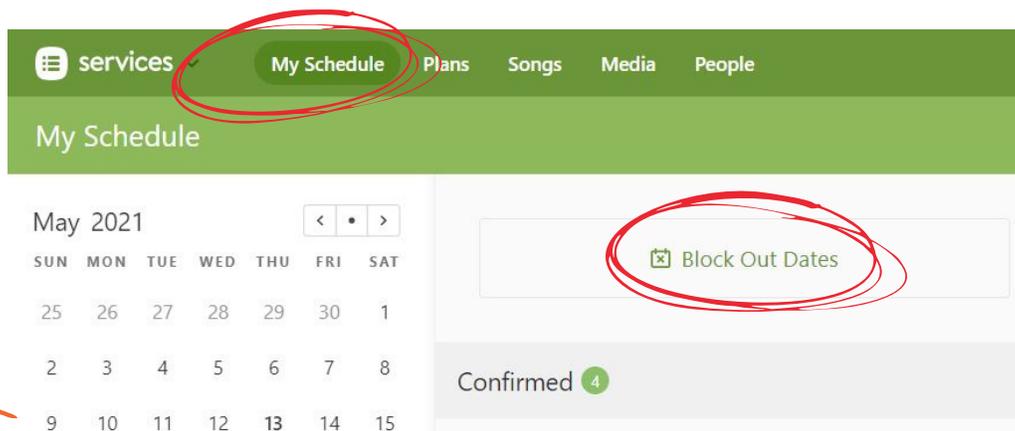


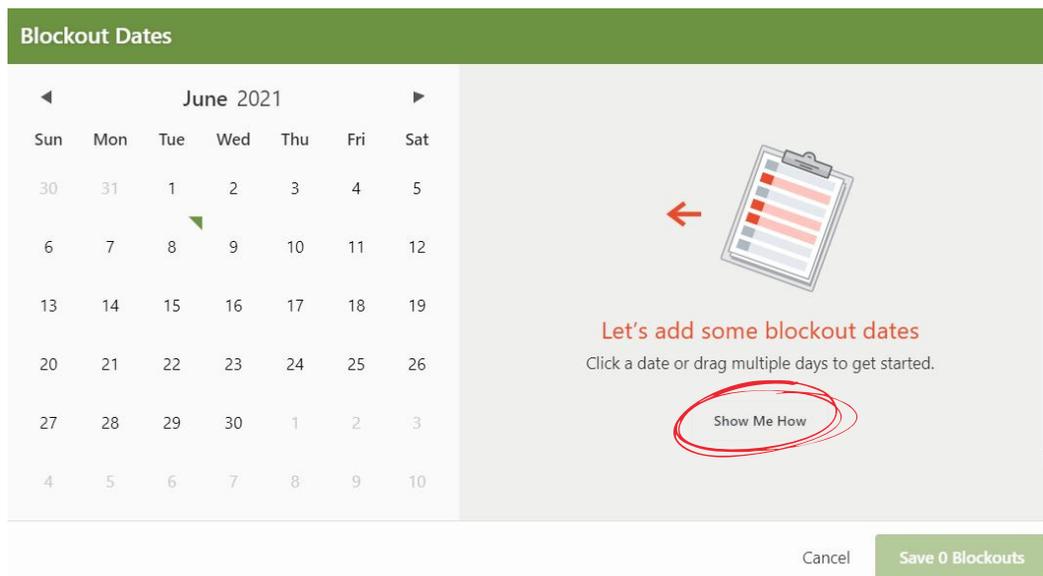
PLANNING CENTER ONLINE



HOW TO BLOCK OUT DATES



First, click on the "My Schedule" tab. Then, click on "Block Out Dates".



Click on one date, or click and drag to select several dates. Note the helpful "Show Me How" function, in case you need assistance.

Blockout Dates

June 2021

All Day Start Date: June 14, 2021 End Date: June 17, 2021

Repeat: Does not repeat

Reason: |

Delete

Click additional dates to add more blockouts

Cancel Save 1 Blockout

Once you've selected dates, the right half of the pop-up will change. You can now confirm any details, checking to ensure that the start and end dates selected are correct as well. Please be sure to SAVE once you are finished.



YOUR SCHEDULE

services My Schedule Plans Songs

My Schedule

May 2021

SUN MON TUE WED THU FRI SAT

25 26 27 28 29 30 1

Click on the "My Schedule" tab.

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

+ Add blockouts Subscribe ▾

Confirmed 4 ← **These are your confirmed services.**

Jun 27
HEARTLAND WEST

- ✓ Keys Musicians
- ✓ Vocals Musicians

Jul 11
HEARTLAND WEST

- ✓ Vocals Musicians

← **These are your upcoming rehearsals and services.**

THURSDAY 06/24/2021

- ✓ HEARTLAND WEST
Thursday Evening Reh... 7:00 pm - 9:00 pm

SUNDAY 06/27/2021

- ✓ HEARTLAND WEST
Sunday Sound Check 8:00 am - 8:30 am
- ✓ HEARTLAND WEST
Service Time 9:00 am - 10:00 am
- ✓ HEARTLAND WEST
Service Time 10:30 am - 11:30 am



Under your "Confirmed" section, you can click on the date headers to see the set list and access song files for that service. For instance, in the example above, you could click on "Jun 27" or "Jul 11", as they appear under "Confirmed", and you'll be taken to that service.



