



As a member of the Welcome Team, or any other serving team at Light of Christ, you have the option to manage your serving either through the new LOC Church Center App, or through the Services app. Some people want and like the details the Services app brings. Some people prefer a more streamlined way to manage your serving. **If you are someone who manages your entire household's serving - you are most easily able to do this through the computer desktop version of Services.** This document will help you to find where and how to manage an individual's serving on the new Church Center app. If you have not already done so, please download the Church Center app now.

After you have downloaded the Church Center app, go to the Home screen of the app, and select your profile picture in the upper right corner. (If you haven't uploaded a photo to your Planning Center account - I'll show you how to do that at the end!).



NEW? START HERE

PRAYER REQUEST

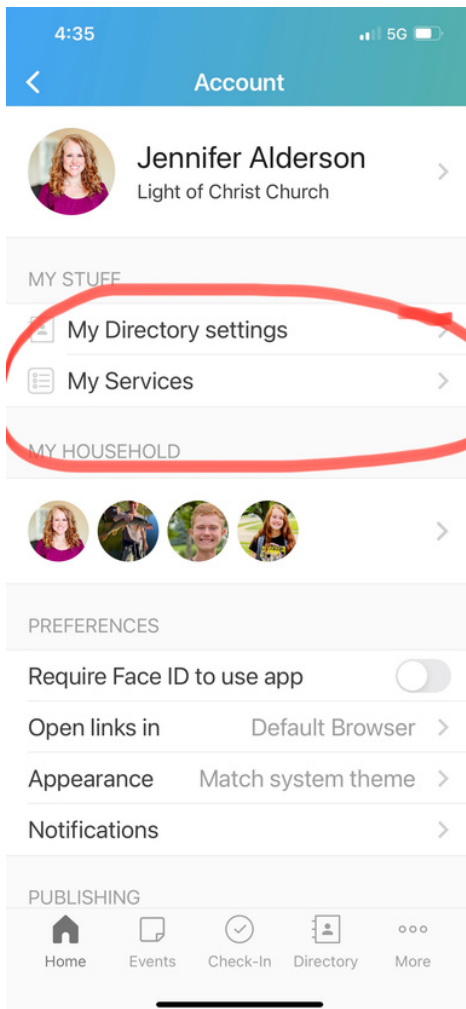
BULLETIN NOVEMBER 6/7

GIVING

EVENTS

LIVESTREAM

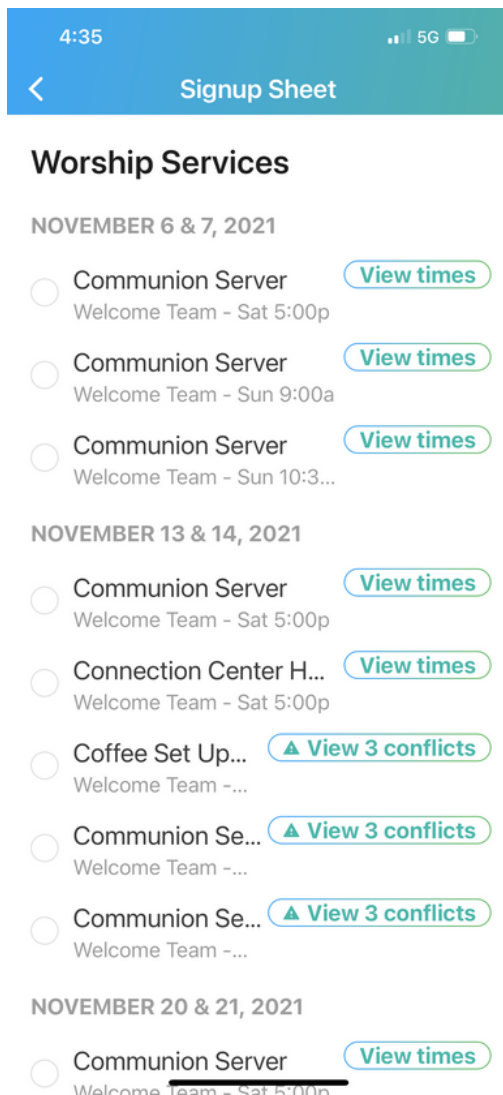
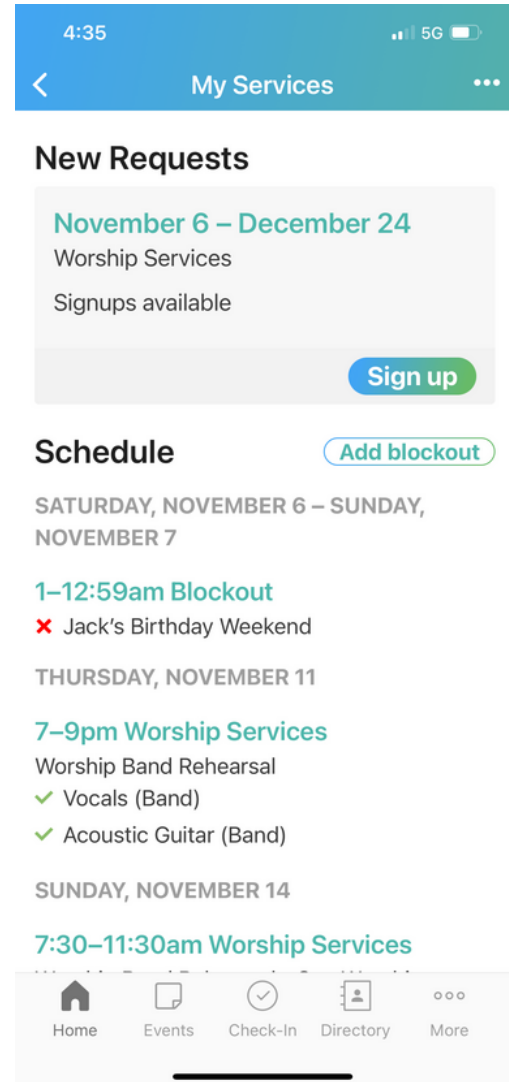
Home Events Check-In Directory More



Then, you'll be taken to your "account" page. Under "My Stuff", select "My Services".



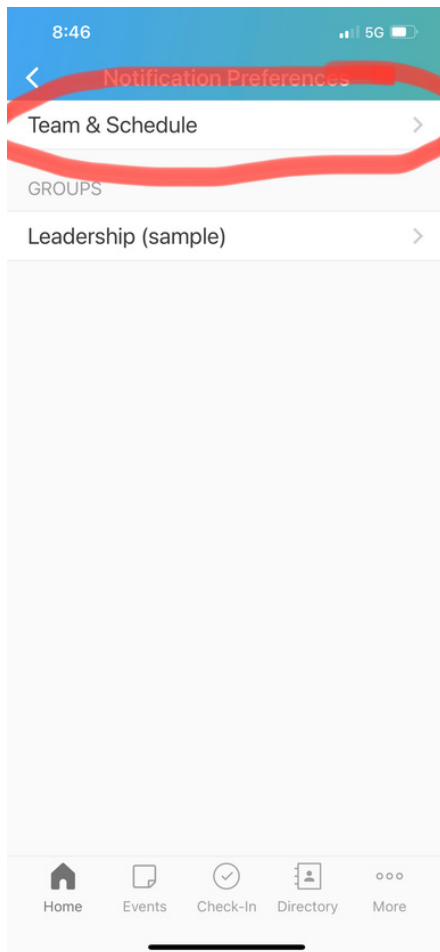
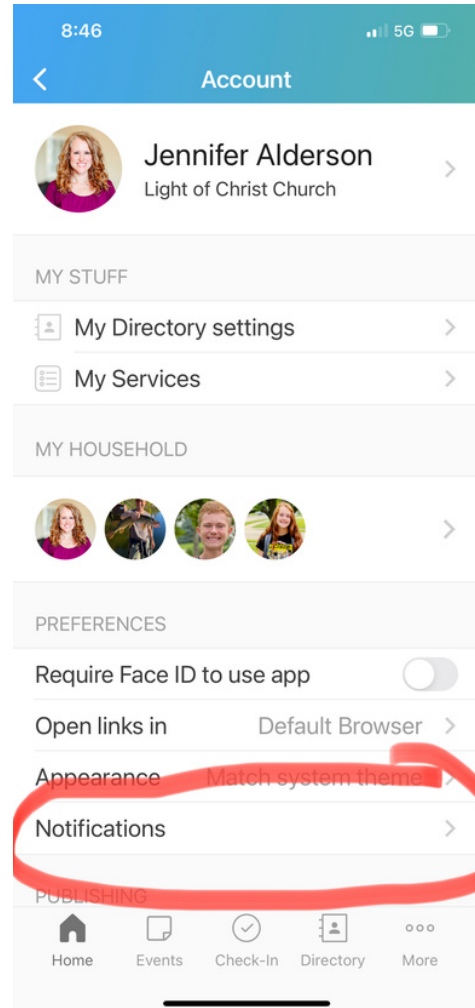
When you select "My Services", you will be taken to this screen, where you can "Sign Up" on any open sign up sheets, add blockouts, and view your existing serving schedule.



