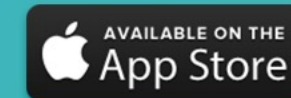


# Macland Community Church App Tutorial

Give, sign up for  
events, connect  
with a community,  
check your family  
in, and more!



Download  
the app today.



# What is Planning Center vs. Church Center?



Planning Center is for planning. It's for the admins. It's where you set things up.



Church Center is where you church! It's a mobile app that allows us to explore events, sign ups, groups, a calendar and even give! It's the congregation's source for all the planning your admins have done.

# Introduction

01

Today is a tour not really a training. If you are a small group leader or ministry leader and need Planning Center training, please seek me out at another time.

02

How does Church Center benefit us?

It allows us to communicate with each other, make announcements and is a single source of truth regarding events, sign ups and forms. It's basically having our own custom app.

03

Planning Center University is our best source for tutorials re: Church Center or PCO.

<https://www.planningcenter.com/university>



## Hello and Welcome to Macland Community Church Center App!

This is a place for all types of info. You can give to the church here, use our various forms, check the calendar of events and even access Small Group info. If you need assistance, please email [info@maclandcommunity.church](mailto:info@maclandcommunity.church). We hope to see you soon!  
Below you can find links to some of our active forms.

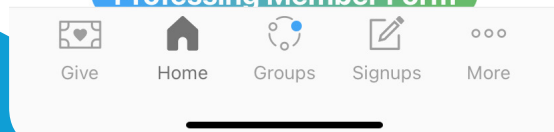
[Prayer Request Form](#)

[Communications Request](#)

[Connection Card](#)

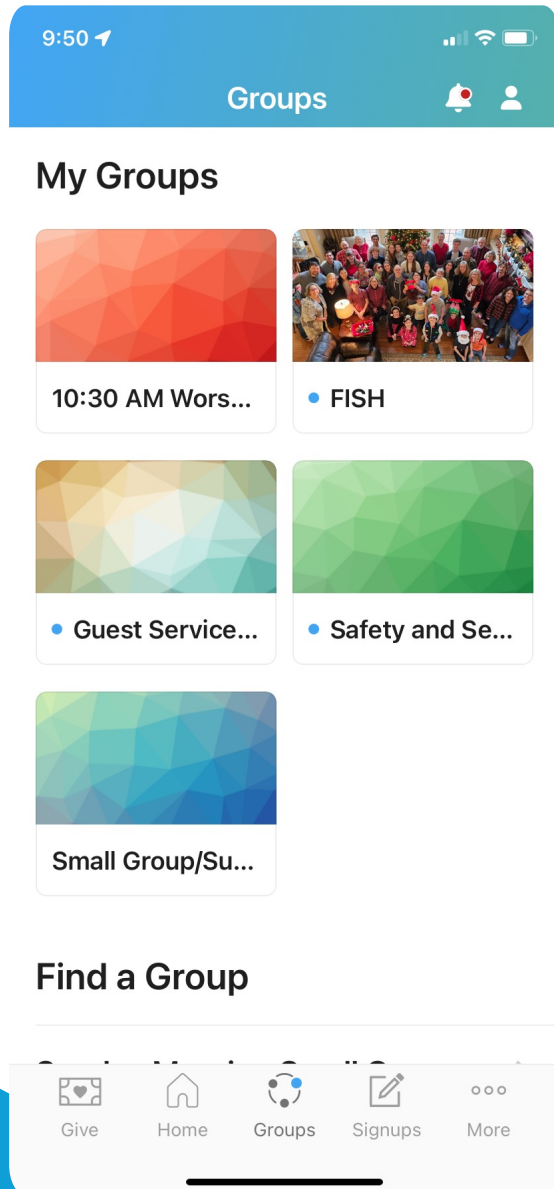
[How can you serve?](#)

[Professing Member Form](#)



