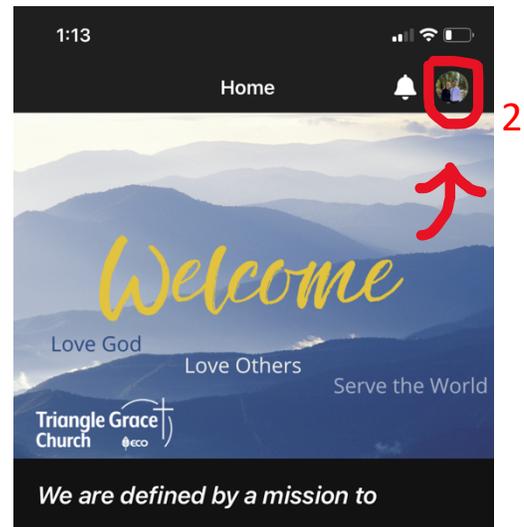


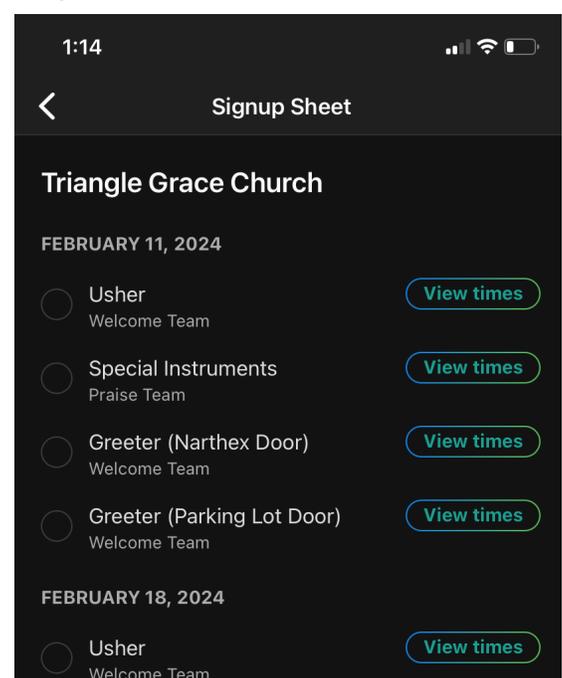
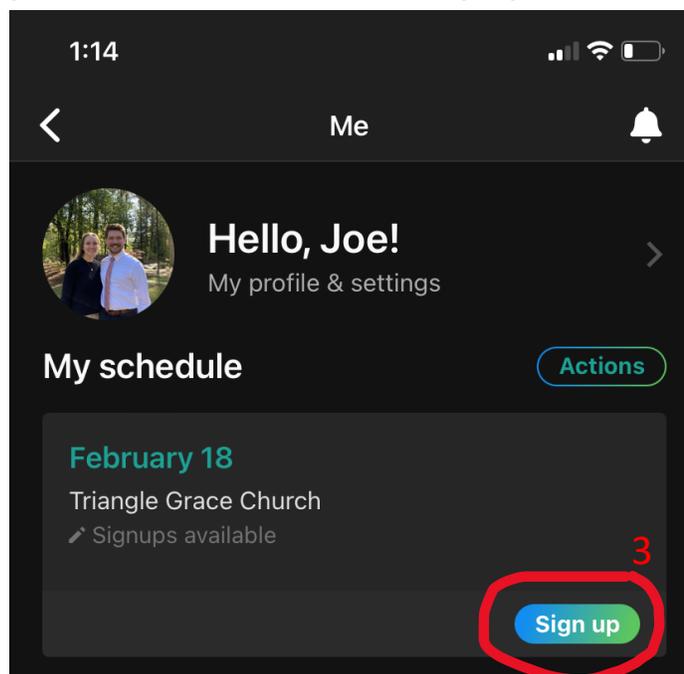
### MOBILE

1. To view your schedule and sign up to serve, open the Church Center app.

2. Navigate to your profile by selecting the small circle in the top-right corner. If you haven't set your profile picture, the circle will have a question mark rather than a picture.



