

# Planning Center Online New User Guide

To begin, you will receive an email with directions and a **unique username and password**. If you volunteer in multiple ministries, you will use the same account for all ministries. **Make sure to add the domain name, @planningcenteronline.com, to your safelist to prevent emails from going to your junk mail.**

**Click the [www.planningcenteronline.com](http://www.planningcenteronline.com) link to go to your account.**

The screenshot shows an email client window titled "[The Church At South Las Vegas] Welcome To Planning Center Online - Message (HTML)". The email header includes:

- From: [Emailer@PlanningCenterOnline.com](mailto:Emailer@PlanningCenterOnline.com) on behalf of Mycal Rosales [mrosales@thechurchlv.com]
- To: Mycal Rosales
- Sent: Thu 9/9/2010 2:12 PM
- Subject: [The Church At South Las Vegas] Welcome To Planning Center Online

The email body features the "planning center online" logo and the following text:

Hi Mycal Test!

Welcome to Planning Center Online!

Planning Center is an online system for keeping your church staff and volunteers connected. Now that you have been added to the system for The Church At South Las Vegas, you will be able to access the pertinent information for any services you are scheduled for. To watch a brief video demonstrating how to use and make the most of Planning Center Online, [click here](#).

When we schedule you for a service, you will receive an email similar to this one asking if you are available. At the bottom of that email you can click "Accept" if you are available or "Decline" if you are not. Whichever button you click, you will be taken to that service's page on the website and we will be notified of your decision. If you click "Decline" there will also be a box for you to explain why you are unavailable if you so choose.

From then on, you can return to the page by saving the original email and clicking "View This Service" at the bottom. You can also go to [www.planningcenteronline.com](http://www.planningcenteronline.com) at any time and enter your username and password to gain access to any future services (plans) that you are scheduled for.

Here is your account information:  
Username: [mrosales@thechurchlv.com](mailto:mrosales@thechurchlv.com)  
Password: th3k1dstest

If you would like to change your password or update your email address, click

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Ou...", "[Planning Center Onl...", "[The Church At Sout...", "Planning Center Onli...", and "Publication2 - Micros...". The system clock shows 2:13 PM.

You can also access Planning Center Online directly.  
Go to [www.planningcenteronline.com](http://www.planningcenteronline.com)

Planning Center | Save Time, Plan Your Service - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/

Fellowship One :: Sign... Facebook Children | The Church ... Biblesources KJV Calvary Chapel Childr... Planning Center | Sav... Party supplies, crafts,... Events

Planning Center | Save Time, Plan Y...

planning center

User Sign In:   Go  
 remember me forgot password?

Home Features Testimonials Video Tutorials FAQ Pricing + Sign Up

# Save Time, Plan Your Service

- Simple & Easy To Use
- Integrated Stage Layouts
- Centralized Place For All Information

TAKE A TOUR SIGN UP for a FREE 30-Day Trial

Plans Songs Media Scheduling

Done

start Inbox - Microsoft Out... Planning Center Onlin... Planning Center | Sav... Publication2 - Microso... 1:51 PM

Enter username and password, check “remember me”, and click “Go”.  
Forgot your password? Click “forgot password?”

The screenshot shows the Planning Center website in a Mozilla Firefox browser. The address bar displays <http://www.planningcenteronline.com/>. The sign-in form is highlighted with a pink border and contains the following elements:

- User Sign In:** A label for the sign-in section.
- Username:** `mrosales@thechurchk`
- Password:** A field with 10 dots representing a masked password.
- Go:** A blue button to submit the form.
- remember me:** A checked checkbox.
- forgot password?:** A link to recover a password, circled in green.

The main navigation menu includes: Home, Features, Testimonials, Video Tutorials, FAQ, and Pricing + Sign Up. The main content area features the headline "Easily Find & Upload Media For Your Service" and a list of features:

- Link Media To Items In Your Plan
- Upload Your Own Videos & Images
- Find Media From Worship House Media

Below the features are two buttons: "TAKE A TOUR" and "SIGN UP for a FREE 30-Day Trial". At the bottom, there are four navigation buttons: Plans, Songs, Media, and Scheduling. The browser's taskbar at the bottom shows the Start button, an open Outlook inbox, the Planning Center browser window, and a Microsoft Office document.

Enter your email and click “Send Password”.

You will receive an email with your password. Your username is your email address, for example, mrosales@thechurchlv.com.

The screenshot shows a Mozilla Firefox browser window displaying the Planning Center website. The address bar shows the URL [http://www.planningcenteronline.com/home/forgot\\_password](http://www.planningcenteronline.com/home/forgot_password). The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page title is "Planning Center | - Mozilla Firefox".

