



#### Welcome to Planning Center!

Planning Center is an online database that allows us to schedule team members, organize services, and streamline communication. This resource will be very beneficial to you as you prepare for services and faithfully serve in the Worship Ministry at The Point.

This training guide walks step-by-step through the system in order to help you better navigate its full capacity. We encourage you to take time to explore the website and app.

Once you the Worsh you will r initial invita email inbo titled "Plan	Started have joined hip Ministry, receive an ation to your ox. It will be ning Center he Email"	<image/> <section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header>	ee to schedule people and plan emissions, you can log in at any ock out dates you know you'll be s. mail address and password: mingenter@pmilt.com password. r be shared, and you wan ss it in the future.	click here to set up your password	
click here downlo the ap	ad	Lug un to Planning Center Services	services	Email or Phone thepointplanningcenter@gmail.com Send Code Back	
	page to reset your password.	ingcenter@gmail.com. Enter it on this	to your em	enter your email and click "send co eceive a code mail - enter it ox provided	ode"

Request to Serve Every week you will receive a "request to serve" email (if you are scheduled to serve).	Hi Team, You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below. Thanks, Steven Hodge Worship Pastor Longview Point Baptist Church March 14, 2021 Sunday Worship Gathering View plan Choir Member (Worship Cheir)	
if you are able to serve, please select "Accept"	Service: 03/14 at 9:30A Service: 03/14 at 11:00A Accept Decline P planning center  E Service	if you are not available to serve this week, please select "Decline"
		you will be prompted to give a reason - this is optional!
		Mar 14   Sunday Worship Gathering
If you salact "Accort"	vouwill bo	To decline Choir Member (Worship Choir), click Submit to notify Steven Hodge.

If you select "Accept", you will be directed to the website or app. This booklet uses images from the "desktop computer" view.

The "Order of Service" or "Orde of Rehearsal" will be displayed

Reason: (Optional)

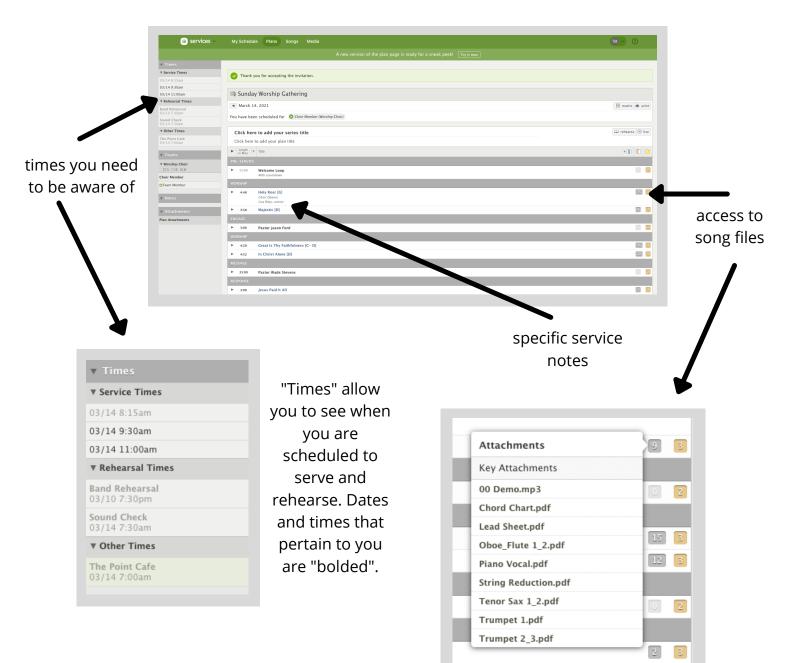
Service Times	Thank you for accepting the invitation.	
1/14 8:15am	Inank you for accepting the invitation.	
5/14 9:30am		
/14 11:00am	🖷 Sunday Worship Gathering	
Rehearsal Times	March 14, 2021	🗏 matrix 🛞
nd Rehearsal 1/10 7:30pm	You have been scheduled for O Choir Member (Worship Choir)	
und Check 1/14 7:30am	Tou have been scheduled for 🦉 chan ministration monthly cause	
Other Times	Click here to add your series title	🖾 rehearse 🤇
te Point Cafe 1/14 7:00am	Click here to add your plan title	
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Worship Choir	PRE-SERVICE	
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oir Member	WORSHIP	
Feam Member		
Notes	► 448 Holy Rear [C] Choir Operer Line Key, subirt	
Attachments	► 3:58 Majestic [D]	E
n Attachments	ENGAGE	
	► 1:00 Paster Jason Ford	1
	WORSHIP	
	► 420 Great Is Thy Faithfulness [C- D]	E
	▶ 4:52 In Christ Alone [D]	
	MESSAGE	
	▶ 33.00 Pastor Wade Stevens	6
	RESPONSE	
	► 300 Jesus Paid It All	2