3. In your profile, you'll see a button that says "Sign up." Tap this button, and a modal will appear that will show you all upcoming Sundays and the positions that are currently open for each Sunday.



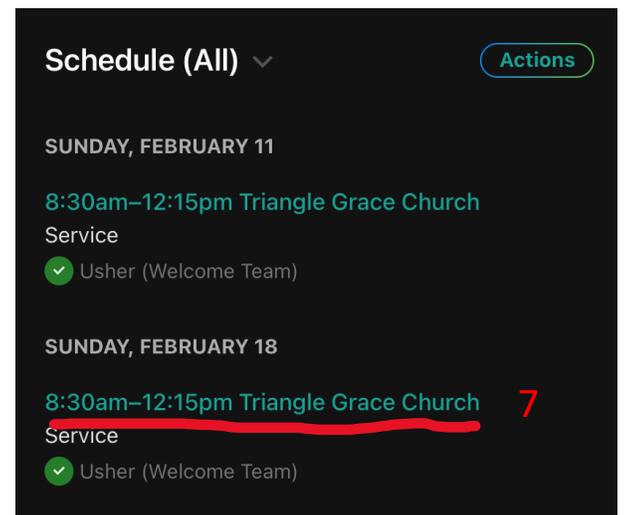
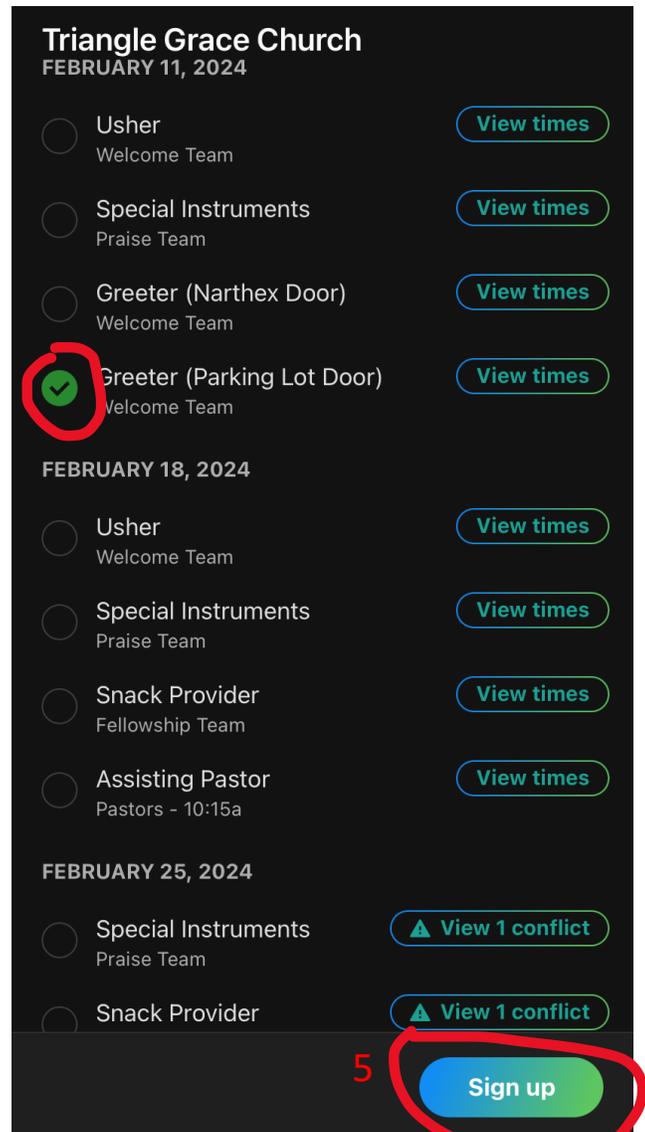
4. Tap the open circle to the left of an available position to select it. You can select and sign up for multiple positions at the same time, if you would like.

