

PLANNING CENTER INSTRUCTIONAL GUIDE

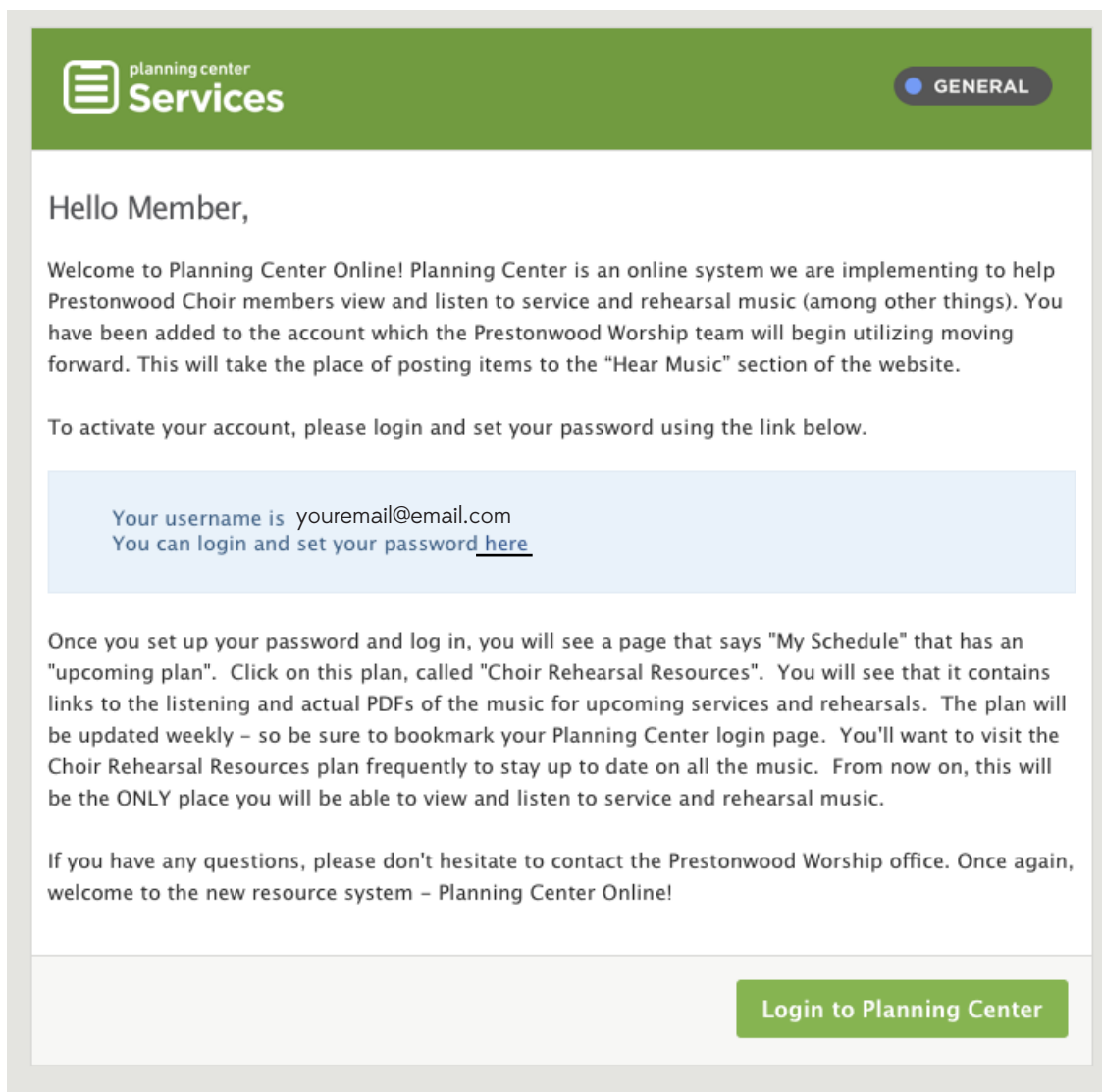
Hello Prestonwood Choir Member!

The Prestonwood Worship team is now utilizing Planning Center Online - a system we have implemented to help Prestonwood Choir 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 Prestonwood Choir, 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 worship@prestonwood.org).

[Sample Welcome Email]



In the Welcome Email, click on the link where it says “You can login and set your password [here](#)”. It will open up a window in your Internet browser where you can setup your password. Choose a password you will remember, and then click on “Set Your Password”.

