

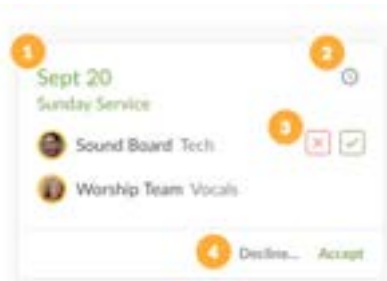
PLANNING CENTER

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.

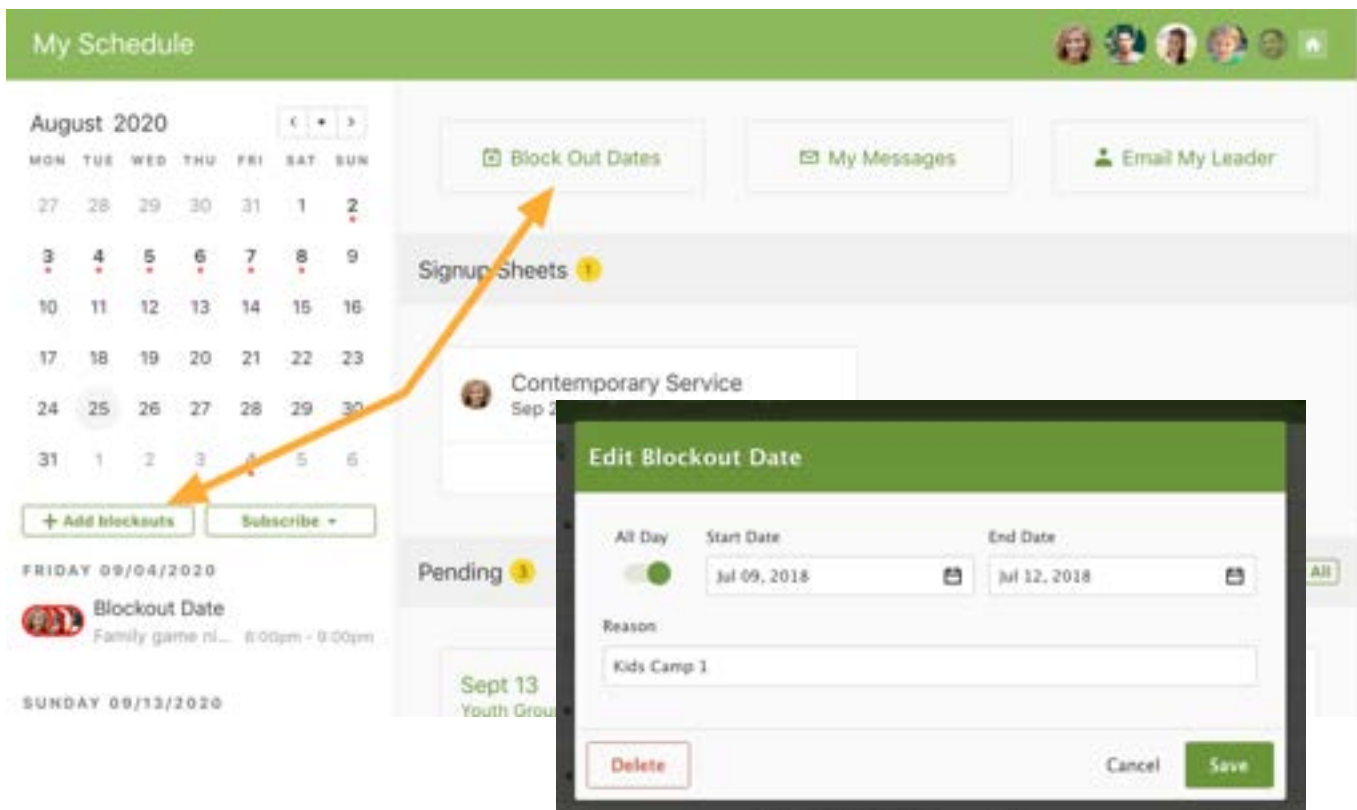
If you can't make it, let us know why in the "REASON" section of your decline.



- 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

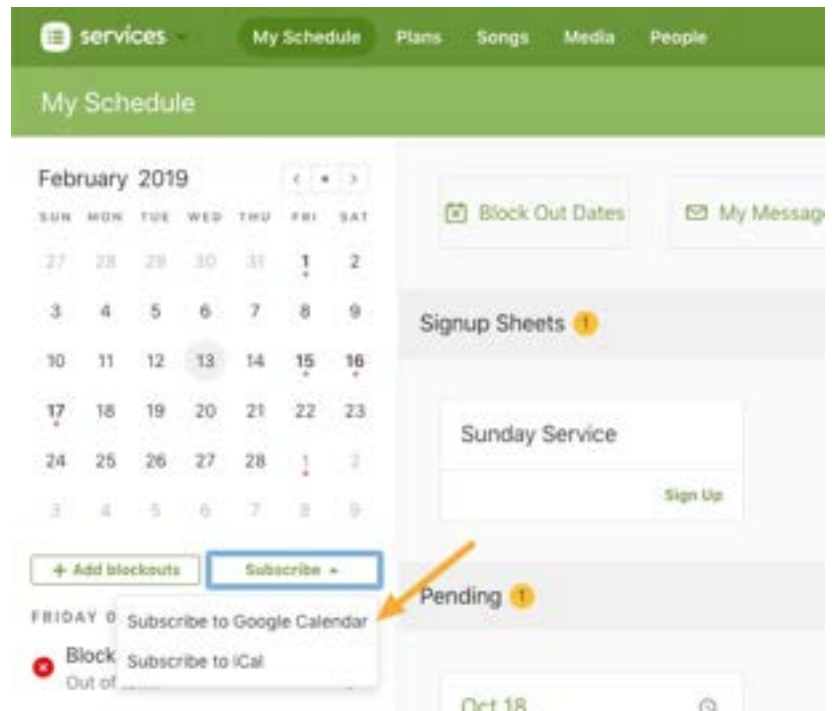
Blockouts let your team leader know that you're unavailable to serve for a time frame you set. When they try to schedule you for a date, they'll see a warning letting them know you're unavailable.



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.

