

PLANNING CENTER INSTRUCTIONAL GUIDE

Hello First Baptist Worship Ministry Members!

The First Baptist Worship team is now utilizing Planning Center Online - a system we have implemented to help First Baptist Worship Ministry members view and listen to music for rehearsals, services, and special events. This guide should help you with everything you need to know about using Planning Center from your computer and/or mobile device.

Once you become a member of The First Baptist Worship Ministry, we (the Worship staff) will use the email address that we have on file for you and create a Planning Center (PCO) account for you. You will receive a welcome email that shows your PCO login name (which will always be your email address) and a link to login and set your password. We cannot see your password so please set it as something that you will remember. You will need it to login to PCO from a computer or your mobile device.

(If you have not received a Planning Center welcome email, please contact the music office at music@fbp.org).



Mon 9/24/2018 1:51 PM

no-reply@planningcenteronline.com

Welcome To Planning Center [First Baptist Church Pasadena-Media & Music Ministries]

To: [Redacted]

Hello General User,

Welcome to Planning Center Services, an online system to help churches schedule team members, organize services and streamline communication. Brent Shore wants you to be able to participate and has added you to the First Baptist Church Pasadena-Media & Music Ministries account.

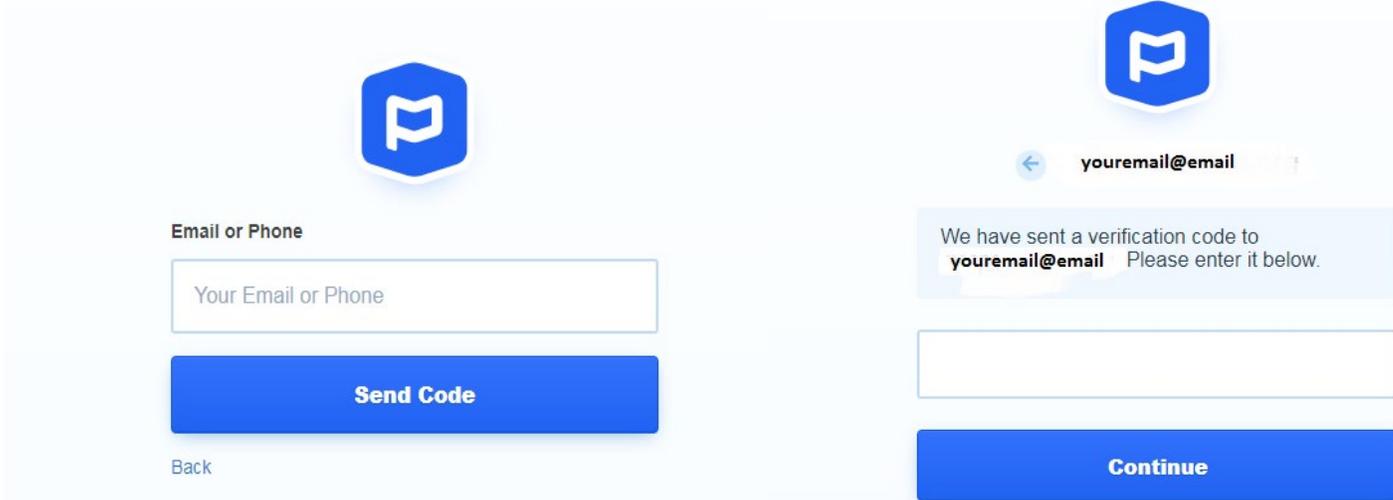
Your username is **youremail@email**

[Click here to set your password](#)

When your church is ready, they'll start to send you scheduling request emails, but you can log in at any time and setup text messaging options, block out dates you know you'll be unavailable, and set scheduling preferences. Take a look at our [Getting Started Video and Lessons](#) to learn how to manage your schedule, update your information and view service details and files.

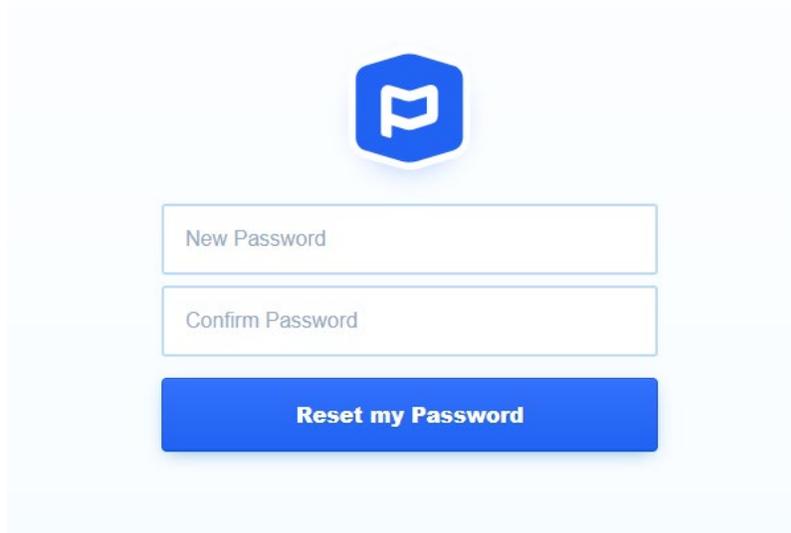
If you have any questions, please don't hesitate to ask. Once again, welcome to Planning Center Services!