\* Note: if you don't see the position you are trying to sign up for on a given Sunday, this means that someone else has already signed up for that position for that Sunday. **4** Only open positions are shown in this window.

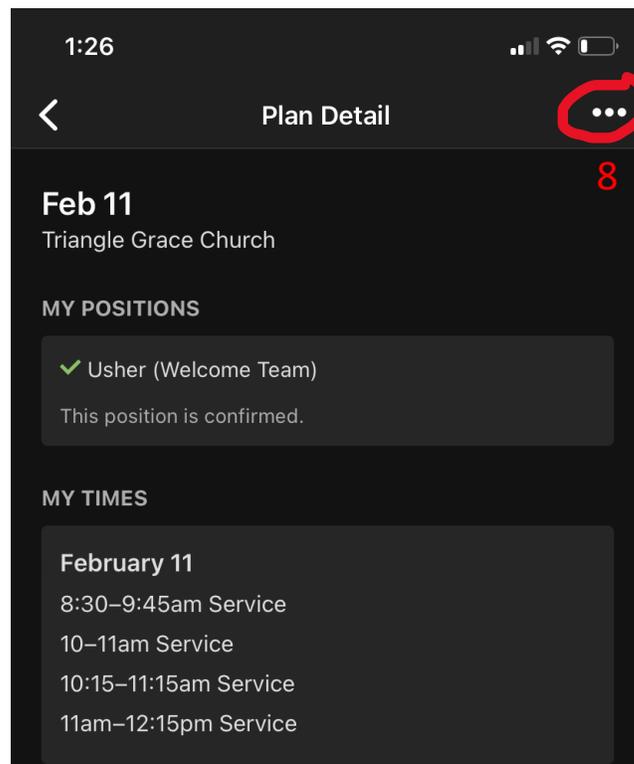
5. Once you have your desired position(s) selected, tap the "Sign up" button on the bottom right of your screen.

6. That's it! Once you've signed up for a position, you're good to go. Back in your profile page, you should now see your new assignment under the "My Schedule" heading.

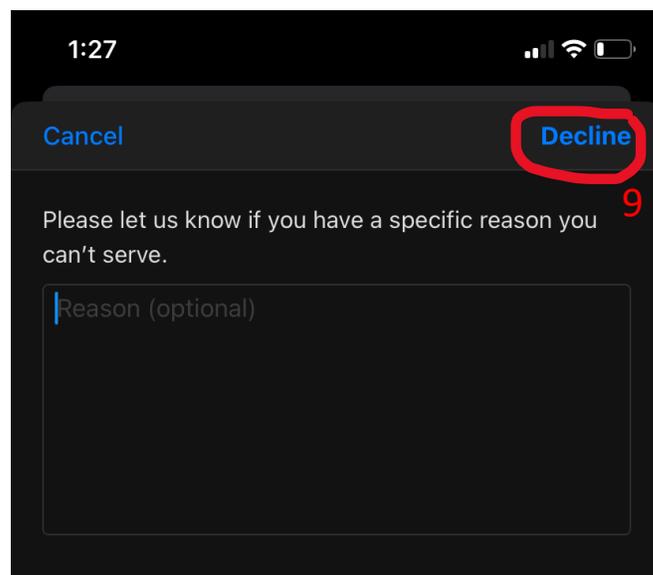
7. If you ever need to decline a position that you had previously confirmed, you can do that by tapping the green-colored heading for that date (underlined in red in the picture above).



8. This will bring up the specific assignment for that date. On this page, click the hotdog menu at the top right (the three white horizontal dots). This will open up a submenu with a “Decline...” button which you should tap.



9. After you hit “Decline,” the app will give you the opportunity to write out a reason for declining. This is not necessary, but can be helpful for your team leader. Once you have written out your reason (or you decide to enter no reason), finish the process by hitting the “Decline” button.



