration church-wide.

When registering, make sure to use the same email that you use to log in to Planning Center. This will allow to register without having to re-enter data such as your address, phone number, email, etc. Your name will pop up automatically with all that information already filled in.

To register for an event, click on the More Info button for that event. There will be information and details listed there. Click on Register Now. It will ask for your email; again, using the same email you use to log in to Planning Center will save you time. Click Continue. Next, it will ask you who's attending. You can register someone else, but it will require that a link be sent to your email as a security precaution.

Check your name, and a box saying “Please select” will appear. This is a drop-down box that allows you to select what attendee type you are. For example, the registration for our kickoff including two attendee types: current members and guests. This is important for a couple of reasons. Sometimes cost is different for varying attendee types (such as adults being one price and children another). In addition, different attendee types may have different questions to answer. In our kickoff example, current members were asked to bring a food item, while guests were not. Guests were asked who invited them, while current members were not. However, everyone was asked if they needed child-care. Once you have selected your attendee type, click Next. You’ll now see options to select add-ons (such as your rehearsal CDs in our kickoff registration or your seats for Dinner Theater). There will also be questions to answer; questions marked with an asterisk are required in order to complete your registration. Once these items are selected and answered, click Next.

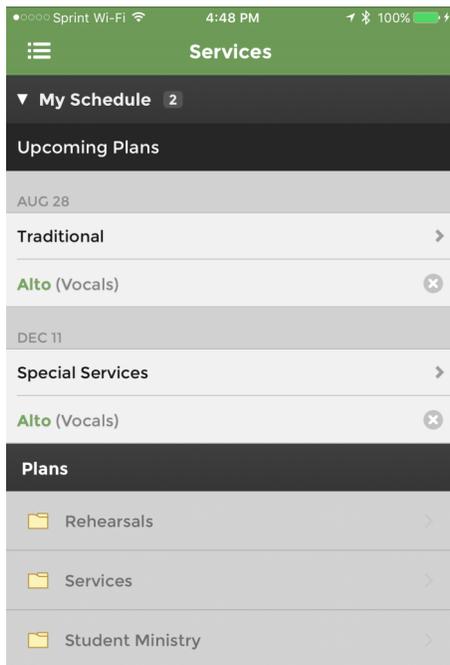
At this point, you are NOT finished yet. You will have an opportunity to review your registration and make sure everything is correct. You then must click “Complete Registration” to finalize it. If you exit before completing this step, your registration will NOT go through. You should receive a confirmation email shortly after completing your registration. If you do not receive it, please contact the person in charge of the event for which you are registering.

Church Website

There is a lot of information contained on our church website that can be helpful to you in addition to Planning Center. Go to www.csrachurch.org. For Worship Ministry information, go to Ministries, then Worship. There, you’ll find links to our color schedule, the weekly choir newsletter (usually posted on Wednesday afternoons for that week), and other information. For specific events (especially ones that require registration), go to Events, then click on the event you’re interested in. There will usually be a registration button that will take you right to the registration page.

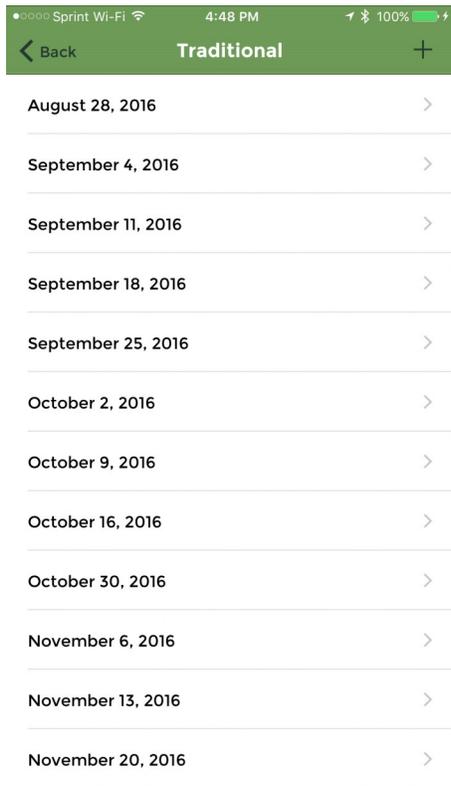
App

The Planning Center Services app is a great tool for “on-the-go”. Some choir members only access Planning Center through the app and never even use the online version. The app is free and is available in the Google Play Store, the Amazon Store, and the Apple App Store. You will use the same login that you use on the website.