In the Welcome Email, click on the link where it says “Click here to set your password”. It will open up a window in your Internet browser.



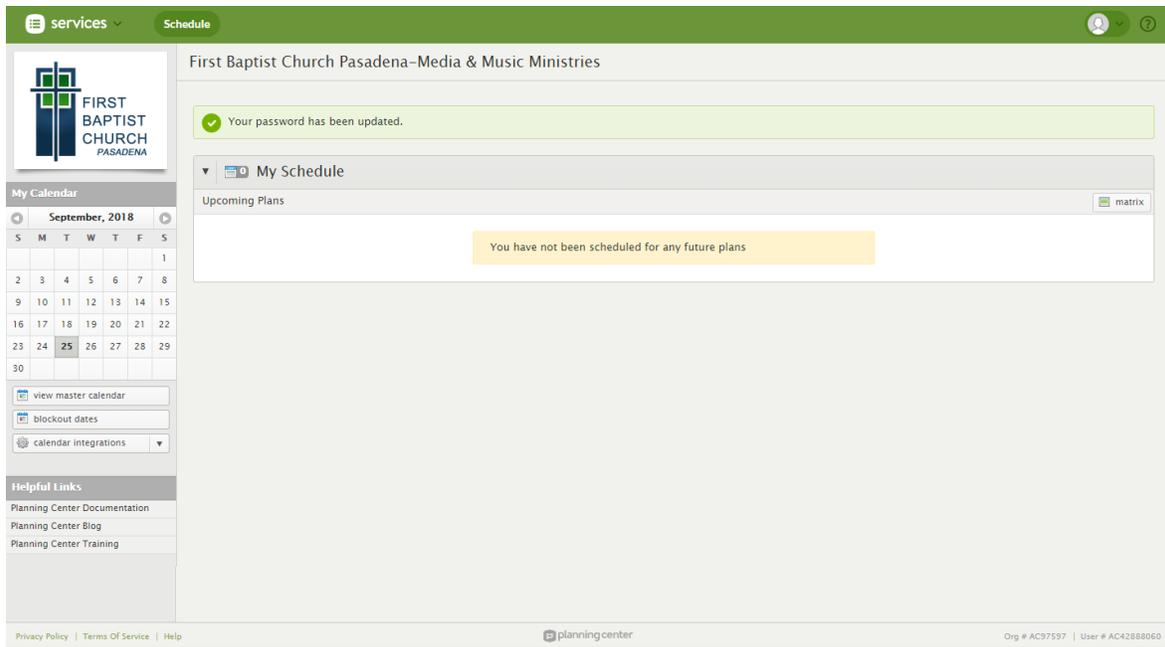
The image displays two sequential steps of a password reset process. The first step, on the left, features the Planning Center logo at the top. Below it, the text 'Email or Phone' is positioned above a text input field containing the placeholder 'Your Email or Phone'. A prominent blue button labeled 'Send Code' is located below the input field, and a 'Back' link is visible at the bottom left. The second step, on the right, also features the Planning Center logo. It shows a message: 'We have sent a verification code to you@email@email Please enter it below.' This message is above an empty text input field. A blue button labeled 'Continue' is positioned below the input field.

Enter your email then click “Send Code”. A Code will be sent to your email which you will enter in order to choose your new password. The click “Continue”.