er d. Please take time to view the elements of the service.

Cancel Submit

# Navigating the Order of Worship Page

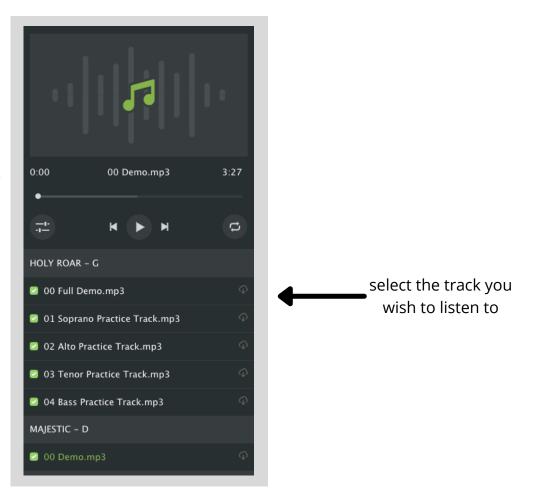
This page gives you access to sheet music and practice tracks for the upcoming songs. It also allows you to view specific service notes and dates/times that you need to be aware of.



This "Attachments" bar will pop up after clicking on the grey box beside each song. You can select either the demo track or sheet music. If selecting sheet music, it will take you to a separate page for you to view or print. When selecting the demo track, you will be directed to the "Media Player". (see the next page)

# The Media Player

Each song will have a demo track attached for you to practice with. Some choir anthems will even have tracks for each specific vocal part.

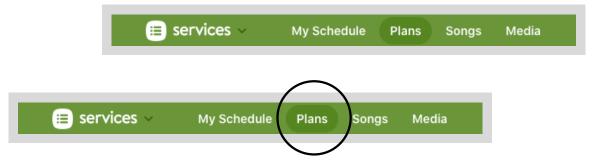


you can also access the Media Player under the "Rehearse" tab at the top right hand corner of the "Order of Worship"

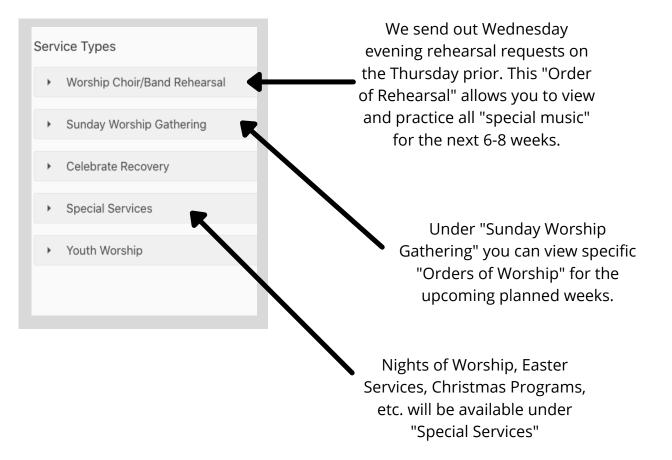
Music Stand Media Player Download All PDFs (Songbook)			💷 rehearse	Ð	liv
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# Navigating the Home Page

At the top of the page you will notice this navigation bar. You will primarily use "My Schedule" and "Plans". Feel free to navigate the other buttons as you wish.



