

How you will be added to planning center
once you join the worship/Tech team

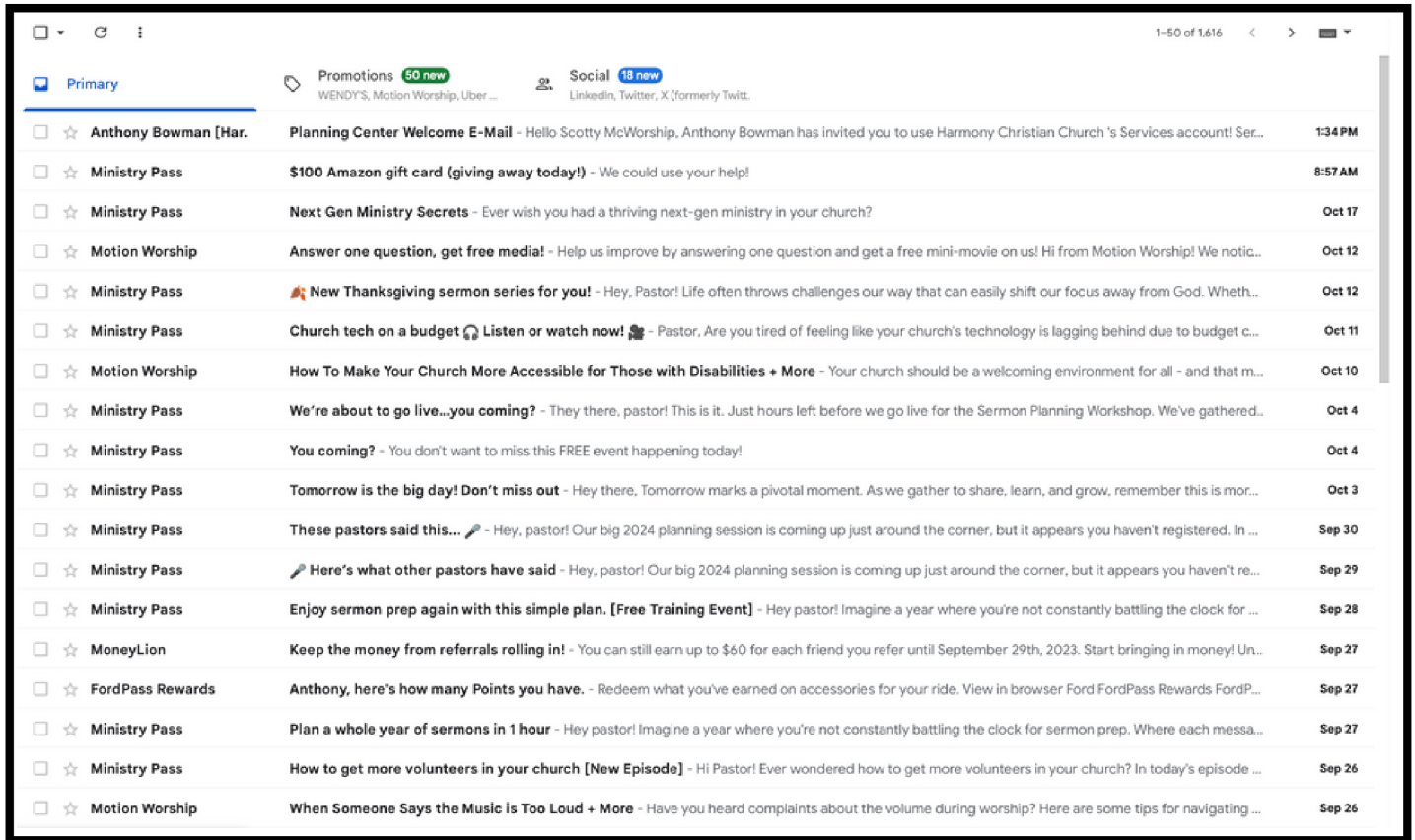


HARMONY
CHRISTIAN CHURCH

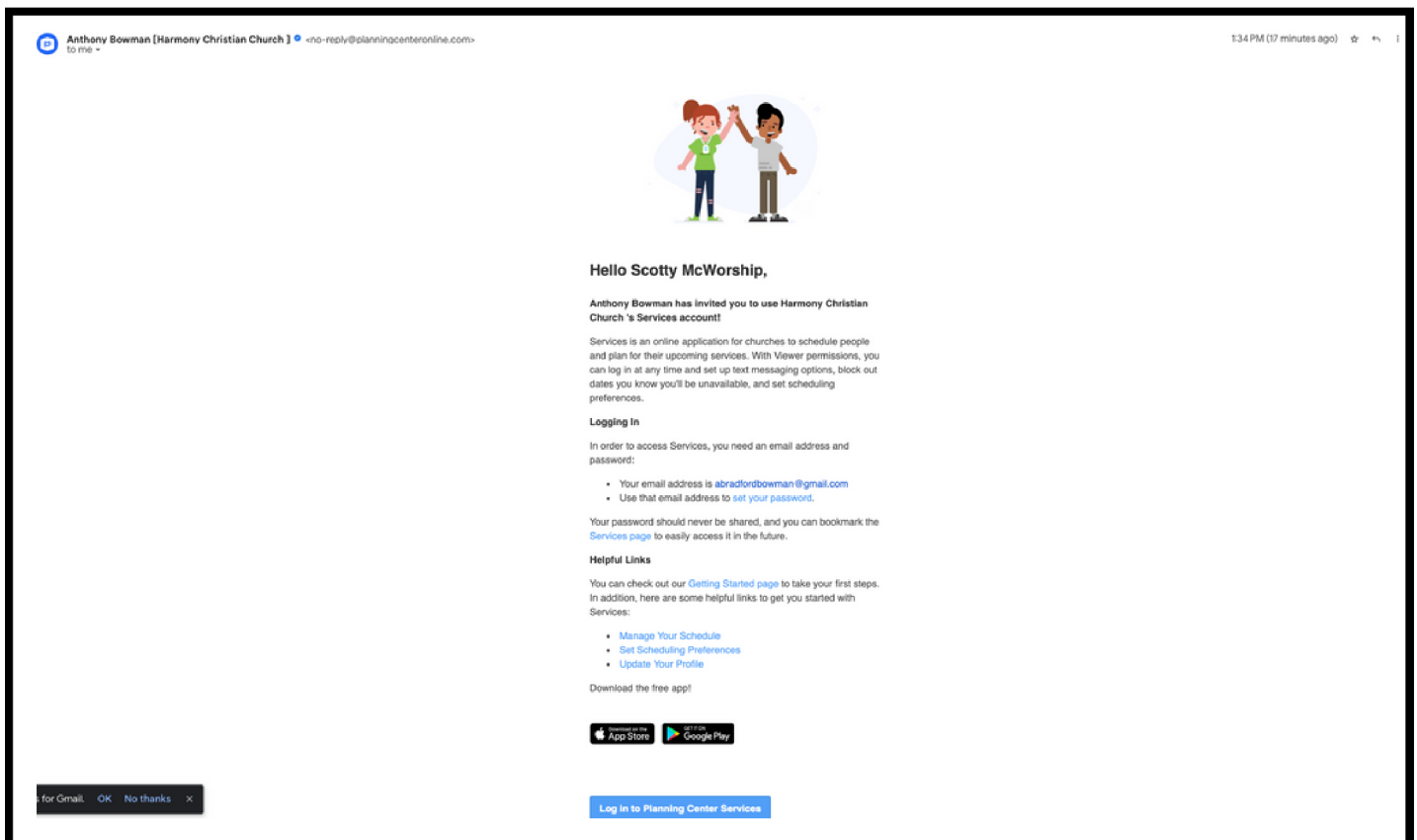


planning center

Once you have joined the worship team, you will be sent an e-mail from planning center



The e-mail will look like this and will prompt you to create a planning center account



Once you have signed up, this is where you will find when you have been scheduled and what you have been scheduled for

The screenshot shows the 'My Schedule' page. At the top, there's a navigation bar with 'services' and tabs for 'My Schedule', 'Plans', 'Songs', 'Media', and 'People'. Below the navigation bar, the page title 'My Schedule' is displayed. On the left, there's a calendar for October 2023. The calendar shows dates from 1 to 31. The 19th is highlighted. Below the calendar, there are buttons for '+ Add blockouts' and 'Subscribe'. To the right of the calendar, there are three buttons: 'Block Out Dates', 'My Messages', and 'Email My Leader'. Below these buttons, there's a section titled 'Confirmed' with a count of 2. This section contains two cards for 'Weekly Adult Service' on Oct 22 and Oct 29. The Oct 22 card lists 'Drums Band' as confirmed. The Oct 29 card lists 'Acoustic Guitar Band', 'Announcements Speaking', and 'Worship Leader Vocals' as confirmed. Below the 'Confirmed' section, there's a detailed view for Saturday 10/21/2023 and Sunday 10/22/2023. For Saturday, it shows 'Weekly Adult Service' from 1:00 pm to 3:00 pm. For Sunday, it shows three services: 'Weekly Adult Service' from 7:30 am to 8:30 am, 'Weekly Adult Service' from 9:30 am to 10:30 am, and 'Weekly Adult Service' from 11:00 am to 12:00 pm.

