

Acolyte and Coffee Bar Scheduling Instructions



We use a web-based program to schedule both Acolytes and Coffee Bar Baristas called Planning Center Online (PCO). Please use the instructions outlined here to ensure efficient scheduling. Using this program helps us limit the amount of re-scheduling since *you have the opportunity* to select the times/dates to serve.

You will receive an email invitation to set up an account at planningcenteronline.com. When you receive it, please go to **www.planningcenteronline.com** and click login. If you set up an account last year, use the same login for this year. You will set up your own password, so click the ‘need password’ link, enter your email address and click the check mark button. *If you have more than one child in the program, it is important that if you are using your email address to access each child that you assign a separate password for each. Otherwise, you will only be able to schedule one child.*

ACOLYTES

To select a specific date for your son or daughter to serve, login to PCO and sign up for open dates. Once you have successfully logged into PCO, you will see the dashboard screen as shown in figure 1 to the right. You will note that there is a section titled ‘My Schedule’ and below it are a few buttons labeled ‘sign up now’ that will allow you to sign up for a position at a specific service.

Please select **five (5) Acolyte time slots** in the available dates (from now until next September) for Sundays and Special Holidays. To do so, click the appropriate service time button and a new screen similar to figure 2 will open displaying all the available dates and positions that need to be filled. It will also list the names of people already assigned and a green button prompting you to click if you would like to have your son or daughter secure that position and date to serve.

We would like to have sixth graders scheduled with 7th and 8th graders so they can learn from the older confirmants. Try to select time slots to result in a variety of ages. Current 9th graders serve as Acolytes through the end of October and, at that time, will be removed from the Acolyte service roster.

When you click on one of the green ‘Sign Up Now’ buttons, a new window (figure 3) will pop up to ask you to confirm the selection. Once you have signed up, your son or daughter will be expected to serve for the date and time you chose. You will also receive an email reminder from the system a few days prior to serving.

