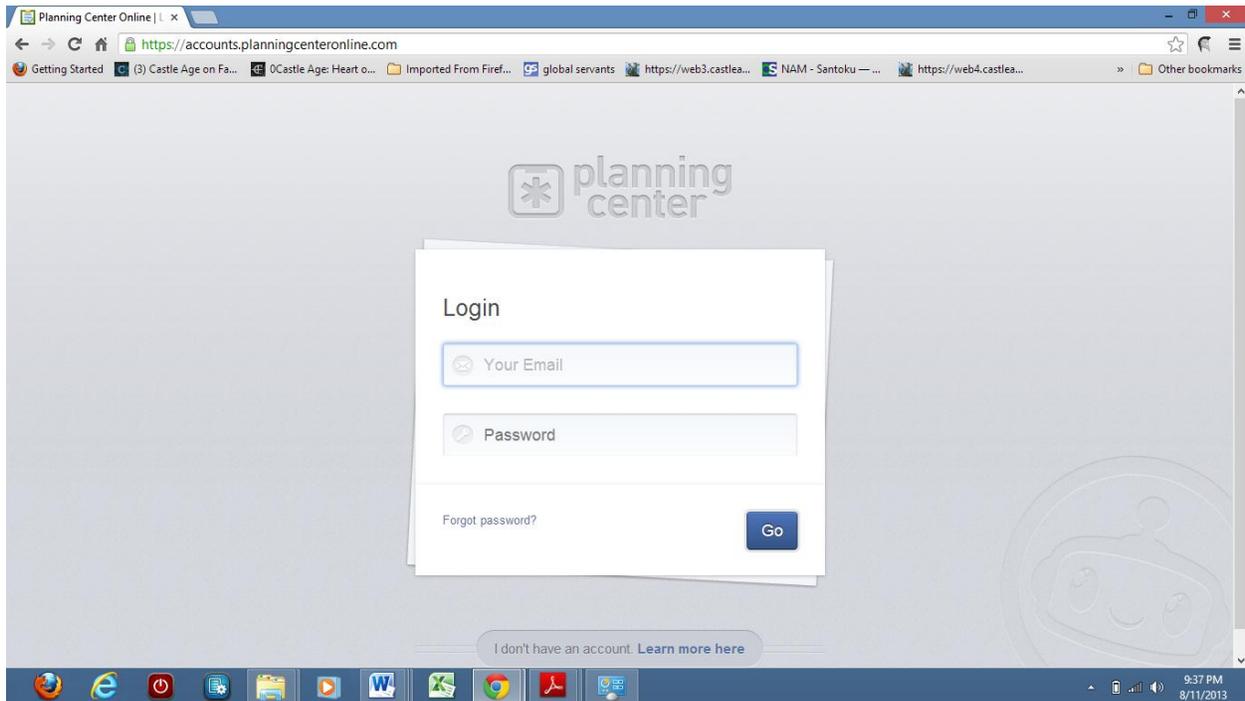
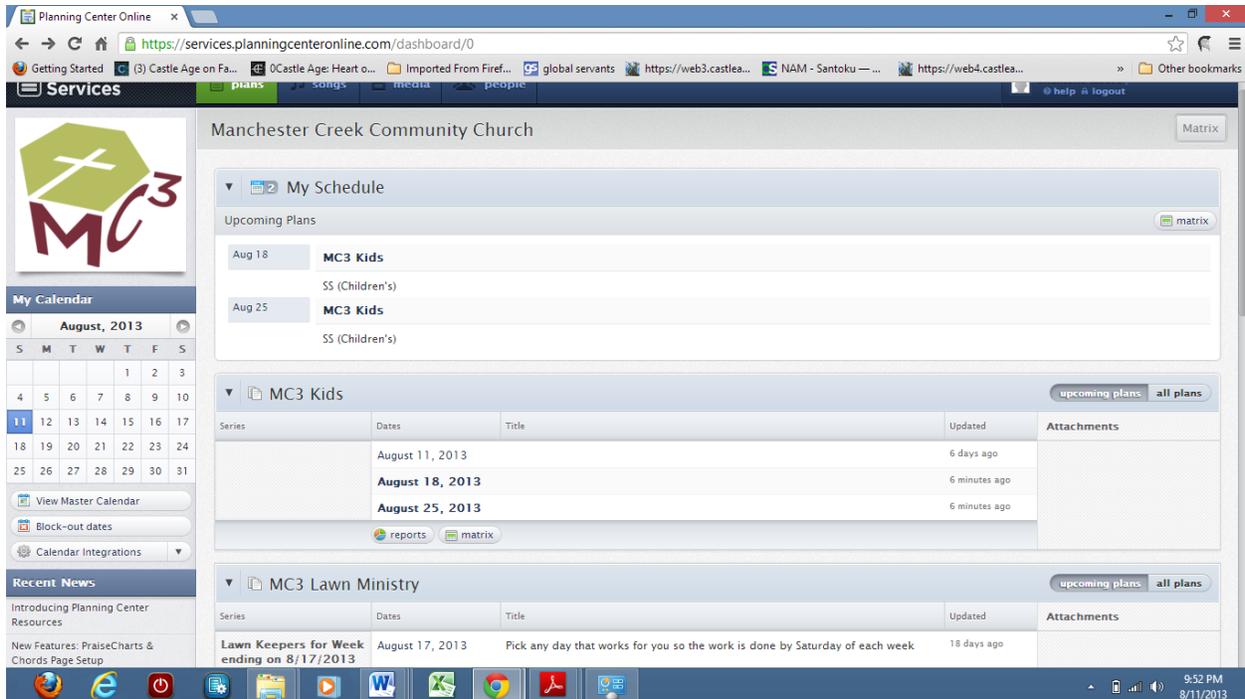