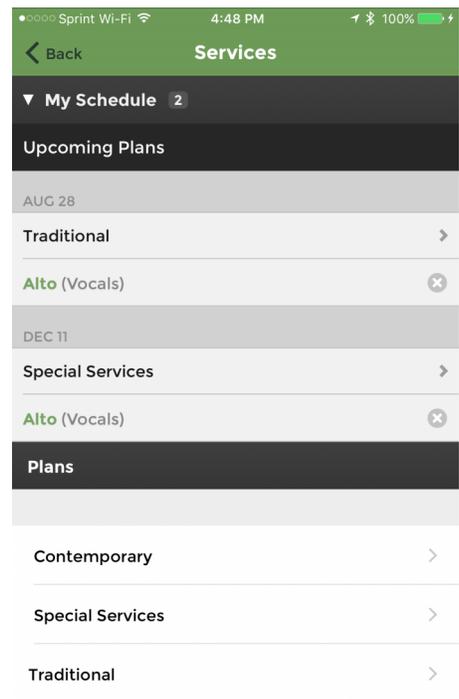


This is the first screen you see after you login.

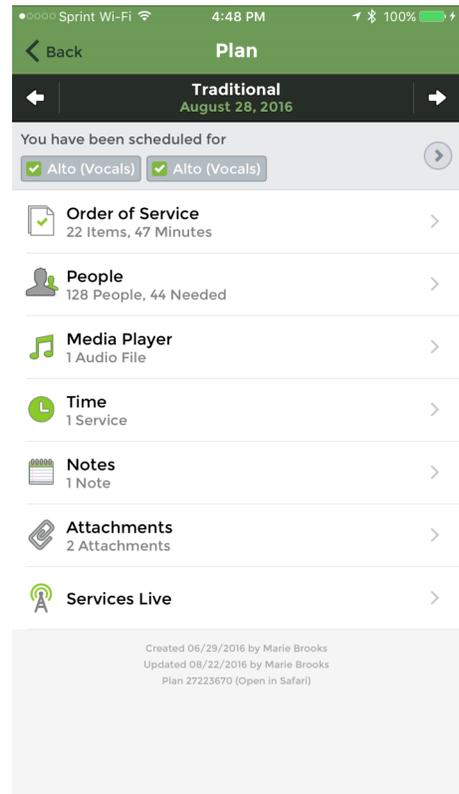
Many times you won't even need to login because the app will remember you. Just as you did online, tap the folder for the plan you want to see.



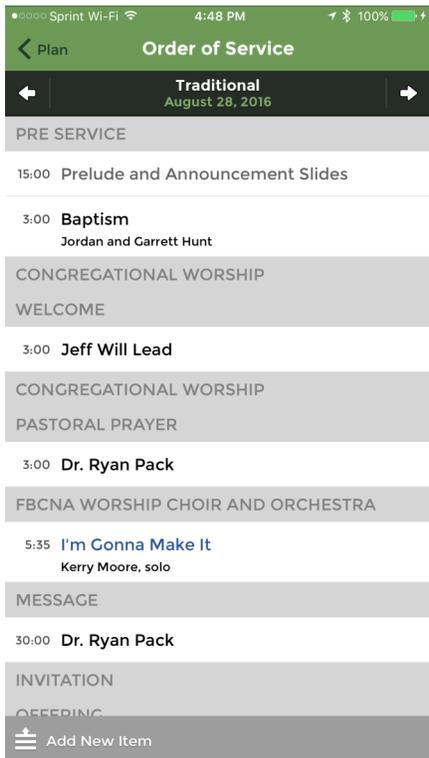
Tap the date you wish to view. If old dates are appearing, drag your finger down the screen and release to update it.