ACCESSING MUSIC & FILES

The screenshot shows a table with two tabs: 'Order' (circled in red) and 'Teams'. The table has columns for 'LENGTH' and 'TITLE'. The items listed are:

LENGTH	TITLE
15:00	Pre-Service
WORSHIP	
3:00	Host Welcome
4:09	Your Grace Is Enough Ab
4:28	Whom Shall I Fear G
5:00	Overcome A
0:00	This We Know G
3:00	Announcement Slides/ Offering

An orange arrow points from the bottom of the table towards the text below.

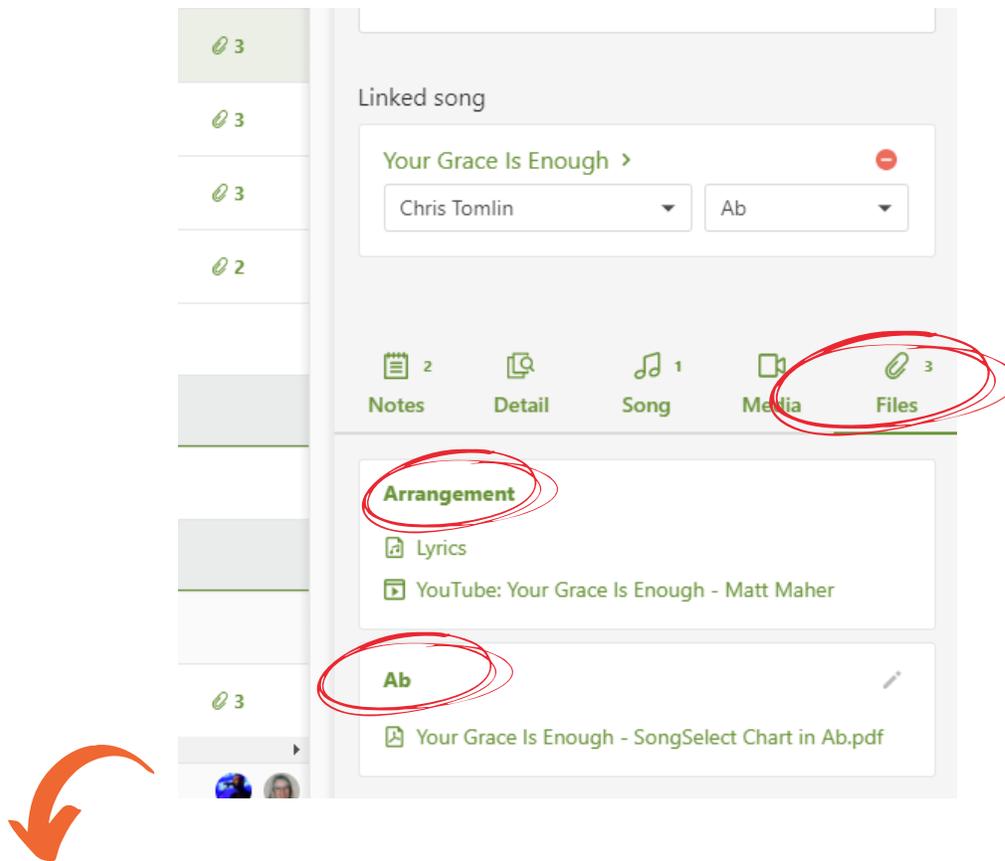
Once you've clicked into a service for which you are scheduled (see the end of the "Your Schedule" section on page 3 for this), make sure you are on the "Order" tab. Here, you'll see an outline of that weekend's service, including the worship set list.

This is a close-up of the 'WORSHIP' section of the service outline. It lists the following items:

3:00	Host Welcome	
4:09	Your Grace Is Enough Ab	3
4:28	Whom Shall I Fear G	3
5:00	Overcome A	3
0:00	This We Know G	2
3:00	Announcement Slides/ Offering	

The file attachment icons (paperclip and number) are circled in red. An orange arrow points downwards from this section towards the text below.

At the right side of the outline, you'll see the file attachments for each song. Click on the paperclip/number to the right of the song you want to look at.



To the bottom right of the outline, you'll now see a new box with Notes, Detail, Song, Media, and Files tabs. Feel free to click through these for more details, but the lyrics, YouTube video and song charts will likely be under the "Files" tab. Click on whichever file you wish to open in this section.

If you have any other questions regarding PCO, please don't hesitate to talk to us! Grab us in-person, give us a call, or send us an E-Mail 😊