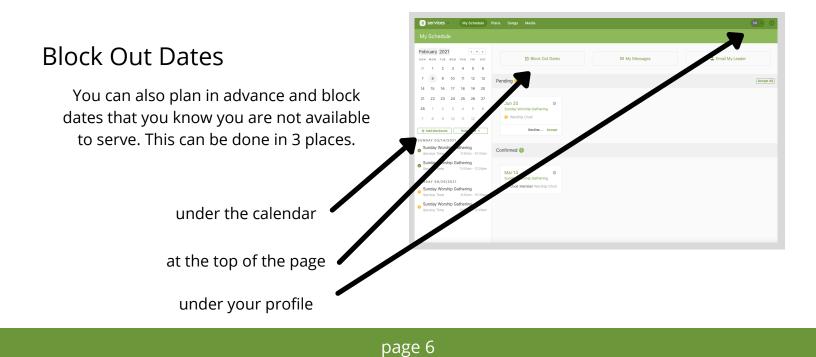
Under "Plans" you have access to view ALL of the services that we lead at The Point. In order to ease confusion, please only select the plans that you are invited to serve in.



	$\bigcap$		
😑 services 🗸	My Schedule	Plans Songs	Media
	$\smile$		

services V My Schedule	lans Songs Media	<b>™</b> → (
My Schedule		
February 2021 <ul> <li> <li>             sun mon tue wed thu fri sat         </li> </li></ul> 31 1 2 3 4 5 6	Block Out Dates My Messages	Lemail My Leader
7     8     9     10     11     12     13       14     15     16     17     18     19     20	Pending 1	Accept A
21         22         23         24         25         26         27           28         1         2         3         4         5         6           7         8         9         10         11         12         13	Jun 20 Sunday Worship Gathering Vorship Choir	
+ Add blockouts Subscribe -	Decline Accept	
Sunday Worship Gathering Service Time 9:30am - 10:30am	Confirmed 🕕	
Sunday Worship Gathering Service Time 11:00am - 12:00pm UNDAY 06/20/2021 Sunday Worship Gathering Service Time 9:30am - 10:30am Sunday Worship Gathering Service Time 11:00am - 12:00pm	Mar 14 O Sunday Worship Gathering Choir Member Worship Choir	

Under "My Schedule" you will see services that you have accepted to serve and services that are waiting for you to accept or decline participation.



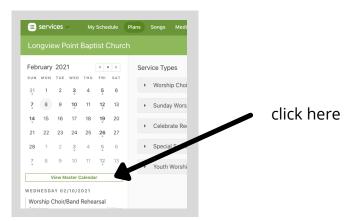
# Block Out Dates (continued)

Select the dates you are unavailable to serve. You can also choose to give a reason for your absence. Blocking out dates allows the Worship Leader to make adjustments to the schedule based on volunteers. It also automatically declines the "request to serve" for you.

Block	out Da	tes					
۹		Ap	oril 20			►	All Day Start Date End Date
Sun	Mon	Tue	Wed	Thu	Fri	Sat	April 21, 2021
28	29		31	1	2	3	Repeat
4	5	6	7	8	9	10	Does not repeat 🔻
11	12	13	14	15	16	17	Reason Delete
18	19	20	21	22	23	24	Vacation!
25	26	27	28	29	30	1	
2		4		6	7		① Click additional dates to add more blockouts
							Cancel Save 1 Blockout

