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| **Effective Music Scheduling Using Planning Center Online** |

**1. Getting Started**

Go to [**planningcenteronline.com**](http://planningcenteronline.com/)

Watch tutorials

Understand pricing

Sign Up

**2. Adding Team Members**

Edit custom properties

Add a team member

Assign custom properties to your team members

Send a welcome email

**3. Creating Plans**

First create a service type

Customize up your plan templates

Add a plan and start inputting items

**4. Adding Songs**

Edit custom properties

Add a song to the song database

Add a song to your plan

**5. Scheduling a group to sing**

Create a needed position

Select people for the needed position

Send an email to confirm their participation

Track to see who is confirmed

**6. Uploading MP3s and Documents**

Attach an MP3 to a song

Attach a Document to a song

**7.** **Additional Information**

Use the Matrix for planning multiple services

Planning Center can be used for more than just the music ministry

Download the App

Put in blockout dates

Use the Master Calendar to view old plans

Link PC to Song Select