Tap the service type you want to see, usually traditional for choir and orchestra members.



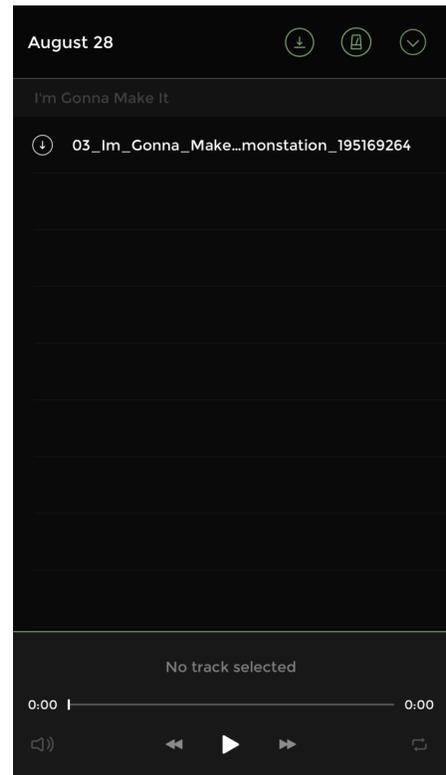
To view the worship flow for that service, tap Order of Service.



The flow for the week will appear. Items in blue are songs; you can tap these to get available attachments (under the File tab). Click the <Plan at the top to return to the menu. Once there, click Media Player to listen to songs.



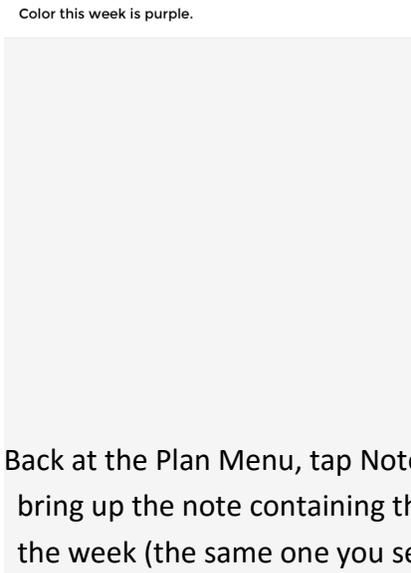
At the main menu, tap Attachments to see all attachments for that flow. Mp3 and m4a files are audio files, and pdf files are your sheet music. Tap the file you want to access. Tapping the audio files will reopen the media player. Tapping the pdf files will open your sheet music.



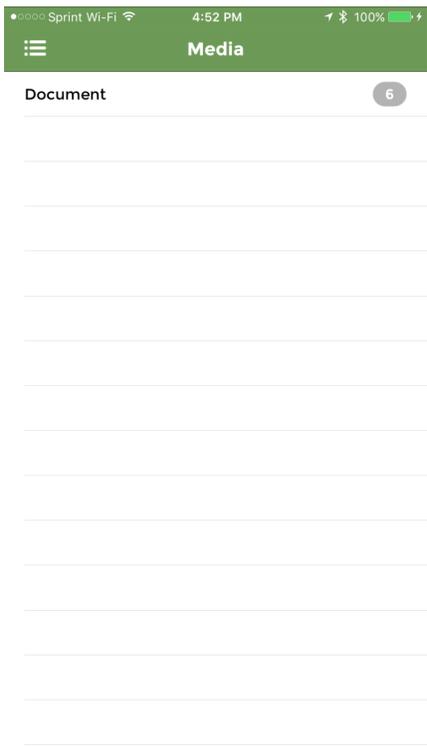
Press play to listen to songs or tap on an individual track to hear just that song. To return to the menu, click the down arrow inside the circle (top right).