### Viewing the Calendar

you can view the Master Calendar under the "Plans" tab at the top of the page



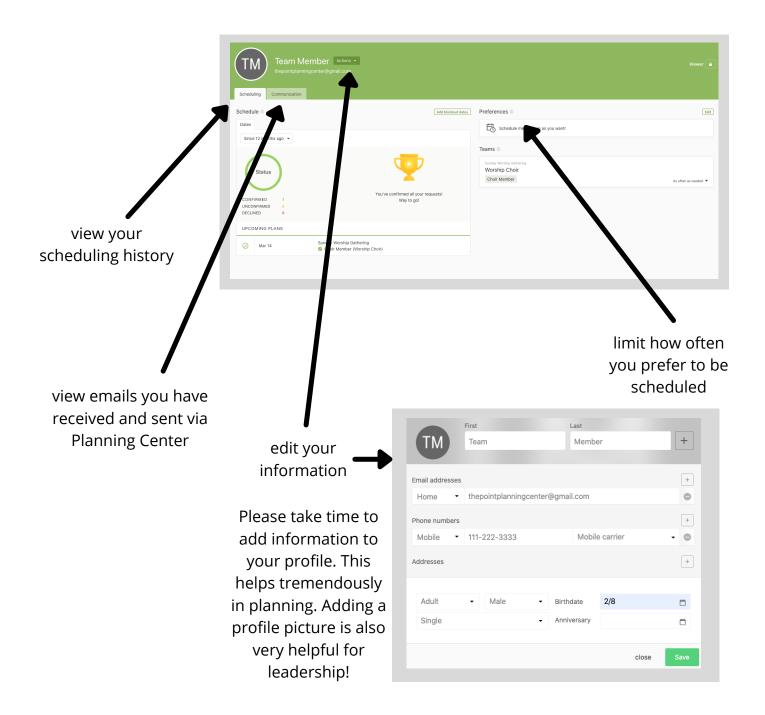
stay up to date on all services and rehearsals

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	
			Worship Choir/Band Rehearsal		Celebrate Recovery	
			Service Times: 6:00p		Service Times: 6:30p	
			Choir Only 6:00p			
			Sunday Worship Gathering			
			Band Rehearsal 7:30p			
			• Youth Worship			
			Service Times: 6:00p			
			Wednesday Rehearsal 4:00p			
7 1	oday 8	9	10	11	12	
Sunday Worship Gathering			Worship Choir/Band Rehearsal		Celebrate Recovery	
Service Times: 8:15a, 9:30a, and 11:00a			Service Times: 6:00p		Service Times: 6:30p	
Sound Check 7:30a			Choir Only 6:00p			
The Point Cafe 7:00a			Sunday Worship Gathering			
			Band Rehearsal 7:30p			
14	15	16	17	18	19	
Sunday Worship Gathering					Celebrate Recovery	
Service Times: 8:15a, 9:30a, and 11:00a					Service Times: 6:30p	
Sound Check 7:30a						
The Point Cafe 7:00a						
Worship Choir 9:30a						
21	22	23	24	25	26	
					Celebrate Recovery	
					Service Times: 6:30p	

# Accessing Your Profile



to view your profile, click on your initials at the top right hand corner of the screen



# Need help?

Many other resources are available to help navigate the features of Planning Center. Visit one of the sites below or email Pastor Steven at steven@longviewpoint.org