When you click on one of the dates it will take you to this page where you can see songs, notes, etc...

The screenshot shows the 'October 22, 2023' page. At the top, there's a navigation bar with 'October 22, 2023' and buttons for 'Matrix' and 'Actions'. Below the navigation bar, there's a section titled 'Drums' with a sub-section 'Times' and an 'Add' button. The 'Times' section has two sub-sections: 'SERVICE TIMES' and 'REHEARSAL TIMES'. Under 'SERVICE TIMES', it shows 'Midweek Devotions/Rehearsal' from 1:00pm to 10/21 and 'Tech Meeting/Sound Check/Run through' from 7:30am to 10/22. Under 'REHEARSAL TIMES', it shows 'Run through' from 7:30am to 10/22. To the right of the 'Times' section, there's a section titled 'Teams' with a sub-section 'MY TEAMS'. This section shows a list of teams: 'Speaking' (1 confirmed, 0 pending, 0 declined), 'ANNOUNCEMENTS' (Sharon Andrews), 'Vocals' (1 confirmed, 0 pending, 0 declined), 'WORSHIP LEADER' (Tony Wilson), and 'WORSHIP VOCALS' (Katie Wilson). To the right of the 'Teams' section, there's a table with columns 'LENGTH' and 'TITLE'. The table lists the following items: 'Pre-Service countdown' (15:00), 'Raise A Hallelujah' (7:45), 'My Jesus' (0:00), 'COMMUNION' (2:00), 'Evidence' (0:00), 'Offering' (3:00), 'Announcement (in person)' (3:00), 'BUMPER VIDEO' (0:30), 'Message' (30:00), 'Invitation' (0:00), 'The Stand' (10:25), 'Volunteer Push' (0:00), 'Outro' (0:00), and 'Post Service' (0:00). Each item has a status icon (green circle with a checkmark) and a count (e.g., 27, 5, 16).