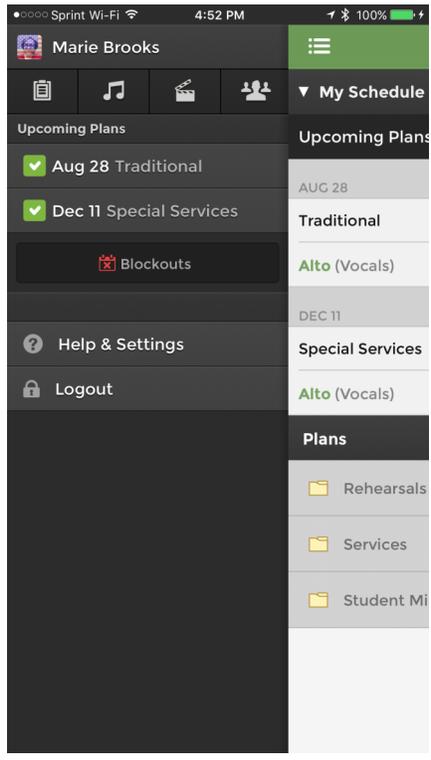
Scroll up to see each page of your music. Tap Done when you are finished to go back to the list. You can also send a pdf of the music to your email by tapping the square with the up arrow in the top right corner.



Back at the Plan Menu, tap Notes. This will bring up the note containing the color of the week (the same one you see online). This is probably the fastest way to locate this information.

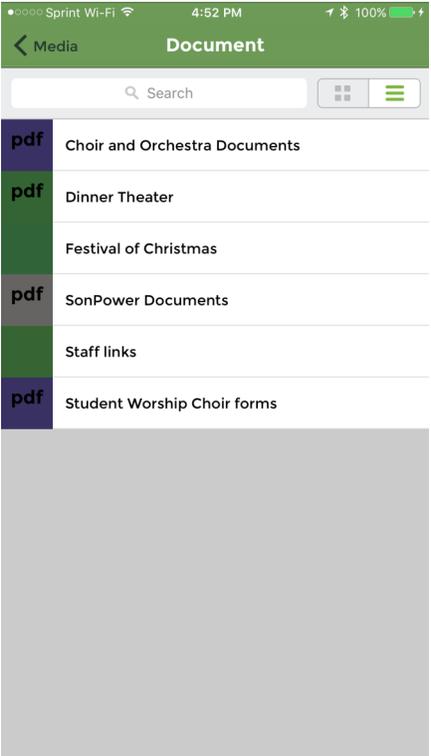


Tap Document.

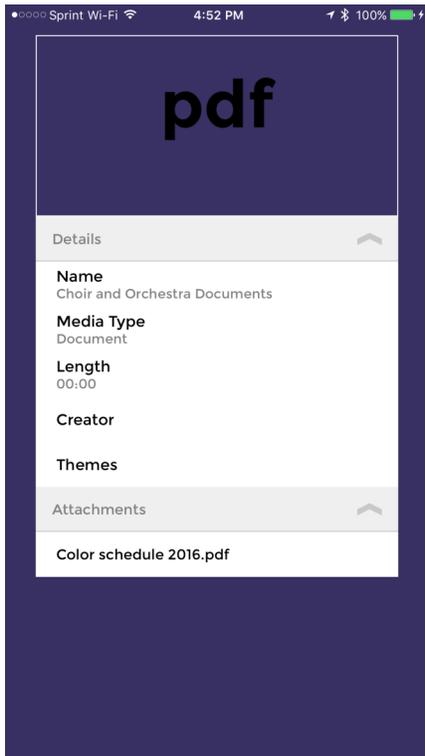


To return to the starting screen, tap the <Plan and <Back buttons until you arrive. Swipe your screen to the right to bring this side menu up. There are three buttons below your name: Plans, Songs, and Media.