https://www.youtube.com/watch?v=W9l1uZHkjj8

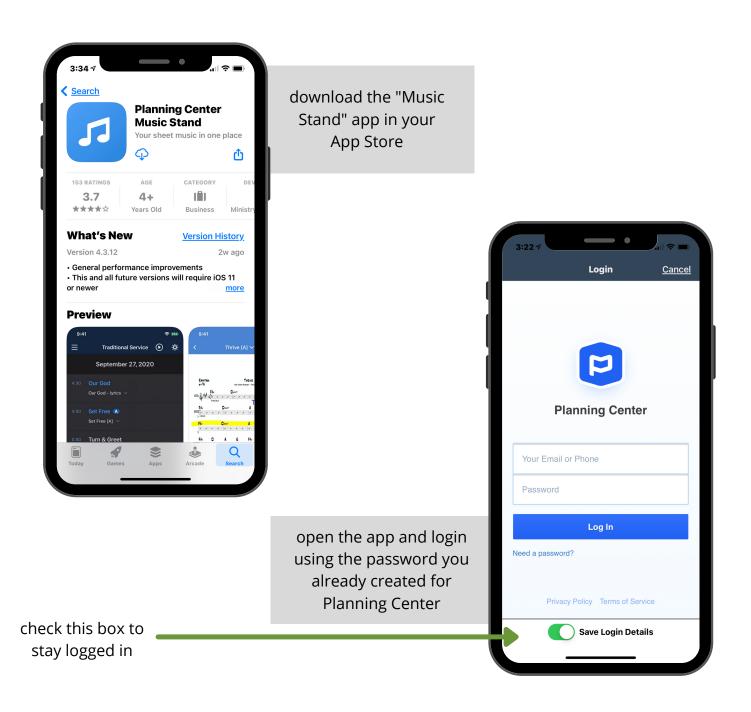
# SUPPORT WEBSITE

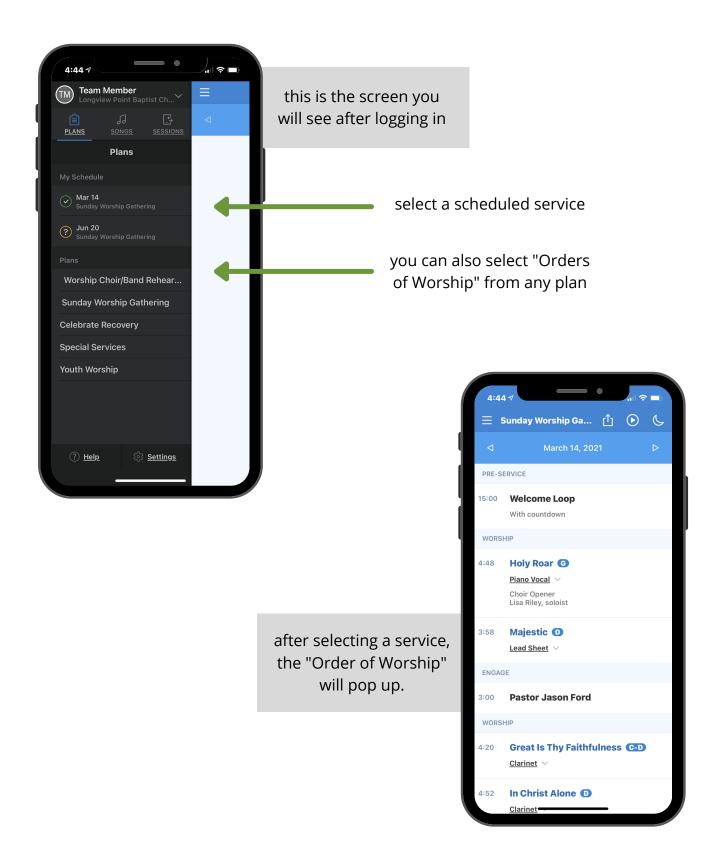
https://pcoservices.zendesk.com/hc/en-us

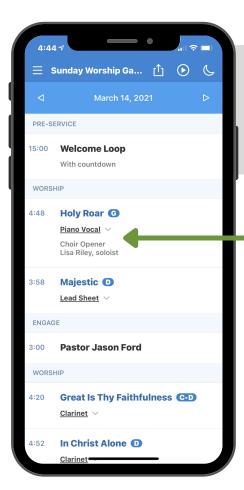
# Music Stand App

In addition to the Planning Center app, the "Music Stand" app makes reading digital music a breeze. This app allows you to view all of the music digitally in an editable format. It is basically a digital music folder that stores and saves all of your personalized notes.

This guide demonstrates the app from an iPhone. Other devices may vary slightly.