The website's header features the Planning Center logo on the left and a "User Sign In:" section on the right. The sign-in section includes two input fields, a "Go" button, a "remember me" checkbox, and a "forgot password?" link.

The main navigation menu consists of six items: Home, Features, Testimonials, Video Tutorials, FAQ, and Pricing + Sign Up.

The main content area is titled "Forgot Your Password?". Below the title, a message reads: "Did you forget your password? Or might you not even have one yet? If so fill out the form below and we will send you an e-mail with your password. If you have not yet setup your password we will create one for you." Below this message is a form with an "E-Mail Address:" label, an input field containing "mrosales@thechurchlv.", and a "Send Password" button. The entire form area is highlighted with a red rectangular border.

The Windows taskbar at the bottom shows the Start button, several open applications (Online Account Info, Planning Center, and Publication2 - Micro...), and the system tray with the time 2:03 PM.

When you login, you will be taken to your schedule page.  
Here you can view the volunteer positions which you have accepted.  
You can also chose to decline a previously accepted position.

Planning Center Online: My Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/dashboard/schedule

Planning Center Online: My Schedule

Would you like to change the stored password for mrosales@thechurchlv.com? [Change](#) [Don't Change](#)

**planning center**

THE CHURCH AT SOUTH LAS VEGAS

[schedule](#)

Pastor Mycal Rosales [my\_account]  
The Church At South Las Vegas  
[help](#) | [logout](#)

### My Calendar

September, 2010

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		

[block out dates](#)  
[link to iCal or Outlook 2007](#)  
[link to Google Calendar](#)

[Install Facebook Application](#)

### Helpful Links

- Planning Center Documentation
- Planning Center Blog
- Planning Center Tutorials

### My Schedule

#### Upcoming Dates

September 12 12:00 PM - Summer Only

You are confirmed to serve in the following position(s)

[decline](#) Kid Safari - Lead (Kids)

#### My Times

Sunday, September 12

- 12:00 PM
- 12:00 Service
- 12:00 PM - Summer Only

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Organization #15515 | User #830548

Done

start | Inbox - Microsoft Out... | PCO New User Guide ... | Planning Center Onlin... | 2:30 PM

The first time you login, go to your “my account” page.

Planning Center Online: My Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/dashboard/schedule

Would you like to change the stored password for mrosales@thechurchlv.com?

**planning center** THE CHURCH AT SOUTH LAS VEGAS **Pastor Mycal Rosales** [my account] The Church At South Las Vegas help | logout

### My Calendar

September, 2010

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		

block out dates  
link to iCal or Outlook 2007  
link to Google Calendar

Install Facebook Application

### Helpful Links

- Planning Center Documentation
- Planning Center Blog
- Planning Center Tutorials

## My Schedule

### Upcoming Dates

September 12 **12:00 PM - Summer Only**

You are confirmed to serve in the following position(s)

Kid Safari - Lead (Kids)

### My Times

**Sunday, September 12**

- 12:00 PM
- 12:00 Service
- 12:00 PM - Summer Only

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Organization #15515 | User #830548

Done

start | Inbox - Microsoft Out... | PCO New User Guide ... | Planning Center Onlin... | 2:30 PM

Click the “Change Password” button and change your password to something you can remember. This will be your password from now on.

Make sure all of your contact information is correct and click “Add Another” if you need to add an additional email address, mailing address or phone number.

The screenshot shows the Planning Center Online user interface. The browser window title is "Planning Center Online - Mozilla Firefox". The address bar shows the URL "http://www.planningcenteronline.com/people/830548/edit". The page header includes the Planning Center logo and the church name "THE CHURCH AT SOUTH LAS VEGAS". The user profile for "Pastor Mycal Rosales" is displayed, with a "Change Password" link highlighted in a red box. Below the profile, there are sections for "E-Mail Addresses", "Addresses", "Phone Numbers", and "Text Messaging Options". Each of these sections has an "Add Another" link circled in red. The "Text Messaging Options" section is also circled in red, showing options for "Scheduling Emails" and "General E-Mails". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft Out...", "PCO New User Guide...", and "Planning Center Onlin...". The system clock shows "2:39 PM".

If you have a mobile number, a check box will appear providing you with the option to “Enable Text Messaging”. If you select this option, you will need to select your “Text Messaging Options”. You have the option to receive scheduling emails only, general emails (informative) or both. I recommend selecting both.