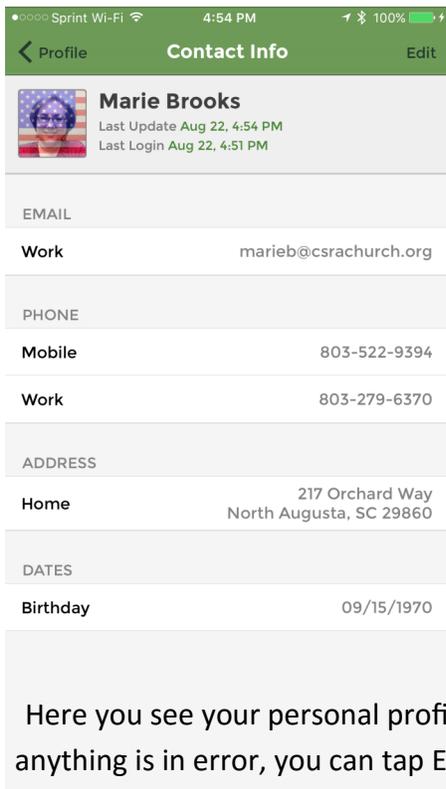
Tap the Media button.



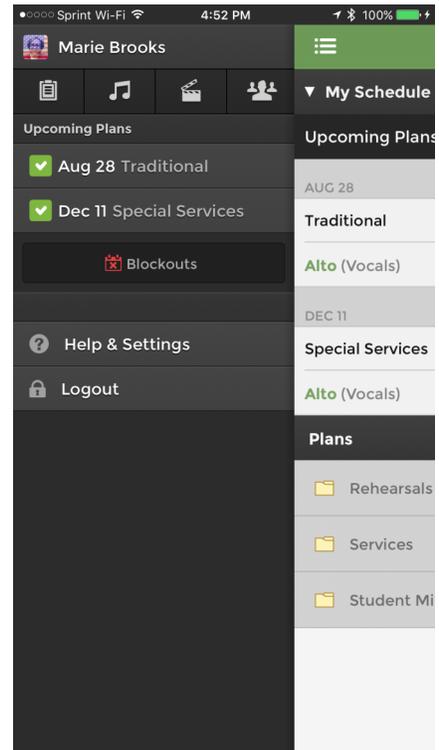
Here is a list of those same boxes you see online, like the Choir and Orchestra documents. Tap on the box you need.



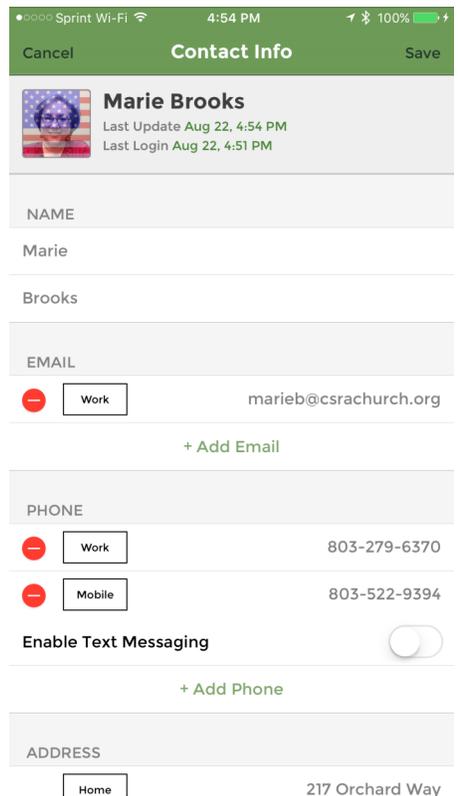
You'll see a list of available documents, such as the Color Schedule. Tap the pdf document to open it; you'll see the full document right there on your tablet or phone. You can email it to your email or just tap Done to finish. Swipe right to exit this screen.



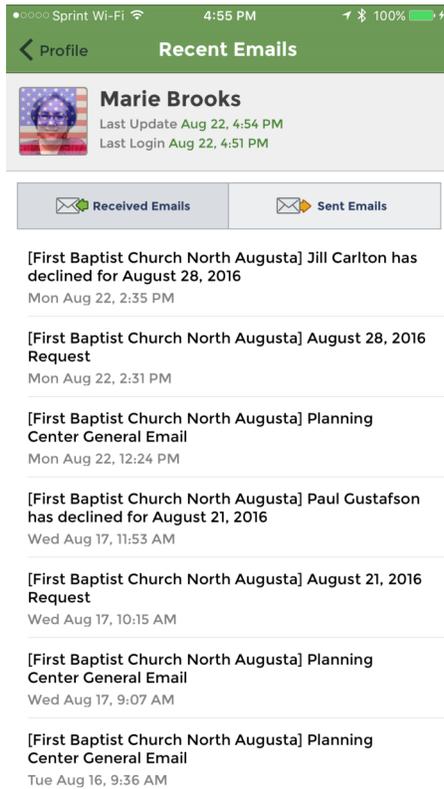
Here you see your personal profile. If anything is in error, you can tap Edit at the top right to change it.