If you click on the "Sign up" button, you'll see any and all available open positions to sign up for within the Welcome Team.



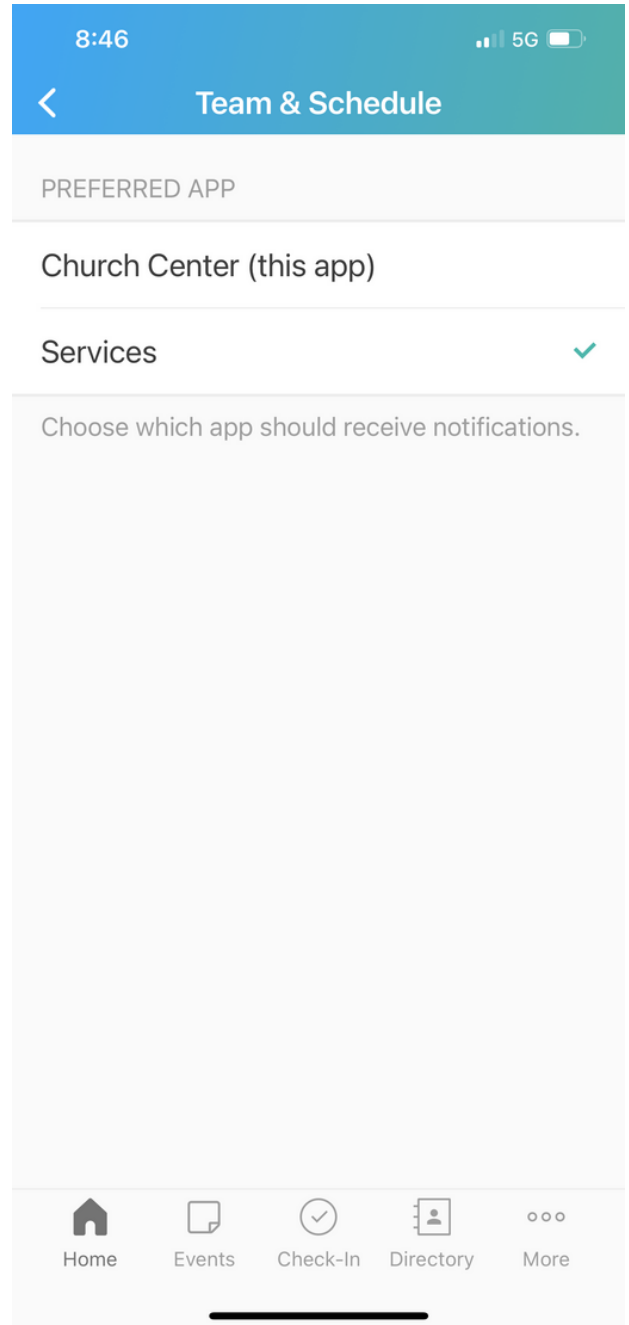
If you would like to make the Church Center app, and not the Services app, your primary serving management tool, then go back to your "Account" page. Under "Preferences", select "Notifications".



