

1-Page PCO Orientation



At New Covenant Church, we use [Planning Center Online \(PCO\)](#) to help us plan and manage our Sunday services and special events. It also helps us communicate with all those involved. Here are some simple ways to get started with **PCO Services** as you serve in our church.

1. Update your profile – www.planningcenteronline.com

- a. Login online using the invitation email you received on your first week serving
- b. Click the down arrow in the top-right corner, then click “profile”
- c. In the profile page, click “Edit” next to your name
- d. Make sure your name, email, and phone number are accurate

2. Input serving preferences and blackout dates

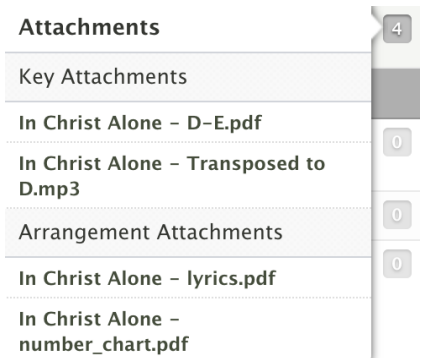
- a. In your profile page, click “Edit” next to “Preferences” on the right side of the screen and adjust any preferences for frequency of serving or family members you may want to serve WITH or NOT be scheduled on the same week as for childcare needs. Click “Done”
- b. Still on your profile page, click “Add blackout dates” and use the next screen to adjust any Sundays or spans of time you are unavailable to serve. This helps our scheduling process. Please update this every 3-4 months.

3. Check out your dashboard

- a. Click “Plans” in the top left corner, the Dashboard is like your homepage
- b. Clicking the arrow next to “My Schedule” shows any plans you’ve been invited to or have already accepted - If you have any pending invites, please Confirm or Decline in a timely manner (ideally within a week of receiving the invite)

4. Review the upcoming plan

- a. In the dashboard, click on your next scheduled plan
- b. Get familiar with the service flow and prepare well for your responsibilities
- c. For musicians, you can access lyrics, chord charts, and mp3s by hovering your mouse over the attachment column on the right side of each song item
- d. On the left side of the screen you can see others who are scheduled on at various positions



5. Download the mobile apps



PCO Services lets you check your schedule, respond to invites, and review worship service plans on the go



PCO Music Stand lets you check out the lyrics, chord charts, and mp3s for upcoming worship service plans

(If you need anything else, email Jonathan - wisdom@ncchurch.net, ask a friend, or click the handy question mark in the top right corner)