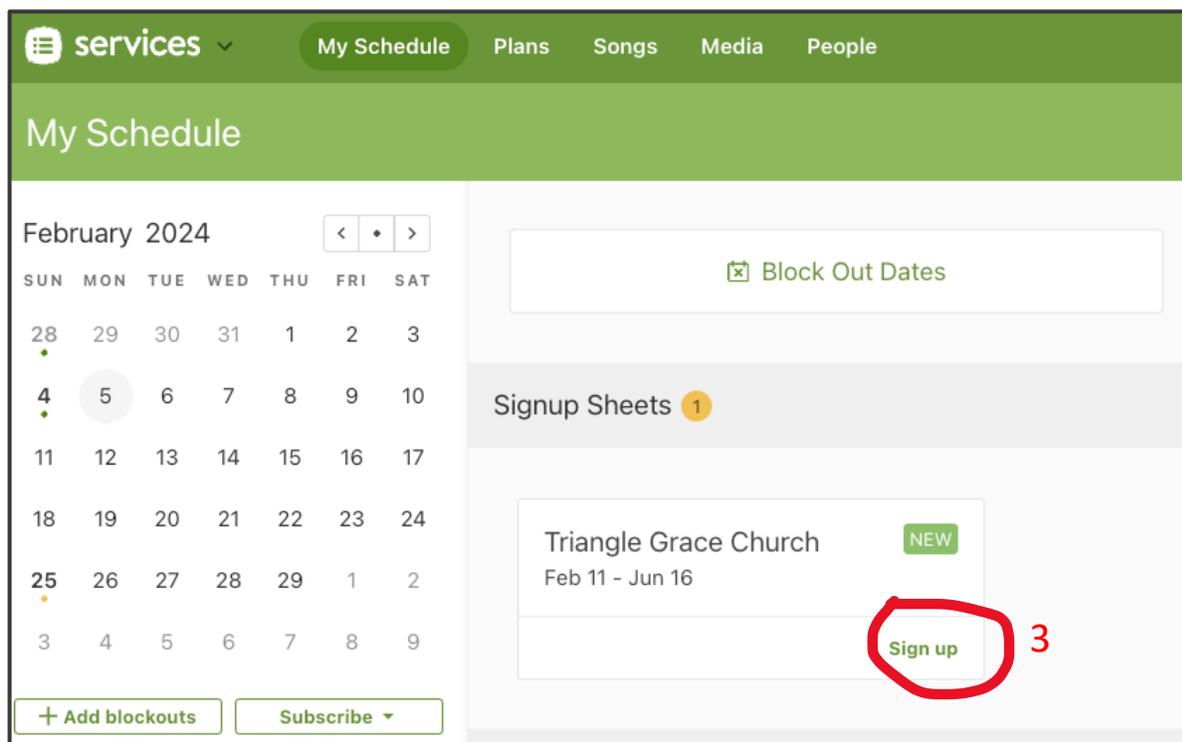
10. That's it! You now know how to sign up for a role on a specific Sunday, and how to decline a role that you've signed up for previously.

## DESKTOP

1. To view your schedule and sign up to serve on your computer, navigate to the Planning Center website: [services.planningcenteronline.com](https://services.planningcenteronline.com).

2. Once you login (if you aren't already), it should take you to the "My Schedule" tab. This is where you can sign up to serve, view your schedule, or decline a position you had previously accepted.