1. Log in to <http://accounts.planningcenteronline.com> using your username and password

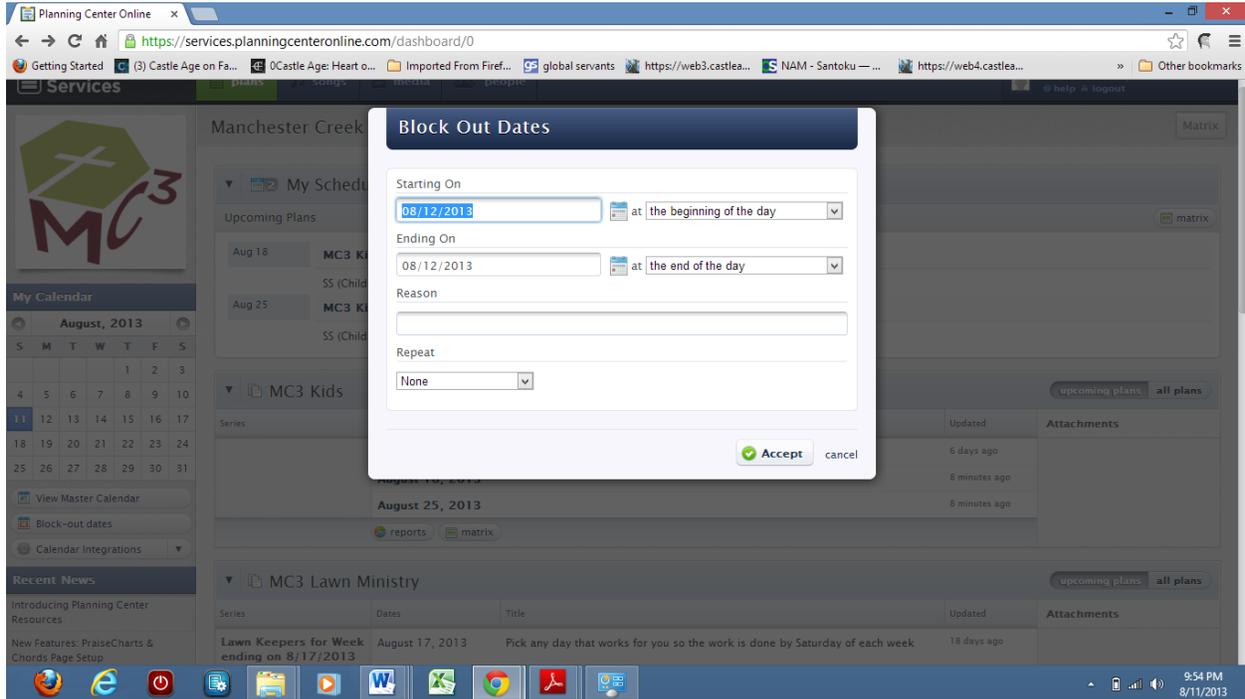


2. After logging in, you will be taken to the main dashboard

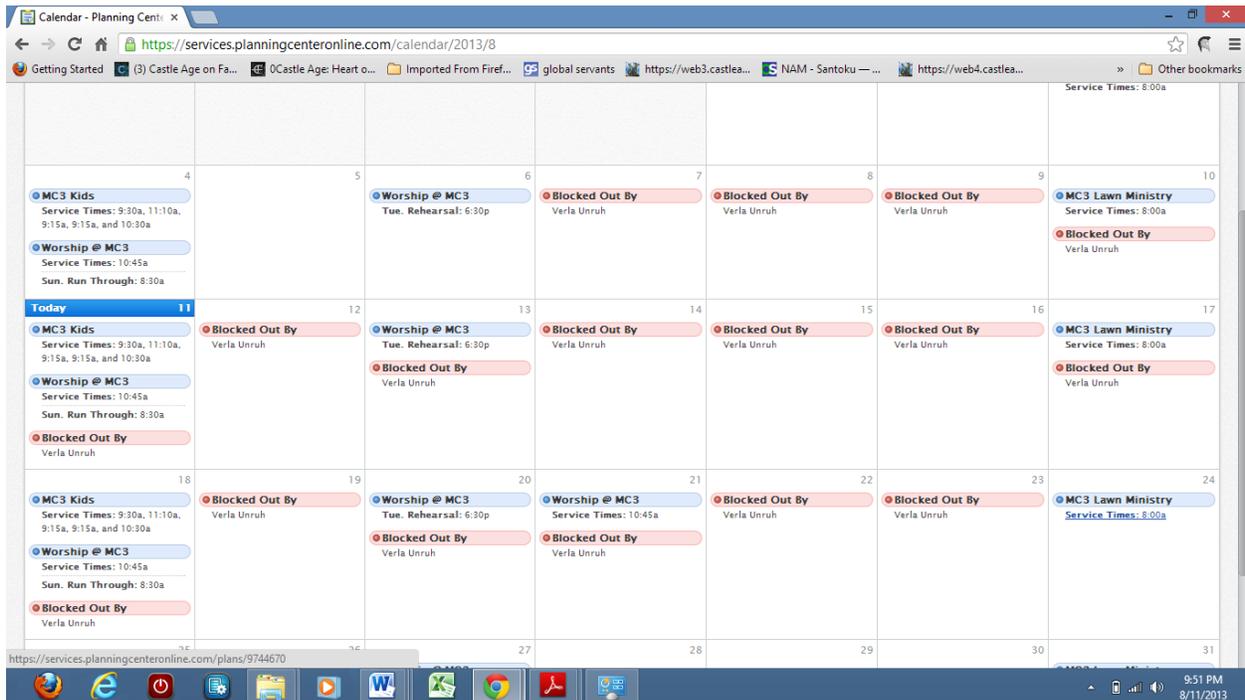


3. On the **Left** side of the screen, you can **View Master Calendar**, add **Block-out Dates**, or sync Planning Center with your personal calendar. In the center screen, you will find **My Schedule** and **MC3 Kids** (upcoming plans).