The screenshot shows the Planning Center Online interface in a Mozilla Firefox browser. The page title is "Planning Center Online - Mozilla Firefox" and the URL is "http://www.planningcenteronline.com/people/830548/edit". The user is logged in as "Pastor Mycal Rosales" with the account name "[my\_account]". The page is titled "THE CHURCH AT SOUTH LAS VEGAS" and has a "schedule" tab selected. The profile information for Pastor Mycal Rosales is displayed, including a profile picture placeholder, first name "Pastor Mycal", and last name "Rosales". The "E-Mail Addresses" section shows a home email address "mrosales@thechurchlv.com". The "Addresses" section shows a home address "5902 Bellerive St., Las Vegas, NV 89113". The "Phone Numbers" section shows a mobile number "702-374-8254" and a checkbox for "Enable Text Messaging" which is checked. Below this, the "Text Messaging Options" dropdown menu is open, showing "AT&T" as the carrier and two checked options: "Scheduling Emails" and "General E-Mails". The "Dates" section is partially visible at the bottom.

Once all of your contact information is updated,  
click the “Save Person” button to update your account.

The screenshot shows a web browser window titled "Planning Center Online - Mozilla Firefox". The address bar displays "http://www.planningcenteronline.com/people/830548/edit". The browser's menu bar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The address bar also contains navigation buttons and a search engine icon labeled "Google".

The main content area is titled "Planning Center Online" and contains the following sections:

- Addresses:** A dropdown menu is set to "Home". The address field contains "5902 Bellerive St." with a red error icon. Below it, "Las Vegas, NV 89113" is entered in separate fields. An "Add Another" link is present.
- Phone Numbers:** A dropdown menu is set to "Mobile". The phone number field contains "702-374-8254" with a red error icon. A checkbox for "Enable Text Messaging" is checked.
- Text Messaging Options:** A dropdown menu is set to "AT&T". Two checkboxes are checked: "Scheduling Emails" and "General E-Mails".
- Dates:** The "Birthdate" field contains "07/17/1983" with a calendar icon and the format "mm/dd/yyyy". The "Anniversary" field is empty with a calendar icon and the format "mm/dd/yyyy".
- Permissions:** A link is provided: "Click here for an explanation of the permissions."

A large green button with a checkmark icon and the text "Save Person" is highlighted with a pink rectangular box.

At the bottom of the page, there is a footer with links for "Privacy Policy", "Terms Of Service", and "Contact Us". Below these links, it says "Copyright ©2006-2010 Ministry Centered Technologies, Inc." and "Organization #15515 | User #830548".

The Windows taskbar at the bottom shows the "start" button, several open applications including "Inbox - Microsoft Out...", "PCO New User Guide ...", and "Planning Center Onlin...", and the system tray with the time "2:56 PM".

I would encourage you to block out any dates that you are unavailable as soon as you are aware of them.

You can do this by clicking “block out dates”.

The screenshot shows the 'My Schedule' page for 'THE CHURCH AT SOUTH LAS VEGAS'. The page is viewed in Mozilla Firefox. The browser address bar shows the URL: <http://www.planningcenteronline.com/dashboard/schedule>. The page header includes the 'planning center' logo and the user's name, 'Pastor Mycal Rosales'. The main content area is titled 'My Schedule' and features an 'Upcoming Dates' section for September 12, 2010, at 12:00 PM, with the event 'Kid Safari - Lead (Kids)'. A 'decline' button is visible next to the event. To the right, the 'My Times' section shows the schedule for Sunday, September 12, including '12:00 Service' and '12:00 PM - Summer Only'. In the left sidebar, under 'My Calendar', there is a calendar grid for September 2010. A red box highlights the 'block out dates' link in the sidebar. Below the calendar, there are links for 'link to iCal or Outlook 2007' and 'link to Google Calendar', and a button for 'Install Facebook Application'. The footer of the page contains links for 'Privacy Policy', 'Terms Of Service', and 'Contact Us', along with the organization and user IDs.

Planning Center Online: My Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/dashboard/schedule

Fellowship One :: Sign... Facebook Children | The Church ... Biblesources KJV Calvary Chapel Childr... Planning Center | Sav... Party supplies, crafts,... Events

Planning Center Online: My Schedule

planning center

THE CHURCH AT SOUTH LAS VEGAS

schedule

Pastor Mycal Rosales [my\_account]  
The Church At South Las Vegas  
help | logout

My Calendar

September, 2010

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		

block out dates  
link to iCal or Outlook 2007  
link to Google Calendar

Install Facebook Application

Helpful Links

Planning Center Documentation  
Planning Center Blog  
Planning Center Tutorials

Upcoming Dates

September 12 12:00 PM - Summer Only

You are confirmed to serve in the following position(s)

decline Kid Safari - Lead (Kids)

My Times

Sunday, September 12

12:00 PM  
12:00 Service  
12:00 PM - Summer Only

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Organization #15515 | User #830548

http://www.planningcenteronline.com/people/830548/availabilities/new

start Inbox - Microsoft Out... PCO New User Guide ... Planning Center Onlin... 2:59 PM

A box will pop up for you to select the start and end dates/times and list a reason.  
Select “accept” to block those dates/times.  
You will not be scheduled during these block out dates/times.