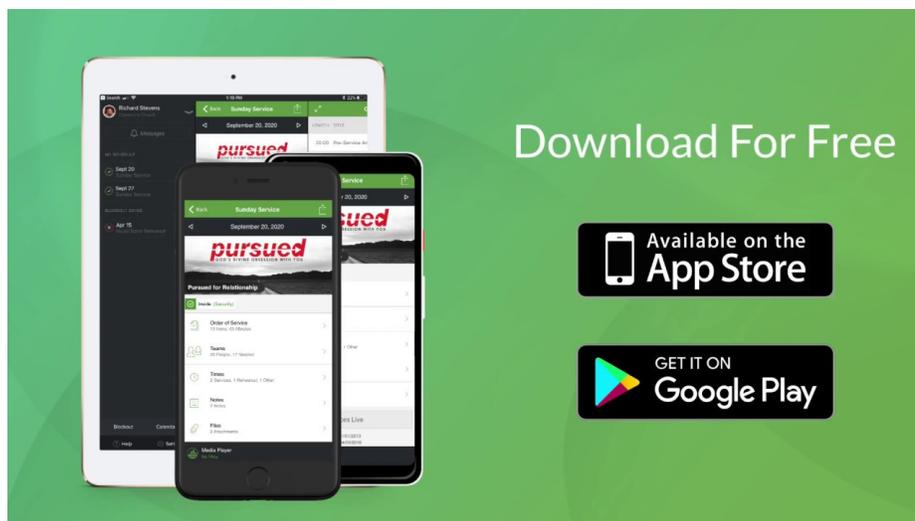


The image shows the 'Reset my Password' screen. At the top is the Planning Center logo. Below the logo are two text input fields. The first field is labeled 'New Password' and the second field is labeled 'Confirm Password'. Below these two fields is a blue button with the text 'Reset my Password'.

Choose a password you will remember, and then click on “Reset My Password”. After you set your password, you will be taken to your dashboard automatically. To log-in again go to <https://accounts.planningcenteronline.com/login/new> and bookmark this page for easier access in the future.



Once in planning center you will be able to see your schedule along with pending request to serve as well as a calendar where you can block out dates.

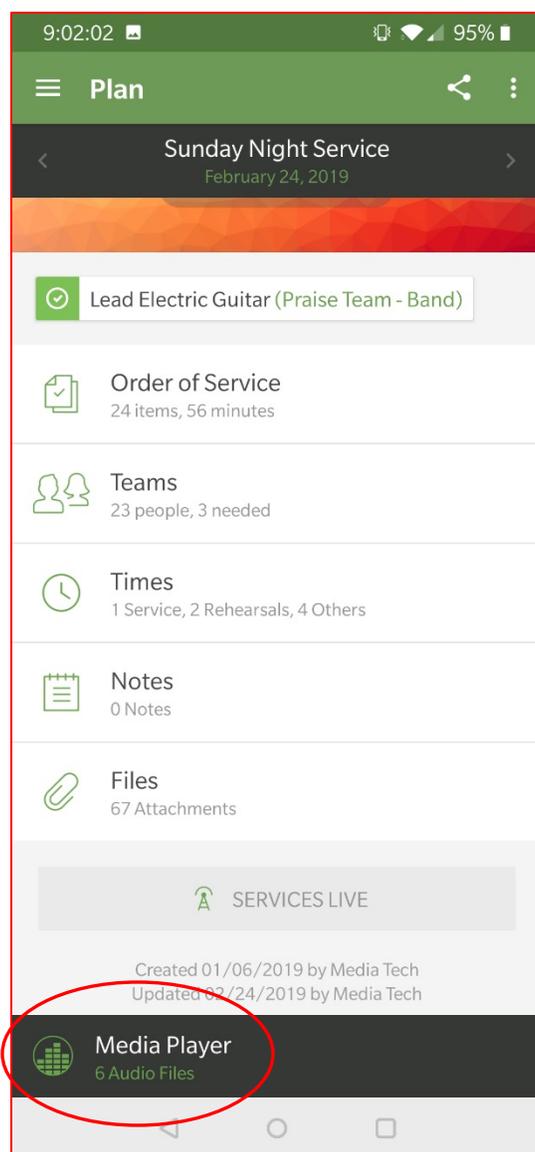


PLANNING CENTER FOR MOBILE DEVICES

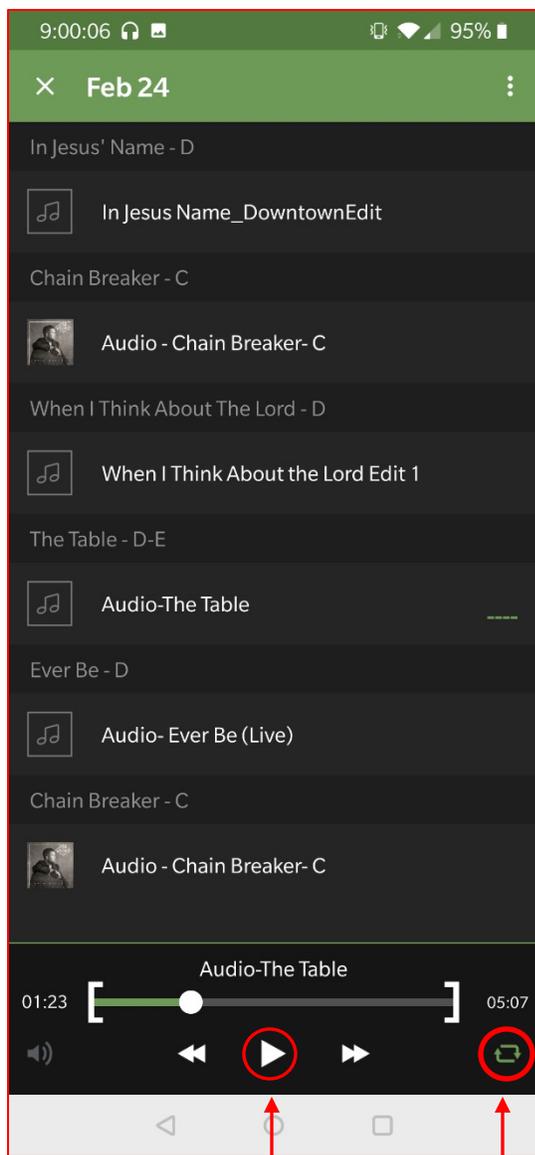
If you have a smartphone (iPhone or Android), or an iPad, there are MOBILE APPS available for Planning Center Online. Just go to the App Store for your device and search for Planning Center Online. Download the app, and you can login from that app on your mobile device. The app is free but requires that you have a Planning Center account. MP3s accessed through the app are streaming. If you have access to Wi-Fi, you will be able to stream for free. If you are on your cellular network, your standard data rates will apply.