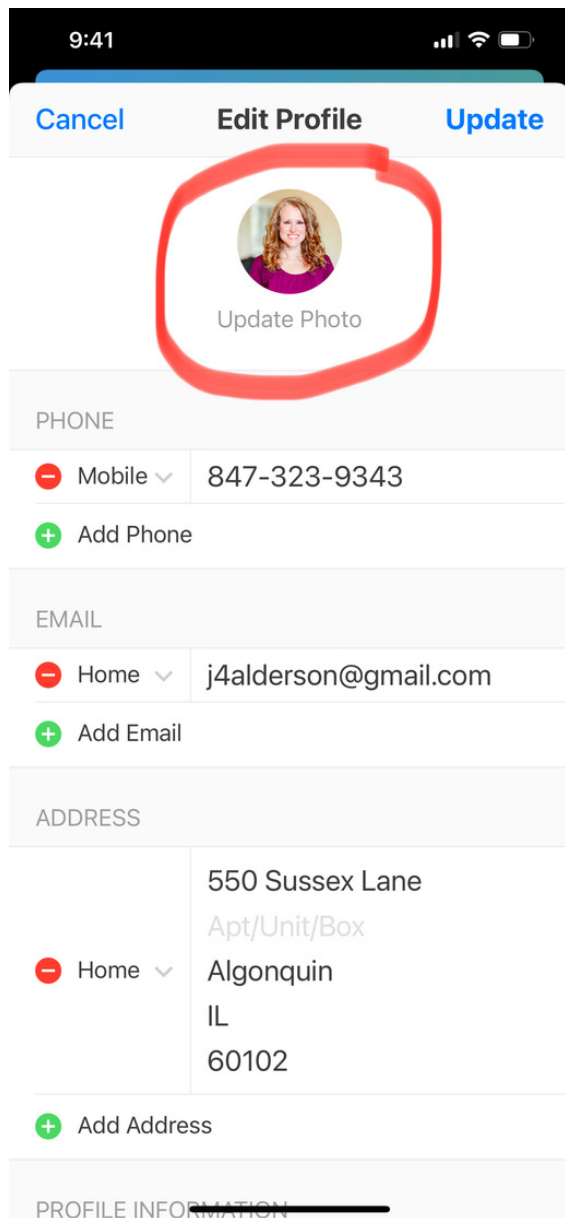
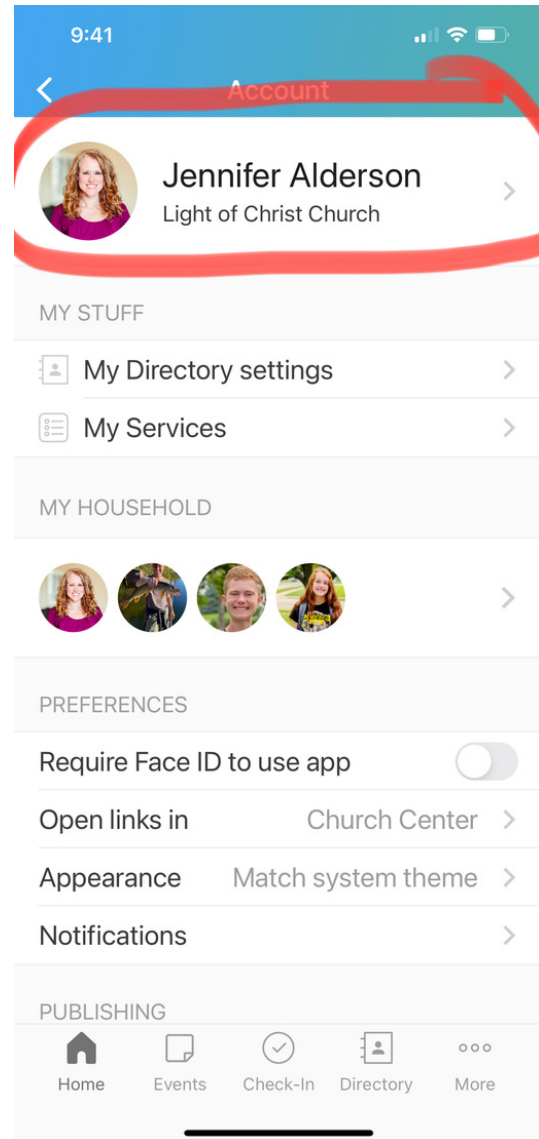
Then select "Team & Schedule".