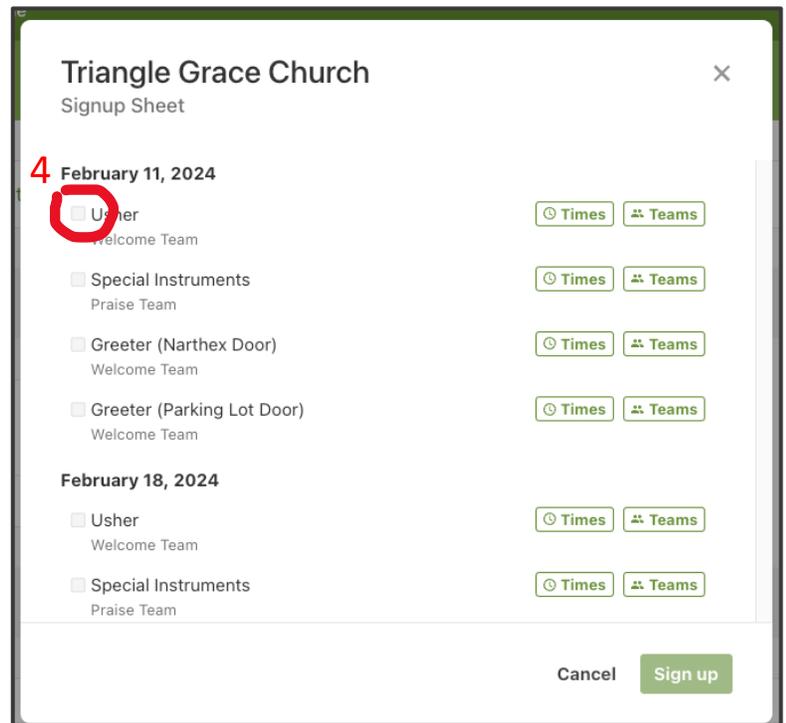
3. On the "My Schedule" Tab, you should see a section called "Signup Sheets." In that section, there will be a button that says "Sign up" – click that now.



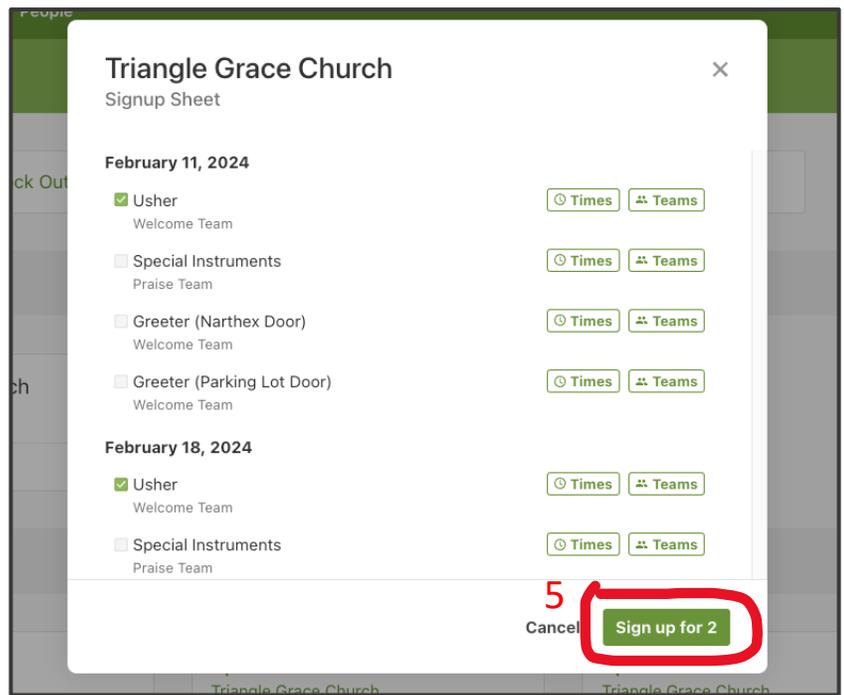
The screenshot displays the 'My Schedule' interface. At the top, there is a navigation bar with 'services' and a dropdown arrow, followed by tabs for 'My Schedule', 'Plans', 'Songs', 'Media', and 'People'. Below this, the 'My Schedule' title is shown. On the left, a calendar for February 2024 is visible, with the 5th of the month highlighted. On the right, there is a 'Block Out Dates' section with a checkbox. Below that, the 'Signup Sheets' section is highlighted with a yellow background and a '1' icon. A card for 'Triangle Grace Church' is shown, with the dates 'Feb 11 - Jun 16' and a 'NEW' tag. A 'Sign up' button is circled in red, with a red '3' next to it, indicating the step to click.

4. When you click “Sign up,” a modal will appear that shows you what roles are available for upcoming Sundays. Select one or more of the checkboxes on the left side of the modal to sign up for a position(s).

