

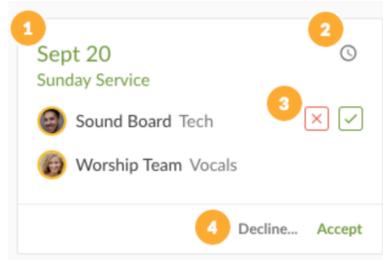
# PLANNING CENTER

## HELPFUL TIPS

### RESPONDING TO REQUESTS

When you're invited to be part of a worship service, you'll see a green "ACCEPT" option and a red "DECLINE" option.

If you can't make it, let us know why in the "REASON" section of your decline.



- 1 Click on the date or title of the plan to go to the plan.
- 2 Click the clock icon to see a popup of all times assigned to the positions.
- 3 Hover over a position to see the option to decline or accept that position.
- 4 Click *Decline* or *Accept* to accept all positions for this plan.

### BLOCKOUT DATES

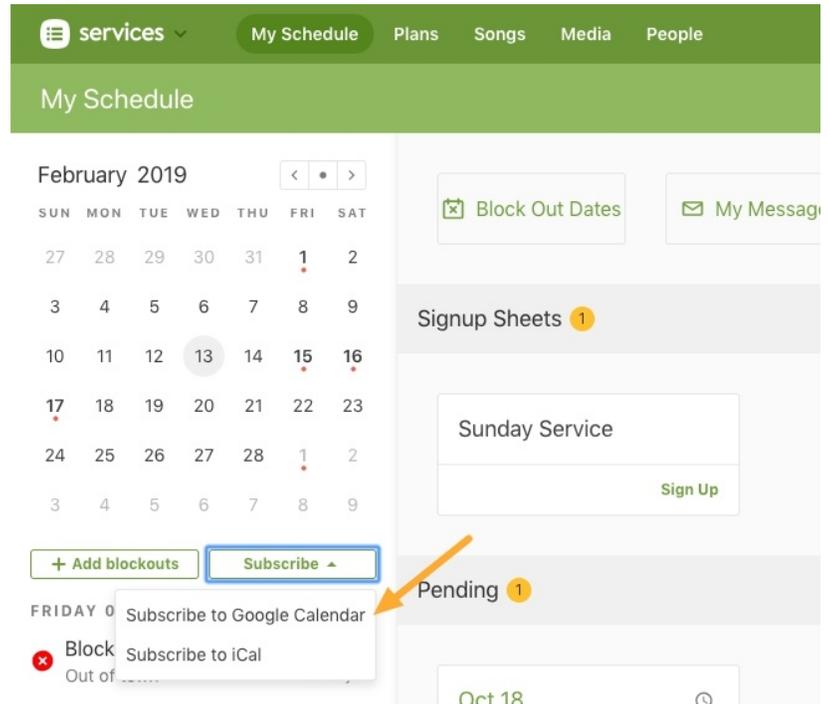
Blockouts let your team leader know that you're unavailable to serve for a time frame you set. When they try to schedule you for a date, they'll see a warning letting them know you're unavailable.

The screenshot shows the 'My Schedule' interface. On the left is a calendar for August 2020. Below the calendar are buttons for '+ Add blockouts' and 'Subscribe'. On the right, there are buttons for 'Block Out Dates', 'My Messages', and 'Email My Leader'. Below these is a 'Signup Sheets' section with a 'Contemporary Service' entry for Sep 2. At the bottom, there is a 'Pending' section with a 'Sept 13 Youth Group' entry. An 'Edit Blockout Date' modal is open, showing fields for 'All Day' (checked), 'Start Date' (Jul 09, 2018), 'End Date' (Jul 12, 2018), and 'Reason' (Kids Camp 1). The modal has 'Delete', 'Cancel', and 'Save' buttons.

# INTEGRATING REQUESTS WITH YOUR CALENDAR

We highly recommend this stress-saving feature to all team members. It's easy to lose track of what you have committed to in Planning Center amid the craziness of your daily life and personal activities.

This feature allows your worship team commitments (including rehearsal times) to appear on your personal calendar.



# UPDATING YOUR SCHEDULING PREFERENCES

Let your team leaders know when you want to be scheduled. After setting your preferences, anyone who tries to schedule you for an additional plan will receive a preference warning.