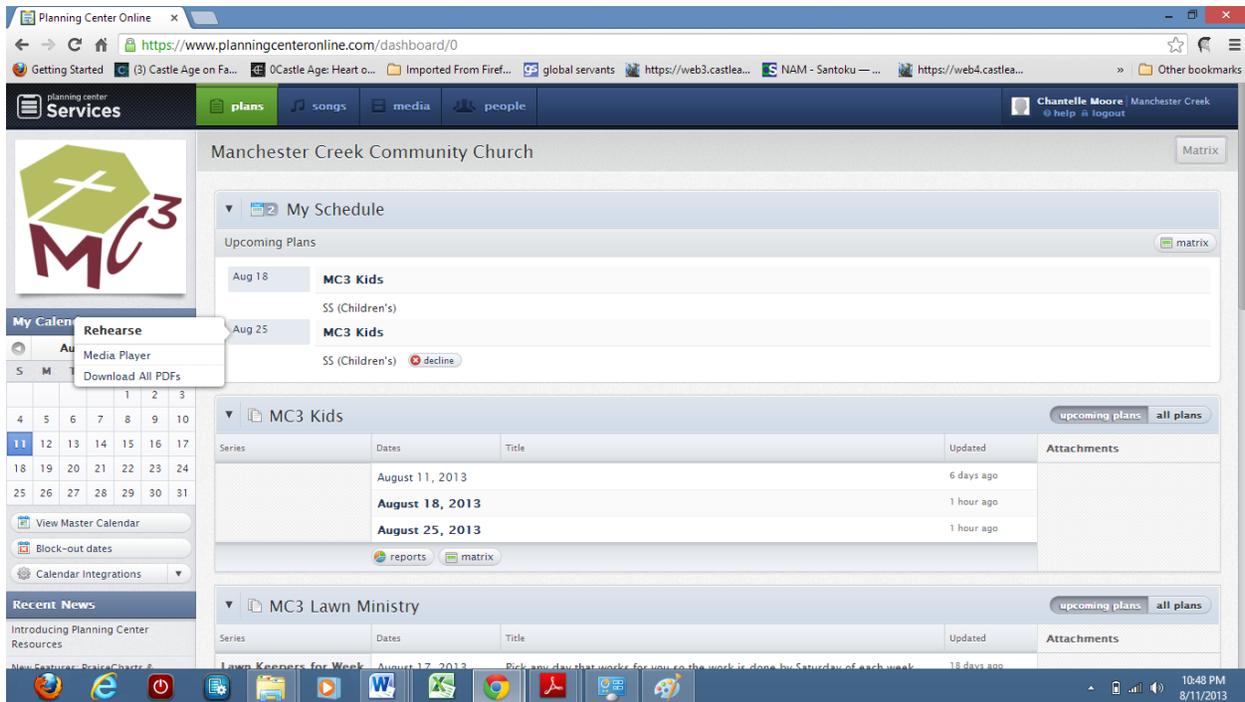
- To add **Block-out dates**, click the button, enter in the date or series of dates which you are unavailable, and click ACCEPT.