The screenshot shows a web browser window titled "Planning Center Online: My Schedule - Mozilla Firefox". The address bar shows the URL "http://www.planningcenteronline.com/dashboard/schedule". The page header includes the "planning center" logo and the text "THE CHURCH AT SOUTH LAS VEGAS". A user profile for "Pastor Mycal Rosales" is visible in the top right corner.

The main content area features a "My Calendar" section with a calendar for September 2010. The date "12" is highlighted in green. Below the calendar are links for "block out dates", "link to iCal or Outlook 2007", and "link to Google Calendar". There is also a button for "Install Facebook Application".

A "My Times" section on the right shows the schedule for "Sunday, September 12":  
12:00 PM  
12:00 Service  
12:00 PM - Summer Only

A "Block Out Dates" modal dialog box is open in the center of the screen. It contains the following fields:  
- **Starting On:** 9/18/2010 at the beginning of the day  
- **Ending On:** 9/19/2010 at the end of the day  
- **Reason:** Vacation/Out of town  
- **Repeat:** None  
At the bottom right of the dialog box, there are two buttons: "accept" (with a green checkmark icon) and "cancel" (with a red X icon). The "accept" button is circled in green.

The footer of the page includes links for "Privacy Policy", "Terms Of Service", and "Contact Us", along with copyright information for "Ministry Centered Technologies, Inc." and user information: "Organization #15515 | User #830548".

The Windows taskbar at the bottom shows the "start" button, several open applications including "Inbox - Microsoft Out...", "PCO New User Guide ...", and "Planning Center Onlin...", and the system clock showing "3:06 PM".

You will now be able to see the dates you've blocked out from your schedule page. If you'd like to edit these dates or delete them all together, click the "Block Out Dates" button and edit the information. Don't forget to click "accept" to update your account.

**Planning Center Online: My Schedule - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/dashboard/schedule

Planning Center Online: My Schedule

**planning center** THE CHURCH AT SOUTH LAS VEGAS **schedule** **Pastor Mycal Rosales** [my\_account] The Church At South Las Vegas help | logout

### My Calendar

September, 2010						
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		

block out dates  
link to iCal or Outlook 2007  
link to Google Calendar

Install Facebook Application

### My Schedule

#### Upcoming Dates

September 12 **12:00 PM - Summer Only**  
You are confirmed to serve in the following position(s)  
[decline](#) Kid Safari - Lead (Kids)

September 18 to September 19 **Block Out Dates**  
You have requested not to be scheduled on these dates  
Reason: Vacation/Out of town

#### My Times

**Sunday, September 12**  
12:00 PM  
12:00 Service  
12:00 PM - Summer Only

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Organization #15515 | User #830548

Done

start | Inbox - Microsoft Out... | PCO New User Guide ... | Planning Center Onlin... | 3:07 PM

If you would like Planning Center Online to sync to your iCal, Outlook 2007 or Google Calendar. Click the appropriate link and follow the directions. You can also “Install the Facebook Application”. If you would like to install an application for your phone, search for Planning Center Online and install the free application.

Planning Center Online: My Schedule - Mozilla Firefox

http://www.planningcenteronline.com/dashboard/schedule

THE CHURCH AT SOUTH LAS VEGAS

Pastor Mycal Rosales [my\_account]  
The Church At South Las Vegas  
help | logout

### My Calendar

September, 2010						
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		

block out dates

- link to iCal or Outlook 2007?
- link to Google Calendar

**f** Install Facebook Application

### My Schedule

#### Upcoming Dates

September 12 **12:00 PM - Summer Only**  
You are confirmed to serve in the following position(s)  
[decline](#) Kid Safari - Lead (Kids)

#### Block Out Dates

September 18 to September 19 **Block Out Dates**  
You have requested not to be scheduled on these dates  
Reason: Vacation/Out of town

#### My Times

**Sunday, September 12**

- 12:00 PM
- 12:00 Service
- 12:00 PM - Summer Only

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Organization #15515 | User #830548

webcal://www.planningcenteronline.com/ical/p/PCErneIRxTONm10AtwzA2XCK48HRcYLL830548

start | Inbox - Microsoft Out... | PCO New User Guide ... | Planning Center Onlin... | 3:45 PM