Under "Team & Schedule", you select your "Preferred App", and choose either "Church Center" (this app), or the "Services" app. Again, the choice is yours. If you want fewer apps, choose the Church Center app to manage serving. If you want more service details, or to manage your whole household's serving - choose "Services". Either way, make sure you have your notifications "enabled".



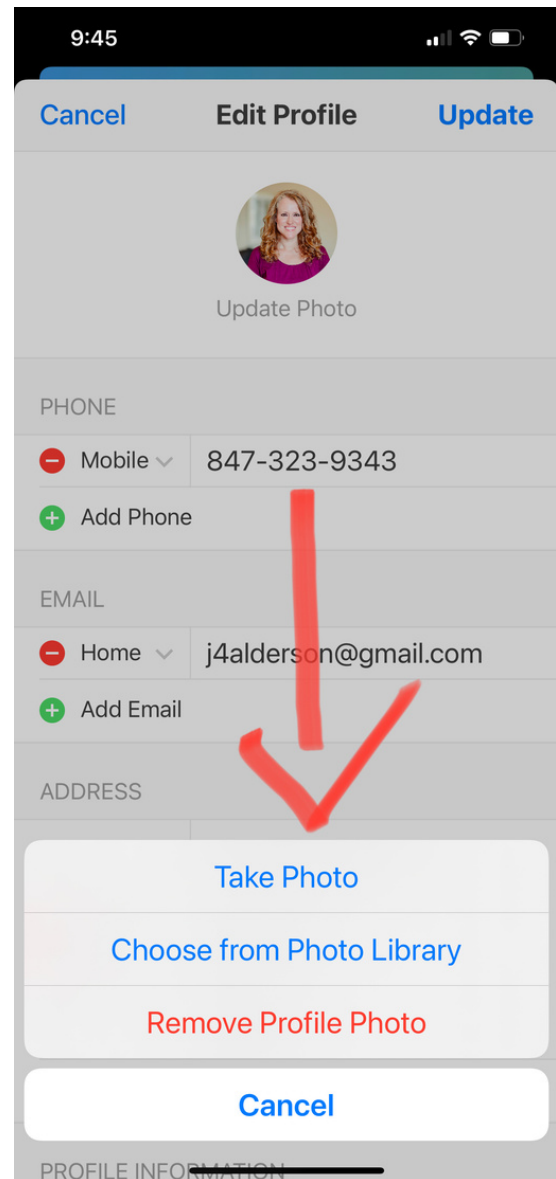
To update your picture in your Profile, go back to the "Account" page of the app. Select your profile.



Then, select "Update Photo".



You'll be given the option to either "Take Photo" or "Choose from Photo Library". That's it! That's how you get your picture into Planning Center!



As always, you are more than welcome to email, text or call me with questions. I am also available for calls or individual meetings to help you walk through the Services & Church Center apps. You can also ask your Team Leader, or pull me aside when you see me at church. 847.323.9343, jennifera@locchurch.com