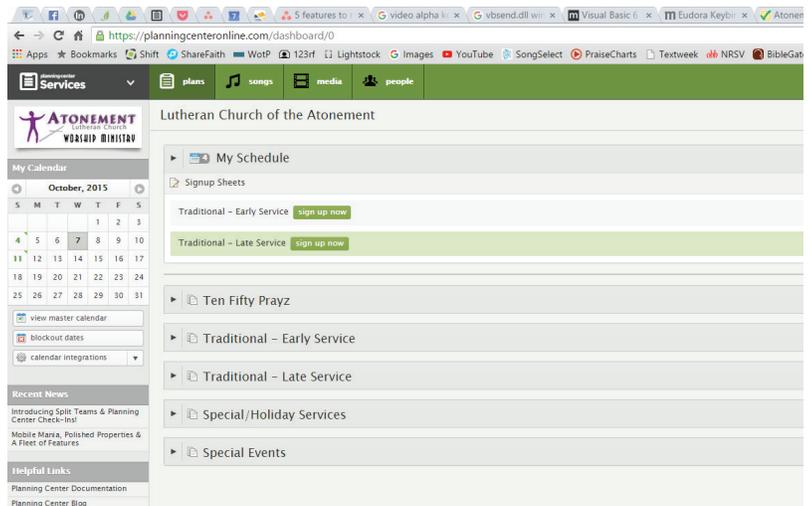


FIGURE 1

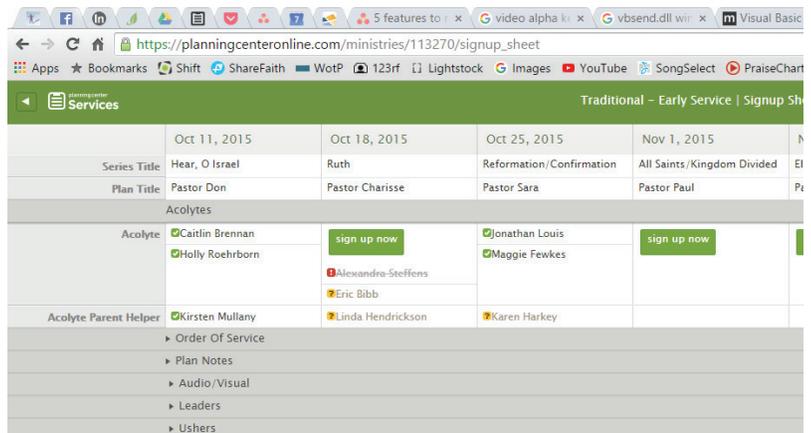


FIGURE 2

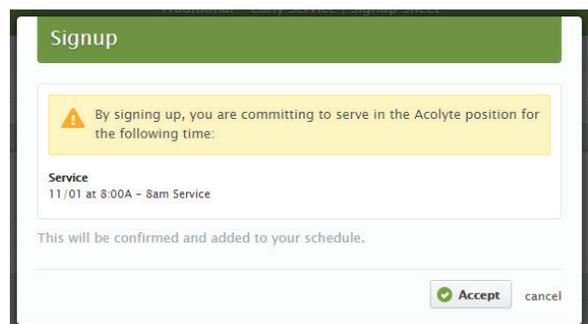


FIGURE 3

If, after being scheduled to serve, your child is not able to acolyte for a certain service, please find a substitute. Then, simply open the PCO (it defaults to the dashboard screen showing your schedule), hover over your assignment and you will see a button appear with a red  that says 'decline' as shown to the right in figure 4. Once you click that button, you'll get a new popup window that indicating that you now want to decline the assignment for this date and position. There is a text box labeled 'Reason' where you may indicate the reason for the decline and where ***we need you to enter the name of the substitute that you have arranged*** to take the place of your son or daughter.

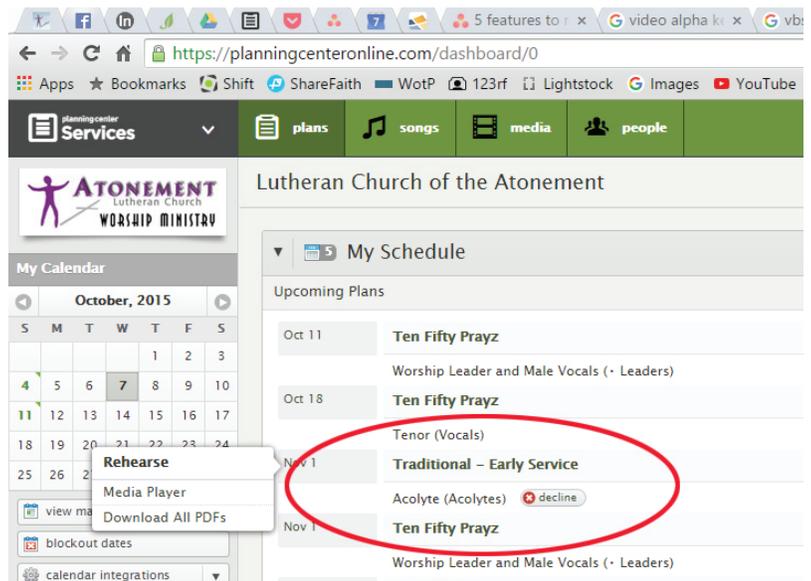


FIGURE 4

This will automatically let Michelle know which service (date and time) and the confirmand's name for the change as well as the substitute's name. Once you have declined and the position has been reopened, please ask the substitute to go into PCO and signup for that date and time. Remember: ***it is your responsibility to arrange for the substitute.***

COFFEE BAR

The procedures for scheduling for the Coffee Bar position in Planning Center are identical to the Acolyte instructions above. Please select **three (3) coffee bar time slots** shown on the signup page and select at least one early coffee bar shift (7:30am – 9:30am) and at least one late coffee bar shift (10am – 12:15pm).

If, after being scheduled to serve, your son or daughter is not able to serve at your scheduled time, please follow the same instructions shown above for the Acolyte positions. Remember: ***it is your responsibility to arrange for the substitute when necessary.*** Catherine will automatically be notified when you decline an assignment.

Siblings and friends are welcome to serve together, however, there is only one slot available for the Coffee Bar via the website. Have one confirmand sign up, and the friend/sibling can assist the assigned confirmand for that coffee bar service.

PLEASE NOTE: For both ACOLYTES and COFFEE BAR, you must use Planning Center to sign up for dates that you want your child(ren) to serve. It's based on a first-come, first-served basis so the quicker you select the dates you want, the greater your chance is that it will be available for you. We cannot guarantee specific dates if you do not log on to planning center and sign up.

If you do not sign up for any time slots, from time to time you may receive an email invitation to serve at a particular service at a particular time. Please make sure to accept or decline the invitation as soon as possible, so that we know if you will be covering the shift, or if someone else will need to be assigned.

If you have any questions, please let any one of us know. Thank you for helping us make this new scheduling program a success.

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