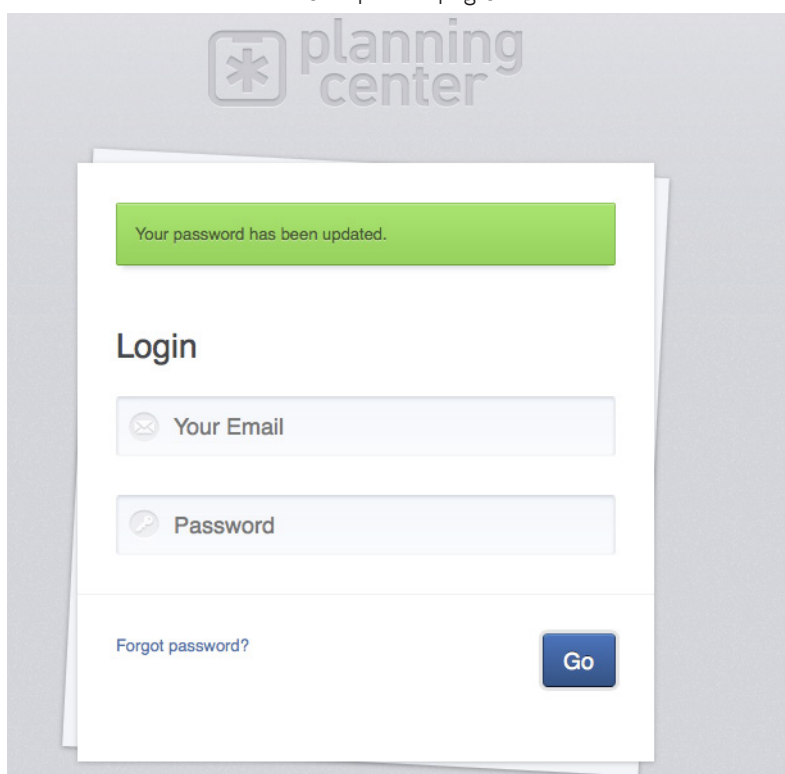
[Sample Webpage]



A sample webpage for a "planning center" (indicated by a logo with a star in a square). The page is titled "Set Your Password". Below the title, it says "Updating password for Your Name (youremail@email.com)". There are two input fields: "Choose a new password" and "Confirm your new password", each with a key icon on the left. At the bottom right, there is a blue button labeled "Set Your Password".

After you set your password, you will be taken to the Login Screen. Enter your email address (which is your username) and your password. Then click on “Go”. (NOTE: Be sure to bookmark this page so you can access it easily in the future).

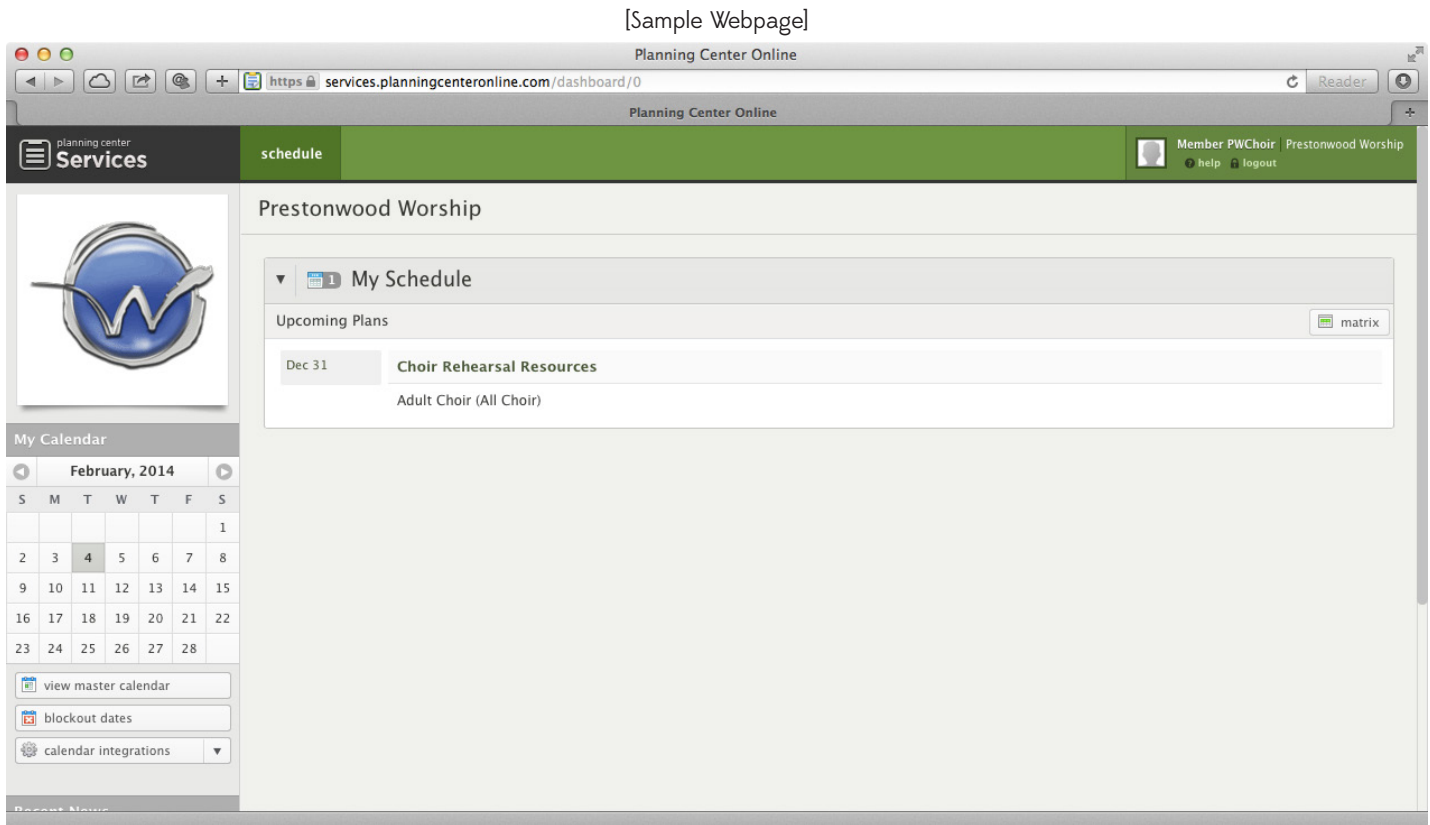
[Sample Webpage]



