



## Planning Center - Services

Planning Center is Stonebridge Church's online platform for communicating with those serving in our church. It helps keep our serving teams organized in one location, and our church running smoothly. It is **VERY IMPORTANT** that everyone who volunteers utilizes the planning center so that Sunday mornings run as smoothly as possible. Planning center is very user friendly, and Staci Piklapp is available anytime to help you navigate if needed!

(stacipiklapp@gmail.com/ 515-298-3364)

## To download Planning Center Services to your phone:

Go to your app store on your phone and download the free

### **Planning Center Services App**

Once the Planning Center Services App is downloaded – Launch App

Sign into Planning Center with your email and password

(click **get a password** if you are new to planning center and follow instructions for setting up a password)

Once Logged in – you will get a pop up asking if you want to enable scheduling –  
Click **YES**

Some will also have a pop up that says scheduling disabled – Click **ENABLE**

You will now be notified when you are scheduled for a new service date

Now you should be on the home page – you should see at the top

3 menu lines – then **My Schedule – Plans**

**My Schedule** is where you will find the list of dates you are scheduled to serve and where.

**Plans** is the list of each Sunday service and where **D6 teams** will find their  
**Lesson Plans**

### **LESSON PLANS for D6 TEACHERS**

To access your **Lesson Plan** for the date you are scheduled to serve – Click **Plans**

Next Click on **Weekend Services**

Then **Weekend Services** Again

This will bring you to a list of Sunday Service Dates.

Click on the date of Service you are scheduled to serve.

(They will appear highlighted)

Once that service date opens, scroll all the way to the bottom of the page and Click  
on **Files**

That will open to show each classroom that has a lesson plan – click on the appropriate classroom you are serving in, and download the Lesson Plan right to your phone.

## **BLOCK OUT DATES**

To **Block Out dates** you will be gone or UNABLE to serve –

Click the **3 lined menu button** at the top

At the bottom of the page that pulls up click on **Block out**

Here you will add all dates you know you are UNABLE to serve – please list the reason as well! Each date needs entered separately – **Make sure you chose “ALL DAY” when adding a block out date!** Make sure you hit the save button to save your block out date. Once saved, it will take you back to the first page and should list your block out date. You can also delete block out dates if you end up able to serve.

**THIS STEP IS VERY IMPORTANT AND HELPS SCHEDULING RUN SMOOTHER!!**

## **ACCEPT/DECLINE DATES REQUESTED TO SERVE**

**This step is also IMPORTANT!!**

When you get placed on the schedule to serve for a Sunday Service, you will receive an email from the scheduler requesting you to serve that date.

In this email, you will have a **Green ACCEPT** button and a **Red DECLINE** button.

We ask that **ALL** volunteers that are asked to serve respond **ASAP** to these emails by clicking Accept/Decline. This allows us to be confident our Sunday Service is well staffed, or where we may need to fill in with other volunteers.

**We do understand that sometimes you accept a date, and then life happens, and you are unable to serve. We ask that all volunteers do their best to be mindful of the days that they have agreed to serve, and if something comes up and you are unable to fulfill your serving duties, that you reach out to the team list and find yourself a substitute ASAP so that the team is still fully functional for Sunday!**