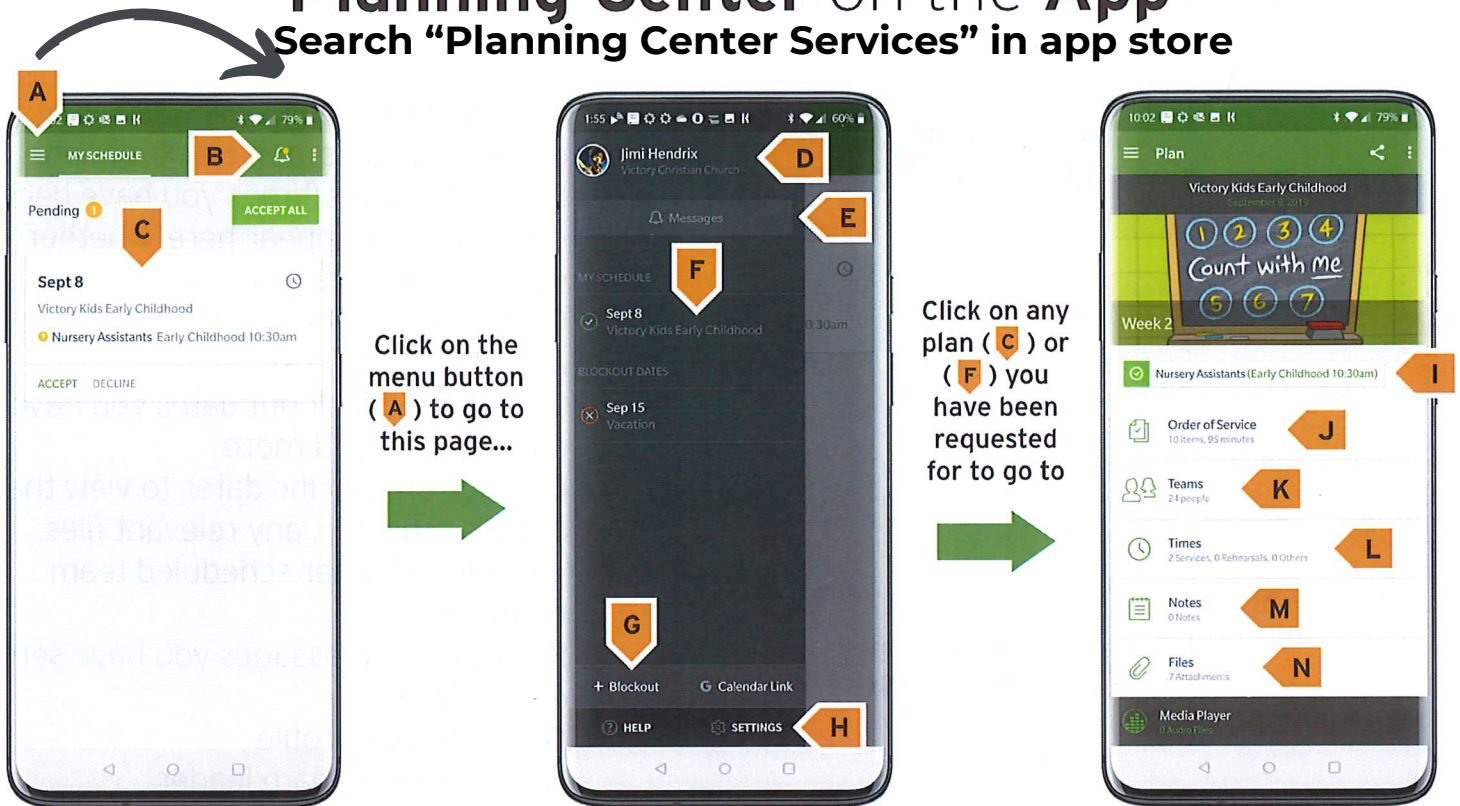


Planning Center on the App

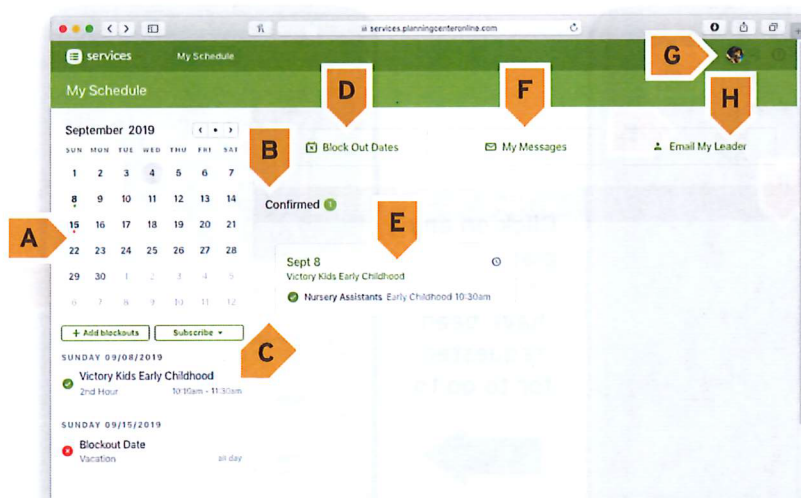
Search "Planning Center Services" in app store



- A** Menu button. Click here to access your profile, your account settings, your schedule, and your messages **(Now over in top right corner).**
- B** View your sent and received messages
- C** List of the upcoming dates you have been requested to serve with **accept/decline** buttons
- D** Click here to view and edit your profile
- E** View your sent and received messages. You can also accept/decline within the request-to-serve message
- F** View your dates, including accepted positions and block out dates
- G** Add a blockout date
- H** View the app settings
- I** The position you are scheduled to fill, along with the time
- J** View the schedule for the events
- K** A list of the other volunteers who have been requested to serve for this event
- L** View all times, including any scheduled practices or relevant meetings
- M** View notes from the event leader, if any
- N** Access all files, including curriculum and music files

Planning Center on your Computer

www.services.planningcenteronline.com



- A** Calendar of your personal confirmed dates, and blackout dates.
- B** All the dates/times you have been requested for appear here, whether you accepted or declined
- C** List of your upcoming confirmed and block out dates
- D** View all block out dates you have created, and add more
- E** Click on specific dates to view that event's schedule, any relevant files, and a list of other scheduled team members
- F** View any messages you have sent or received.
- G** View your profile
- H** Email your team leader

Notes: Do not hit "reply" when you receive a services reminder email. Use the "accept/decline" buttons or contact your leader directly.

Please hit "accept" or "decline" when you see your confirmation emails—this helps your ministry leaders out!

More information and a video tutorial can be found at ExploreGracePoint.com/Serving-at-GracePoint