A sample webpage for a "planning center" (indicated by a logo with a star in a square). The page shows a success message: "Your password has been updated." in a green box. Below this is the "Login" section. It has two input fields: "Your Email" (with an envelope icon) and "Password" (with a key icon). At the bottom left, there is a link "Forgot password?". At the bottom right, there is a blue button labeled "Go".

When you login, you will get to the “My Schedule” page of Planning Center. You’ll see the “Upcoming Plans”, and under that there will be a link that says “Choir Rehearsal Resources”. Click on “Choir Rehearsal Resources”.

(NOTE: You may notice that the date for this plan is set as Dec 31. Just ignore that date. ALSO, if you mouse over where it says “Adult Choir (All Choir)” you see a little button that says “decline”. Do not click on “decline”. If you do, you will be removed from the Choir Rehearsal Resources plan, and you will not be able to get access to music. If you accidentally click on “decline”, simply contact the Music Office. We will restore your access to the Choir Rehearsal Resources plan.)



After you click on “Choir Rehearsal Resources”, you will be taken to the Choir Rehearsal Resources page. This is where you will be able to access/download PDFs of your music. You will also be able to LISTEN to your music (the mp3s are NOT downloadable due to legal reasons). To access the PDFs and/or mp3s, simply click on the small box next to each song. (The number in that box indicates the number of attachments available for that particular song).

(CONTINUE ON TO NEXT PAGE OF THIS DOCUMENT FOR FURTHER INSTRUCTIONS)

[Sample Webpage]

The screenshot shows a web browser window with the URL <https://services.planningcenteronline.com/plans/12045595>. The page title is "Choir Rehearsal Resources - Dec 31, 2016 - Planning Center". The user is logged in as "Member PWChoir | Prestonwood Worship".

The main content area is titled "Choir Rehearsal Resources" and shows the date "December 31, 2016". It indicates that the user has been scheduled for "Adult Choir (All Choir)".

The "Rehearsal Music" section lists music for "This Sunday and Upcoming Music". The list includes:

- This Sunday - February 9, 2014**
 - 0:00 **No Choir/Orchestra this week**
Worship will be led by the Freedom band
- Upcoming Music**
 - 8:44 **God Is Here**
Planned for service on Feb 16
 - 6:22 **Holy Holy Holy**
 - 6:38 **I Then Shall Live**
 - 5:00 **The Lord's Prayer**
 - 5:59 **No One Higher (Bb)**
Planned for service on Feb 16
 - 3:33 **Tell Somebody**
 - 0:00 **Your Presence Is Heaven**
no listening available yet

The total duration is 36:16, and there are 2 contributors.

The page, Choir Rehearsal Resources, will be updated WEEKLY with music for the next Sunday services, and any new "upcoming music" that we will be singing in rehearsals. You'll want to visit PCO frequently to stay up to date on all the music. From now on, this will be the ONLY place you will be able to view and listen to service and rehearsal music.

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 WiFi, you will be able to stream for free. If you are on your cellular network, your standard data rates will apply. The Planning Center Music Stand app is available for iPads and other tablets. This app will allow you to view all sheet musi as well as listen to mp3s.