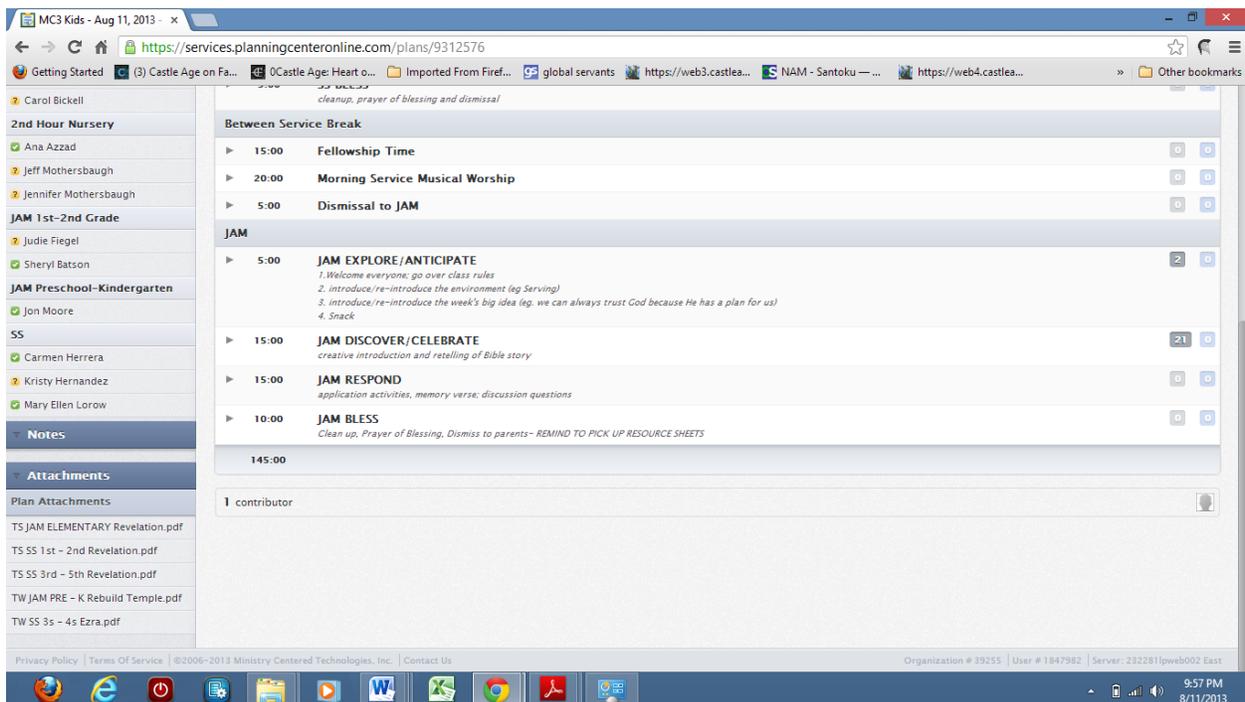
- After blocking out dates, click on the **View Master Calendar** button to review that your block out dates are confirmed.



