# PLANNING CENTER Serve Teams

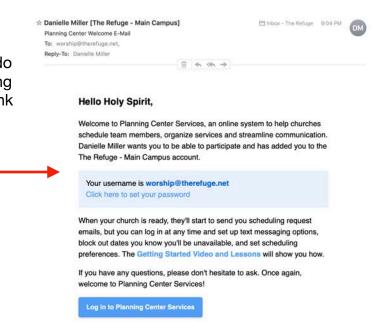
At The Refuge we use an online scheduling system called Planning Center Services. They also have apps for smart phones (which we HIGHLY recommend you download it). With Planning Center Services it provides multiple things:

- Sends request dates of when The Refuge would like you to serve.
- Gives you the opportunity to accept or deny the request. If you have to deny, it allows you to explain why.
- You can block out dates you are unavailable. This helps us when scheduling, so we can schedule you more efficiently.
- It will send you reminders of when you are serving.
- You can link planning center to your personal calendar.
- It helps us store your contact info for our leadership team.
- It is a source we can use to communicate with the team via text and email.
- It is a source that allows you to have the worship set list and service order.
- We are able to equip you with MP3s, transposed MP3s, tracks with cue, and chord charts so you can come to rehearsal prepared.

### WELCOME EMAIL

You will receive a welcome email to the email address you provided up upon applying for the team. If you do not see an email come from planning center online, please check your junk folder.

Follow the link to set your password.



You will direct you to a webpage to send a code for a password set.



You will receive another email with a code verification. Follow the link to enter the code.

#### A password reset has been initiated.

Here's a reset code for worship@thereiuge. t. Enter it on this page to reset your password.



If you didn't initiate a password reset, just ignore this email.

Thanks for using Planning Center!

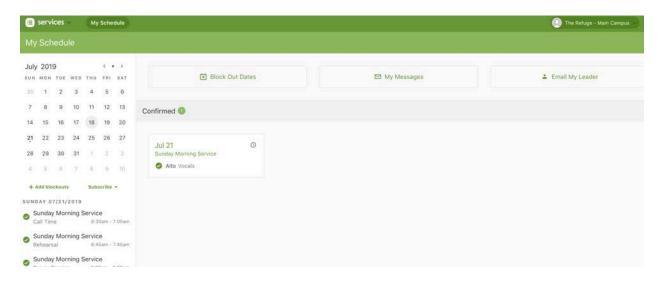
planning center

You are receiving this communication because you're signed up with The Refuge - Main Campus's Planning Center account. It will take you to a webpage and you will need to enter in a password that you will be able to remember easily.

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### **FIRST LOGIN**

Once you establish a password and login you should see this page:



You will want to go to the top right corner and click on the icon to update your contact info:

	0 - 0
Holy Spi The Refug	rit profile e - Main Campus
En [→	Log out

Click on edit next to you name:

(SZ) ≥ v	bly Spirit East vorship@therefuge.r duled Viewer
🗄 Scheduling	Communication
Schedule ©	
Upcoming 👻	
It looks like you werer period.	"t scheduled during this time. Feel free to use the options above to choose a

Be sure to fill in any contact info you can provide, that will help us communicate with you

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						close	Save	am, it will show up her

## **BEING SCHEDULED**

#### Hi Holy,

When you are scheduled you will receive an email like this:

You will need to ACCEPT or DENY your request.

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

Thanks,

Danielle Miller The Refuge

### July 21, 2019

Sunday Morning Service View plan

Alto (Vocals)		
Service:	Call Time:	Prayer Service:
07/21 at 9:00A	07/21 at 6:30A	07/21 at 8:00A
Service:	Rehearsal:	
07/21 at 11:00A	07/21 at 6:45A	
Accept	Decline	

Once you ACCEPT, the plan will appear on your homepage, see example below:

8	ser	vices	×	Му	Sche	dule		💽 The Refuge - Main Campus 👀
M	/ Sc	hedi	ule					
		TUE		тни 4	FRI		Block Out Dates  My Me	ssages 🕹 Email My Leader
7	8	9	10	11	12	13	Confirmed 💿	
14 21				18 25		20 27	Jul 21 O	
28 4				1	2.0	3 10	Sunday Morning Service  Alto Vocals	
		lockout	/2019		scribe	*		
		ay Mo		Servic	e Oam -	7:00em		
	oerioa	1240			oam -	7:45em		
0	Sunda	ау Мо	rning	Servio	e	S		

If you click on that date or event, it will pull up the plan info. You can see times, who is scheduled, service order, item notes, and any materials you need for prepping.

services -	My Schedule	🔘 The Refuge - Main Campus 🚽 🔇
Times		A.94
Service Times	📪 Sunday Morning Service	
7/21 9:00am	July 21, 2019	🦉 matrix 🛋 print
7/21 11:00am		
Rehearsal Times	You have been scheduled for 🙋 Alto (Vocals)	
Call Time 17/21 6:30am		
ehearsal 7/21 6:45am	Special Element	Li rebeare
Other Times	Trent & Kierre Leading	
haver Service	Length     Tobe     Tobe	- 00 C 🗈
7/21 8:00am	Call Time / Rehvarsat	
Teams	► 0:00 6:30am Worship/Production Team Call Time	0.0
Prayer Leader	-Arrival time for Worship Team for load in and set up -Arrival time for Production Team to get positions up and running	
00 00 01	▶ 0:00 6:45am - Soundcheck	
Production - BOH	► 0.00 7:00am - Worship Rehearsal	
OH Audio	► 0:00 7:50am - Video / Screen Content Run-through	
Phillip Lee	-Run through VA's, videos, and screen content for services -Check sideo audio levels	
lamera 1	> 0:00 8:00am - Camera Call Time / Meeting	
Raymond Brashear	-Call time for Camera Operators	
amera 4 Wireless	-Meeting with Director in BOH during Prayer Service	
Reese Fullwood	Prayer Service	
Frector	► 50:00 Prayer Service	(B) (B)
Kennedy Fullwood	► 0:00 Holy Spirit [C]	0 0
resentation	Trent Leading	
Andi Springer	Preservice	
echnical Director	<ul> <li>0:00 8:40am - Preservice Production Meeting         <ul> <li>-All worship and production, and platform teams to the greentpoint</li> </ul> </li> </ul>	
McDouglas Perez	0:00 Preservice Slides	0.0
Platform	OSO Preservice sindes     -Rotating announcement slides	
00 00 01	► 5.00 Countdown	

Make sure to spend some time on Planning Center familiarizing yourself. It's a helpful tool to help you stay organized and come to services prepared. You can block out dates that you are not able to serve. Also you can link your Planning Center dates to your personal calendar! All of that can be done in the mobile app as well!

\*\* If you need any assistance with Planning Center Services please reach out to your team lead or scheduler :)