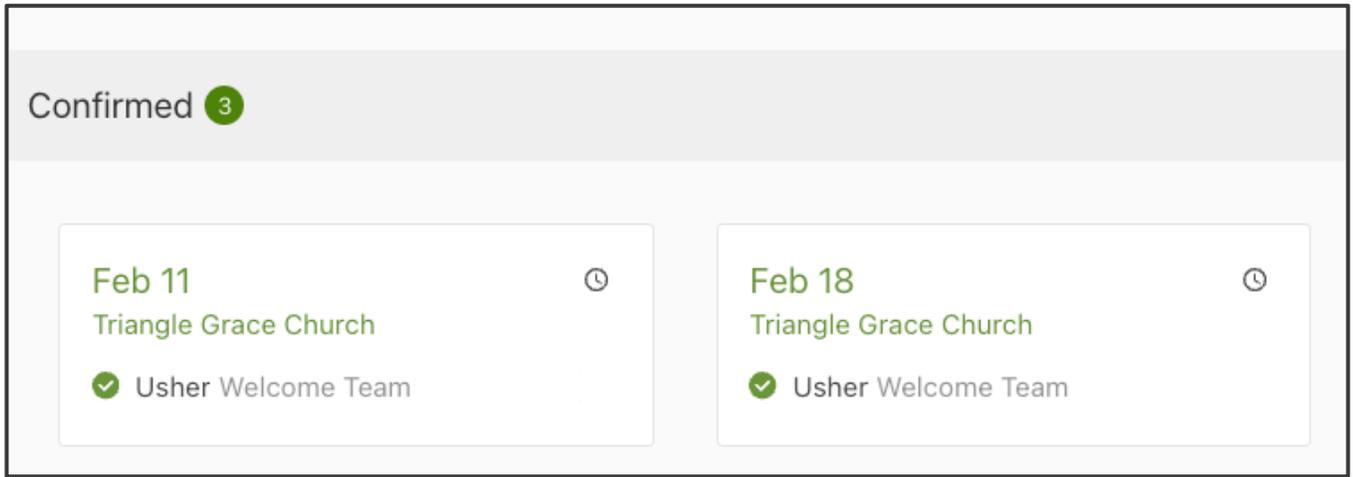
\* Note: if you don’t see the position you are trying to sign up for on a given Sunday, this means that someone else has already signed up for that position for that Sunday. Only open positions are shown in this window.



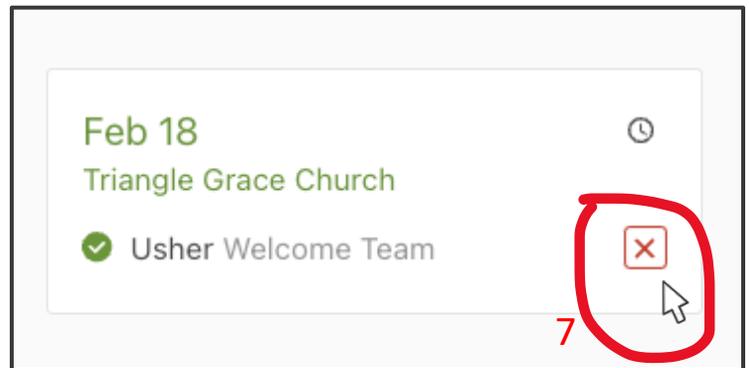
5. When you have selected the positions you want to sign up for, click the “Sign up” button at the bottom right of the modal.



6. You should now be back on the “My Schedule” tab. You should also see a new section, titled “Confirmed.” Here is where you can see the upcoming dates that you are scheduled to serve.



7. If you need to decline an assignment that you had previously confirmed, you can do that by moving your cursor over the box for that date. When you mouse over it, a red X icon will appear in the bottom right of the box. Click that “X” to decline the assignment for that date.



8. That’s it! You now know how to sign up to serve, and also how to decline an assignment that you had already signed up for.