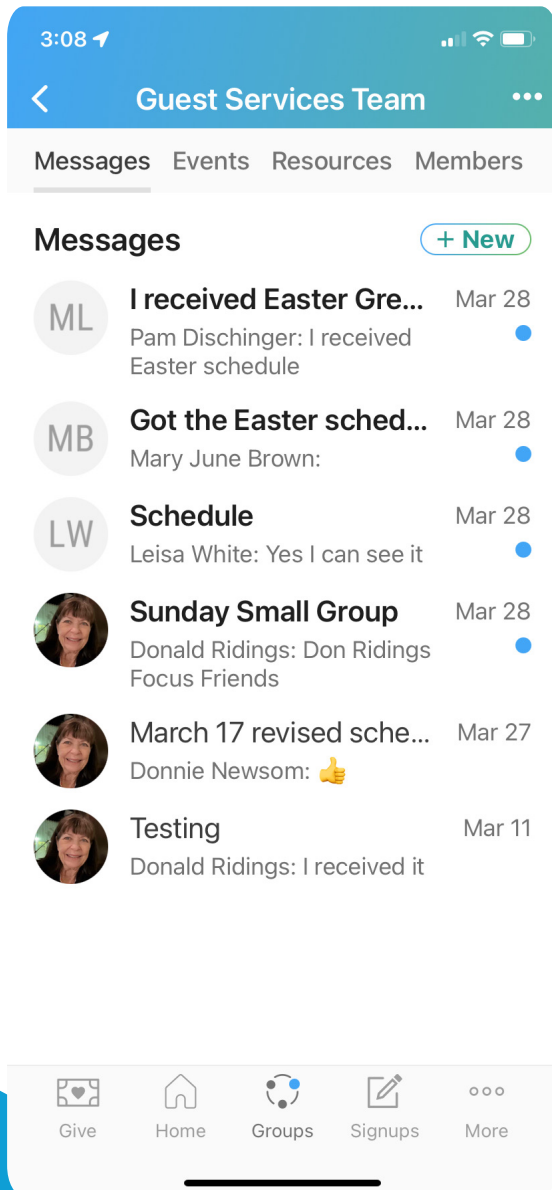
# Open the App!

- Tap on your profile head at the top right and this is everything is customized for YOU!
- See events that you have signed up for, your groups, your giving, and customize your profile
- Request: Upload a picture of yourself and add to your profile
- Request: Manage your household here as well
- Request: Update your profile info
- Notification bell at top right allows you to see a list of notifications that have popped up on the app



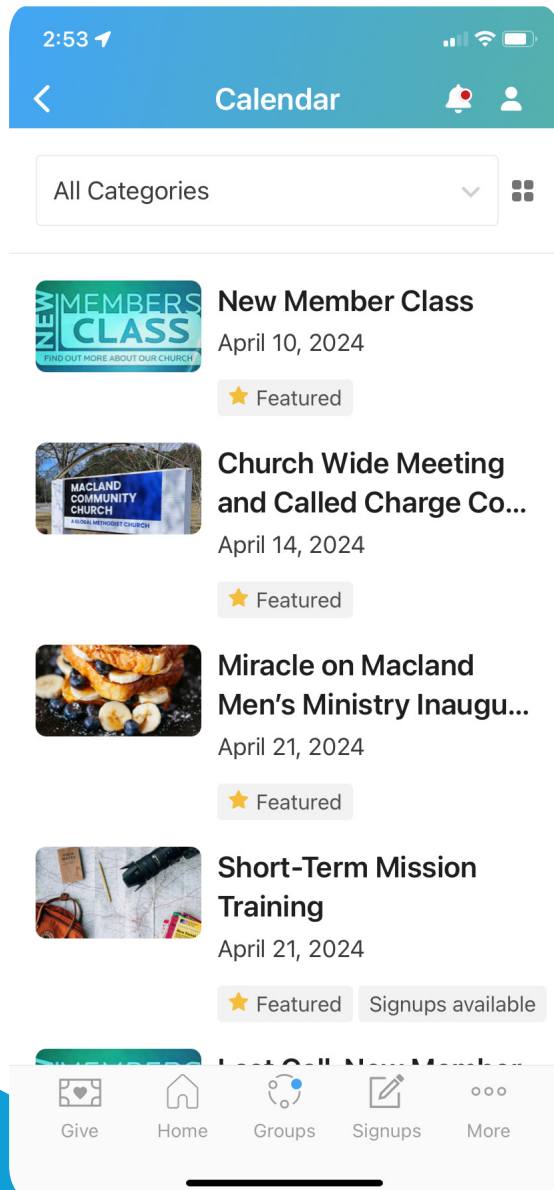
# Groups

- Groups is where you see any groups you have signed up for or even a way to find new groups you can join!