You can now use Planning Center Online to listen to our upcoming worship music on your smart phone by following the steps below. Please take this opportunity to learn the Sunday music. , please sing from memory as much as possible.

1. Open your Planning Center Online Services app. 
 - a. (If you logged out previously, you will need to log back in.)
2. Click on "Jan 1 - special events". (We had to have a date, even though this is the same folder every week - disregard the date.) **DO NOT SELECT ANY ITEMS ON THIS PAGE!**

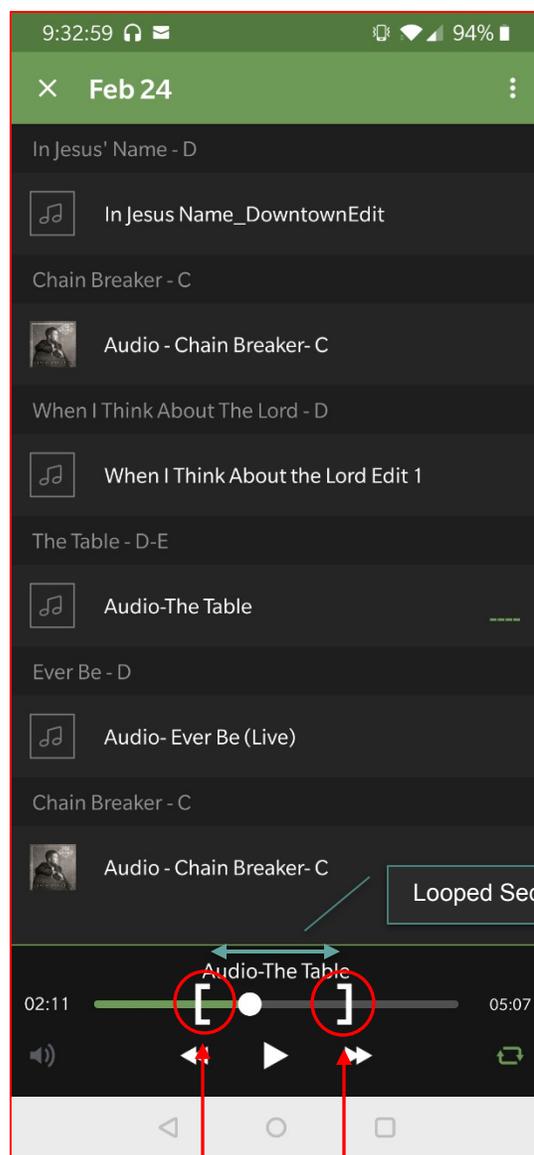


3. Click the "Media Player" at the bottom left of your screen. This will bring up a playlist of all upcoming music.



Play Button

Loop Button



Left Marker

Right Marker

4. Click on an individual song to listen, or just let the songs play all the way through by hitting the "play" arrow in the center bottom of your screen. (To listen to the same song over and over, just select the song, hit the play arrow, then the "loop" icon in the bottom right corner. Selecting the loop button will show white markers that determine the section that is looped.
 - a. For example, if you only want to listen to a certain part of a song, move the left marker to the desired starting point and move the right marker to the desired ending point. Only what is between the markers will play in a loop. If you wish to listen to the full song again, return the markers back to the beginning (left marker) and end (right marker) of the song.

5. Click the drop down arrow at the top right of this screen (on Androids, click the "x" at the top left of your screen) to go back and look at written music by following these steps:
 - A. Select the Order of Service.
 - B. Select song you want to see.
 - C. Select the "FILES" icon on the far right about halfway down the screen.
 - D. Choir, select piano vocal pdf from the list of key attachments. Orchestra, select your instrument.

This will be such a great tool as we move toward memorizing our music in order to fully focus on the Object of our praise and engage the congregation to join us in worship.