When your ministry area leader needs you to serve, you will receive an email. **The email includes the date, time and position for which you are being requested.** (If you have enabled text messaging, you will also receive a text message request. Follow the directions on the text, and it will send a response to the scheduler and update your account.) **If you are available for that date and time, select “Accept”, if not select “Decline”.**

[The Church At South Las Vegas] September 12, 2010 Request - Message (HTML)

Message Developer

Reply Reply to All Forward  
Respond

Delete Move to Folder Create Rule Other Actions  
Actions

Block Sender Not Junk  
Junk E-mail

Safe Lists

Categorize Follow Up Mark as Unread  
Options

Find Related Select  
Find

From: Emailer@PlanningCenterOnline.com on behalf of Mycal Rosales [mrosales@thechurchlv.com] Sent: Thu 9/9/2010 4:03 PM  
To: Mycal Rosales  
Cc:  
Subject: [The Church At South Las Vegas] September 12, 2010 Request

**planning center online**

Hi Pastor Mycal-

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

Thanks,

Mycal Rosales

**The Church At South Las Vegas**

**September 12, 2010: 12:00 PM - Summer Only** [\[view plan\]](#)

**Kid Safari - Lead** SERVICE TIMES  
Kids 12:00 Service:  
9/12 at 12:00pm

**ACCEPT**  
I WILL SEE YOU THERE!

**DECLINE**  
SORRY, BUT I CAN'T MAKE IT!

**VIEW THIS SERVICE**  
WITH ALL OF THE SONGS, ARRANGEMENTS & FILES

start | Inbox - Microsoft Ou... | [The Church At Sout... | PCO New User Guid... | Planning Center Onli... | Planning Center Onli... | 4:03 PM

If you accept, you will be taken to the **order of service** for the service which you accepted. You can also click the blue arrow next to your area of ministry to see who you will be working with. The scheduler will be informed of your response and the date will now appear on your schedule page.

Planning Center Online: 12:00 PM - Summer Only - Mozilla Firefox

http://www.planningcenteronline.com/plans/1703861

THE CHURCH AT SOUTH LAS VEGAS

Pastor Mycal Rosales [my\_account]  
The Church At South Las Vegas  
help | logout

12:00 PM - Summer Only

You have accepted the **Kid Safari - Lead** position. [change]

September 12, 2010  
Ephesians

rehearse matrix live print this plan

Length in mins	Activity	Notes
15	Corporate Prayer	4 notes
5	Pre-Service Countdown Begins	
5	Team on stage and ready to begin	All teams in place and ready for an on-time beginning
<b>Service</b>		
22	Worship	
2	Transition	1 note Pray at the end of last song Ask people to "fist-bump" someone around them and be seated
1	Greet Guests	1 note Greet guest Invite them to fill-out the guest card in the program Take it to the guest lounge located on the righthand side off the lobby
3	Offering	1 note One scripture and application/story
2	Church News	1 note
35	Message	1 note

Plan Times

12:00 Service  
9/12 at 12:00pm

People

- Audio/Visual
- FLM - Greeters and Info
- FLM - Parking
- FLM - Safety
- FLM - Ushers
- Kids
- Kid Dreamer's I (0-18 months)
  - Amanda Hall
  - Shianne Vanderbeke
  - Teresa Lester
- Kid Dreamer's I - Lead
  - Jessica Mattos
- Kid Dreamer's II (19 months)

If you decline, **enter a reason in the text box provided** and click “**Decline & Send Reason**”. This will be sent to the scheduler so they can schedule someone else for that service/position and edit your schedule as requested.

Planning Center Online: Decline for September 12, 2010 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.planningcenteronline.com/planning\_center/decline/PCKspkDYkj6r34RAA830548

Fellowship One :: Sign... Facebook Children | The Church ... Biblesources KJV Calvary Chapel Childr... Planning Center | Sav... Party supplies, crafts,... Events

Planning Center Online: 12:00 PM - Su... Planning Center Online: Decline f...

THE CHURCH AT SOUTH LAS VEGAS **Pastor Mycal Rosales** [my account]  
The Church At South Las Vegas  
[help](#) | [logout](#)

[schedule](#)

## Decline for September 12, 2010

We are sorry that you are unavailable to serve on September 12, 2010. To decline this date and inform Mycal Rosales, please fill in the note below and click "Decline & Send Reason".

**Reason:** (Optional)  
I have family in town. I would like to attend service with them, but I can serve next weekend at the 9am service.

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Organization #15515 | User #830548

Done

start | Inbox - Microsoft Out... | [The Church At South... | PCO New User Guide ... | Planning Center Onlin... | 4:14 PM