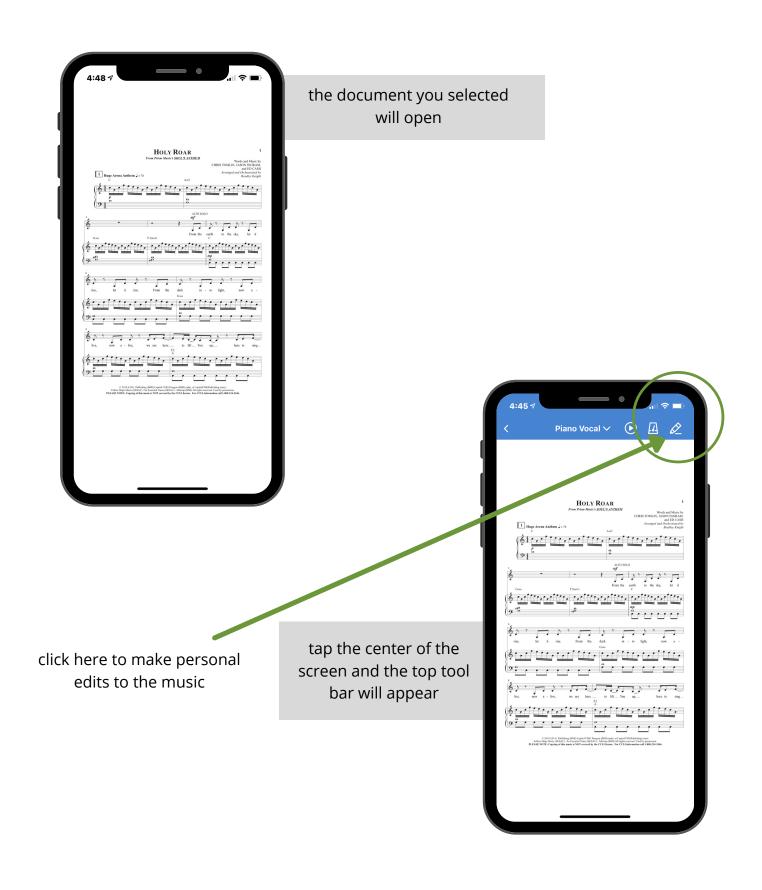


click the drop down button below each song title to select the type of music you would like to view (vocal parts, trumpet, chord charts, etc.)

this screen will appear -
select the document
you would like to view

4:44 7	•	
	Which File	Done
None		
Alto Sax		$\overline{\mathbf{h}}$
Baritone Sax		$\underline{\downarrow}$
Bass Clarinet		$\underline{\downarrow}$
Bass Trombone		$\underline{\downarrow}$
Bassoon		$\underline{\downarrow}$
Cello		$\underline{\downarrow}$
Chord Chart		$\underline{\downarrow}$
Clarinet 3		$\underline{\downarrow}$
Clarinet		$\overline{\mathbf{h}}$
Flute 1_2		$\overline{\mathbf{h}}$
Harp		$\overline{\mathbf{h}}$
Horn 1_2		$\underline{\downarrow}$
Horn 3		$\underline{+}$

\*after selecting the document, Music Stand will save it as your default for that song\*



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		<u>Next</u> >
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ive, now a live,	we are here to lift You	up here to sing
© 2018 S.D.G. Publish Tellow Shipe Masic (SESAC) PLEASE NOTE: Copping of this	ing (BMB) Capitel CMG Paragon (BMI) (ader, at Capitel/CMG (5n Ecoretal Trace (SESAC) (Allerop (BMI) All right rest- mank is NOT covered by the CCLI Reese. For CCLI info	Publishing com) / ved. Usal by permission. emailse call 1-600-236-246.

The edit tool allows you to make personal markings on each piece of music. You can draw, type, and highlight.

4:46 7
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click "done" to save your notes

Music stand is set up to swipe continuously through each song. It reads just like a binder of music.

