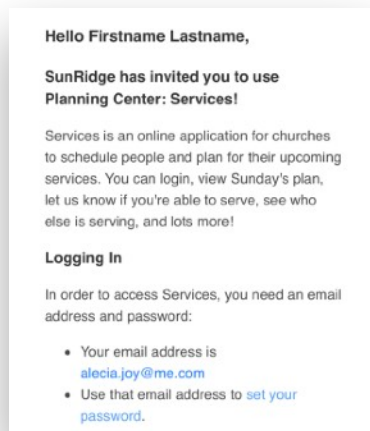




Version 1.0
January 27, 2023

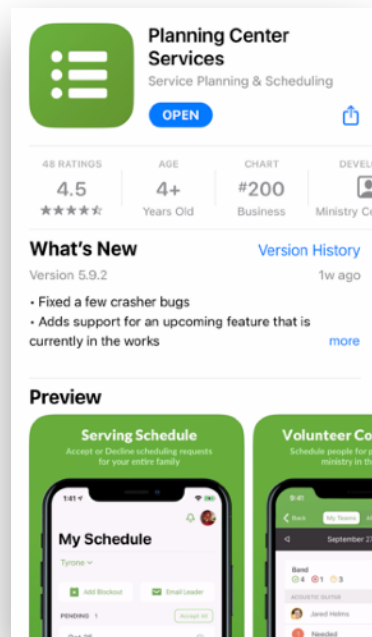
Planning Center Services App

Welcome Email OR Download App

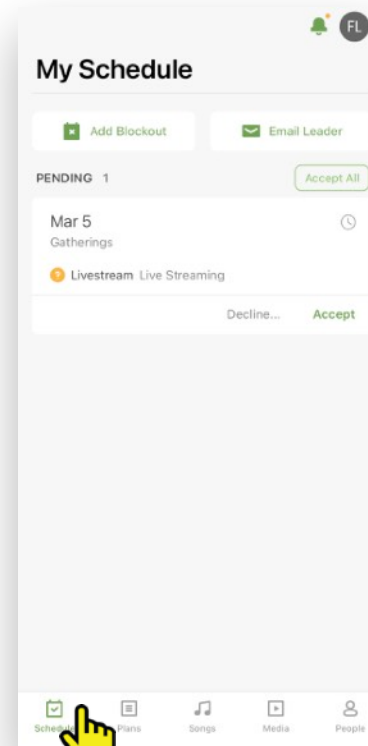


If you've never been on Planning Center: Services before, your team leader will send you a welcome email which will guide you through creating an account.

View your schedule

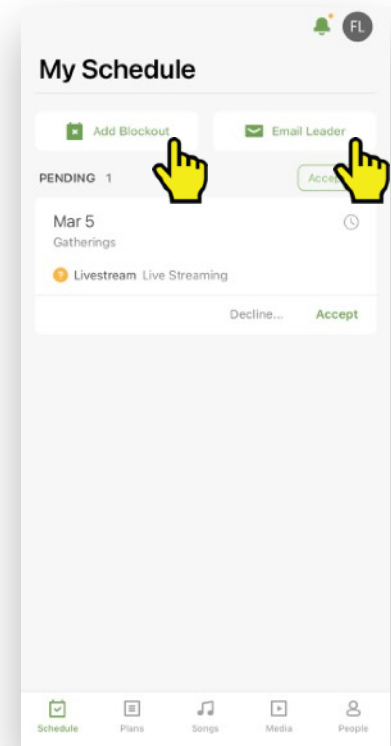


If you have received emails from Planning Center before you should already have an account. Download the app, input the email you receive emails from and follow the steps to login.



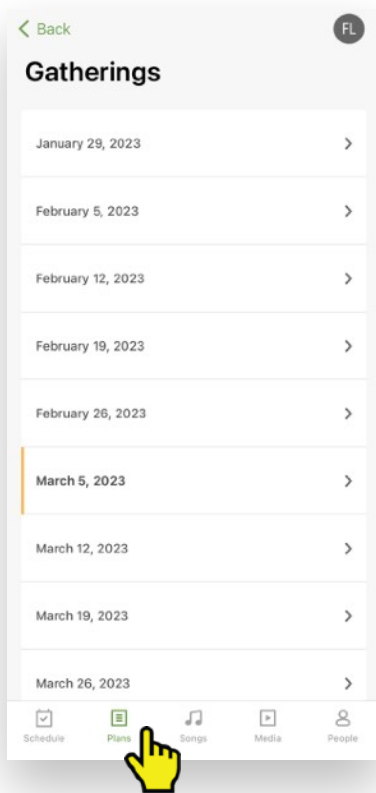
Select "Schedule" at the bottom left to view dates you've been invited to serve on and dates you've committed to serve on.

Blockout dates & contact leader



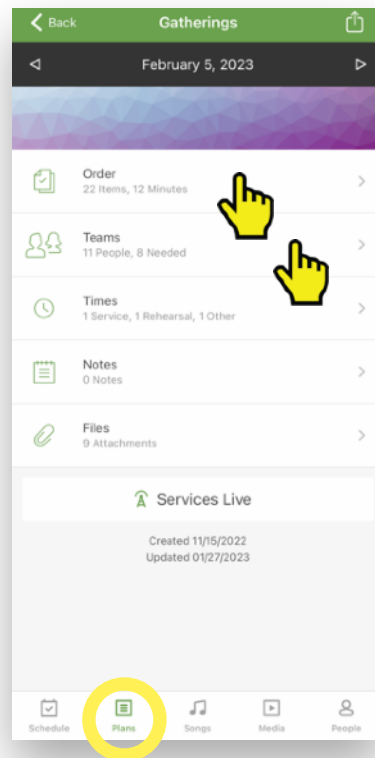
Select "Add Blockout" to let leader know when you cannot be scheduled. Select "Email leader" to contact your team leader directly.

View Sundays



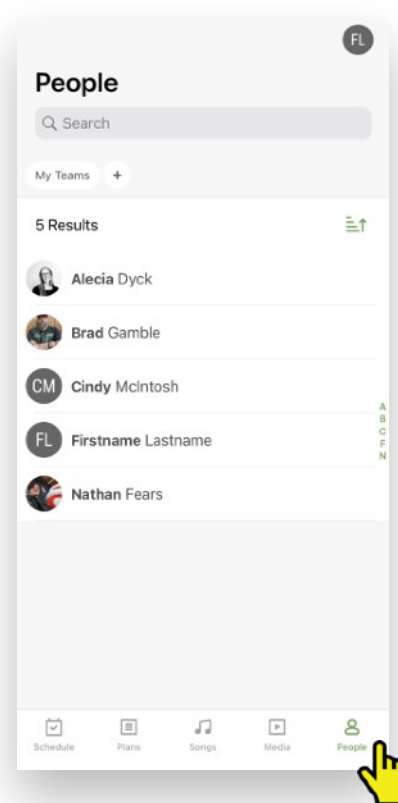
Select "Plans" to view upcoming Sundays

View the volunteers & flow of a Sunday



Once you select a date in "Plans" choose "Order" to view the plan of the Sunday or choose "Teams" to view the volunteers on for that Sunday.

View contact info of volunteers



Select "People" at the bottom of the screen to view contact options for people serving alongside you.

Questions?

Feel free to contact info@sunridge.org for any tech support you need :)