

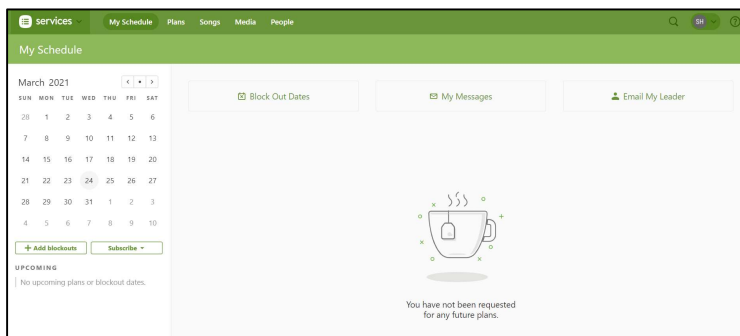
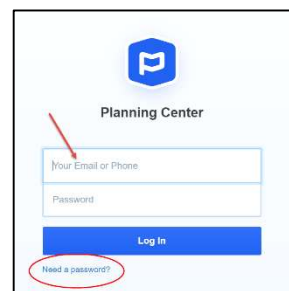


Computer and Mobile Account Setup

Planning Center via Desktop/Laptop



1. Go to <http://www.planningcenteronline.com/>
2. Username will be email or phone number
3. Enter your password in the bottom box.
4. To reset or create a password, click “**Need a password**” at the bottom and follow prompts.
5. Planning Center opens to the **My Schedule** tab in the **Services Activity**.



Planning Center via Mobile Device



If you have a smart phone, you are definitely going to want the Planning Center App!

1. Go to your app store and search, “**Planning Center Services.**”
2. Click to install the app.
3. Once you have installed it, you can login using the email and password you set above.
4. If it asks you if you would like to receive notifications, please select **YES/Allow**.
5. Planning Center opens to the **My Schedule** page.