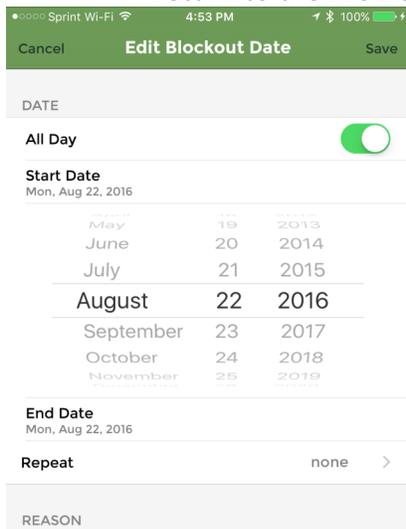
Tap the <Media button, then the Menu button (Three dots and three lines) to return to this screen. Tap your name.



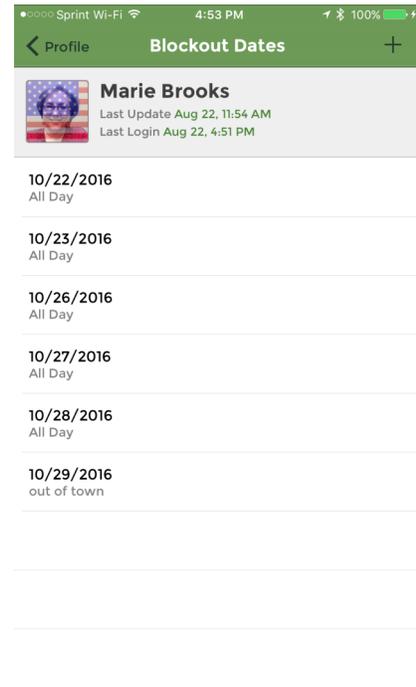
Make any necessary changes, then tap Save in the top right corner.



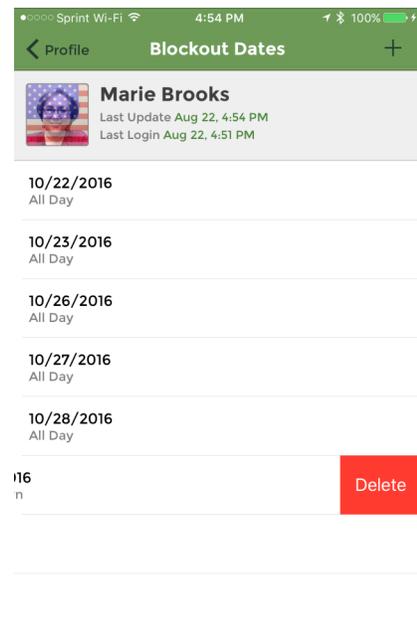
Use the <Profile button to return to your Profile page. Click Recent emails to view past emails (this will only show you emails that have been sent through Planning Center). Tap <Profile to return to the Profile page.



Set starting and ending dates, repeats if applicable, and put a reason if you wish to (not a requirement). Tap Save at the top right.



Tap Blockout Dates. You will see a list of dates you have blocked out. Click the + button in the top right to add new blockout dates.



If you have blocked out a date and need to cancel the blockout, swipe that item to the left, and a delete button will appear. Just tap Delete and it will remove that blockout.

If you have additional questions, please don't hesitate to contact Marie in the office (803-279-6370) or via email at marieb@csrachurch.org. We want you to be comfortable using this valuable resource at home. I will be happy to sit down with you and walk you through how to use it in more detail, either on the phone or in person.