6. The first heading on the dashboard, **My Schedule**, shows you all dates which you are currently scheduled to serve. If you need to cancel on of your dates, move the cursor over the selected date, and click the **DECLINE** button that appears.



7. By clicking on one of the plans under **MC3 Kids**, you taken to an overview of the week's lesson plan. On the **Left** side, you can see others scheduled for the week



8. Below the list of scheduled people, you will find the ATTACHMENTS section. If you need to download the lesson plan, click on the appropriate attachment.

The screenshot shows a web browser window displaying a lesson plan overview for 'MC3 Kids - Aug 11, 2013'. The browser address bar shows the URL 'https://services.planningcenteronline.com/plans/9312576'. The page content is organized into several sections: 'Scheduled People' (listing staff members like Anne Long, Carol Bickell, etc.), 'Notes', and 'Attachments'. The 'Attachments' section is currently open, showing a list of PDF files such as 'TS_4-10_4-13_Remember_Verse_Cards.pdf', 'TW_SS_4-11_Wonder_Questions.pdf', 'TW_SS_Gather_Welcome_Song_Pieces.pdf', and 'TW_SS_RV_Serving_Cards.pdf'. The lesson plan itself is a vertical timeline of activities, including 'SS CONNECT', 'SS GATHER', 'SS ENGAGE/RESPOND', 'SS BLESS', 'Between Service Break', 'Fellowship Time', 'Morning Service Musical Worship', 'Dismissal to JAM', 'JAM EXPLORE/ANTICIPATE', 'JAM DISCOVER/CELEBRATE', 'JAM RESPOND', and 'JAM BLESS'. Each activity includes a time slot and a brief description of the activity.

9. On the **Right** side of the overview, you will find attachments for each time block. Here, you can download the TRU documents or images to be used during the lesson. Just highlight the section and click on the desired attachment.

10. Under the **MC3 Kids** section of the dashboard, you can click the **MATRIX** button to view several plans at once.
11. At the **Top Right** of the screen, click the **LOAD PLAN** button to add as many plans as you want to view. **MATRIX** will give a sketch outline each week's plan, along with the list of people scheduled. This can be especially useful if you would like to switch dates with someone.

	Manchester Creek Community Church MC3 Kids July 28, 2013	Manchester Creek Community Church MC3 Kids August 4, 2013	Manchester Creek Community Church MC3 Kids August 11, 2013
	JAM EXPLORE/ANTICIPATE 5:00	JAM EXPLORE/ANTICIPATE 5:00	JAM EXPLORE/ANTICIPATE 5:00
	JAM DISCOVER/CELEBRATE 15:00	JAM DISCOVER/CELEBRATE 15:00	JAM DISCOVER/CELEBRATE 15:00
	JAM RESPOND 15:00	JAM RESPOND 15:00	JAM RESPOND 15:00
	JAM BLESS 18:00	JAM BLESS 18:00	JAM BLESS 18:00
	145:00	145:00	145:00
Plan Notes			
Children's			
1st Hour Nursery	Brandi Fox	Amanda Shumpert Lynda Beck	Anne Long Carol Bickell
2nd Hour Nursery	Amanda Shumpert Ana Azzad Carol Bickell Jenn Speer	Cindy Majr Elena Azzad Kristy Hernandez Sherri Melisha	Ana Azzad Jeff Mothersbaugh Jennifer Mothersbaugh
JAM 1st-2nd Grade	Jon Moore	Rila Springstead	Judie Fiegel Sheryl Betson
JAM Preschool-Kindergarten	Carla Cudney	Cindy Genung David Speer	Jon Moore
SS		Ariel Flores Helen Inman Mark Shumpert	Carmen Herrera Kristy Hernandez Mary Ellen Lorow

12. Finally, when you receive an email invitation from Planning Center, make sure you can see images in the message. As below, the invitation should show you the date scheduled (9-1-2013), ministry (MC3 Kids), and role (JAM 1st-2nd grade). At the bottom, you have 3 buttons available (ACCEPT, DECLINE, and VIEW SERVICE). By clicking ACCEPT or DECLINE, your response to the invitation is entered in Planning Center. *Please select one upon receiving an invitation.* VIEW SERVICE, you will be taken to the week's lesson plan, as explained in pts. #7-8.