# Groups continued

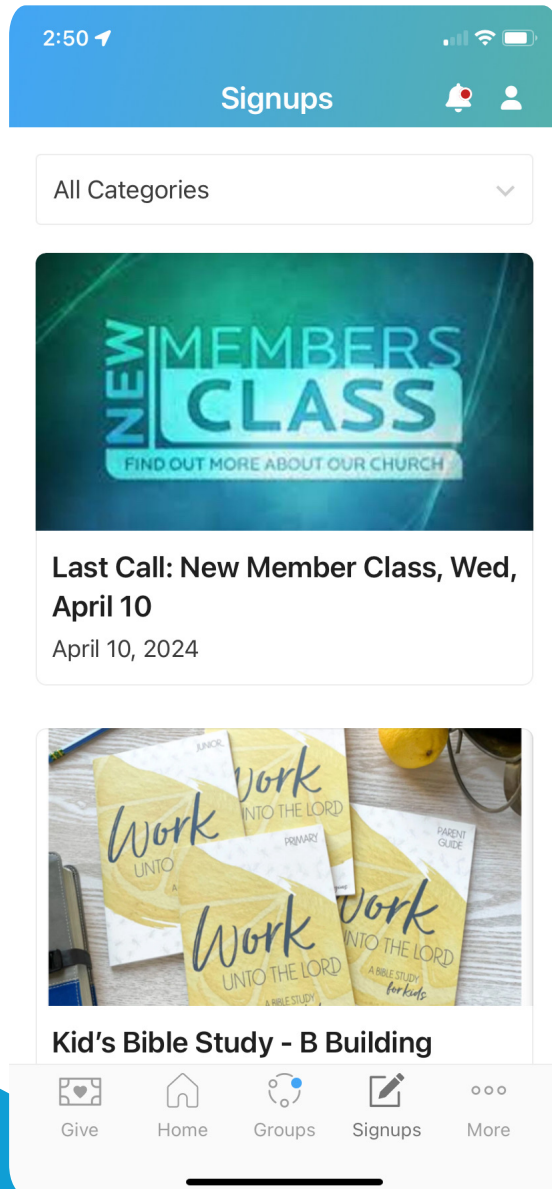
- Click on one of your groups and use the sub tabs to send Messages, check Events, look at Resources and view other Members
- Be sure to click on your name in the Member List and allow the app to let others see your contact info



# Calendar

## Things to note:

- Includes all events on Planning Center that have been published.
- Top ones are Featured.
- Top right menu allows you to see in block form or a list
- If you can sign up for the event, you can click on sign up.
- Not all events have sign ups. E.g., this tutorial event is an example of that
- If you bookmark an event, it will show up on your own profile

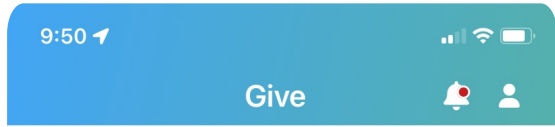


# Signups

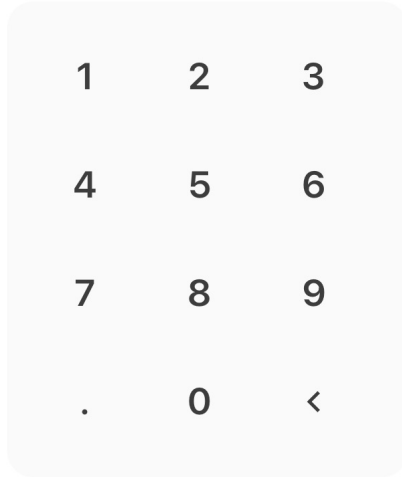
Things to note:

- Includes any events you can sign up for
- Click the Register button to sign up for the event



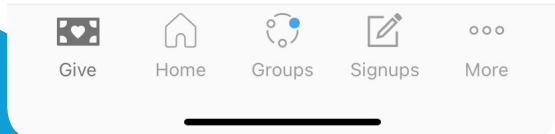


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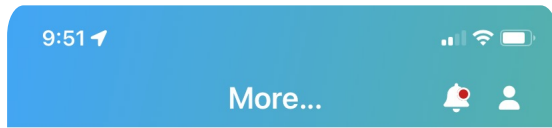
My giving




Next



# Giving

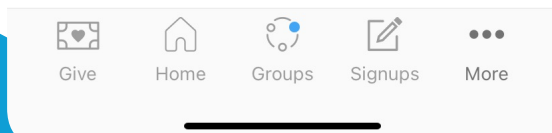




-  Calendar
-  Check-In
-  Directory

## Things to note:

- Directory – major issue with spam if we open up the Directory
- Check-in – Check in for events that allow for check in here as well. You can check-in just you or multiple household members



# FAQ

- Google "Church Center Basics" for a very thorough explanation of all features
- <https://pcochurchcenter.zendesk.com/hc/en-us/categories/360004806674-Congregant>
- Email [info@maclandcommunity.church](mailto:info@maclandcommunity.church) for questions

# To Do's

Request: Upload a picture of yourself and add to your profile

Request: Manage your household here as well

Request: Update your profile info – birthday, gender, phone number, email, anniversary date and household members



Thank you!

