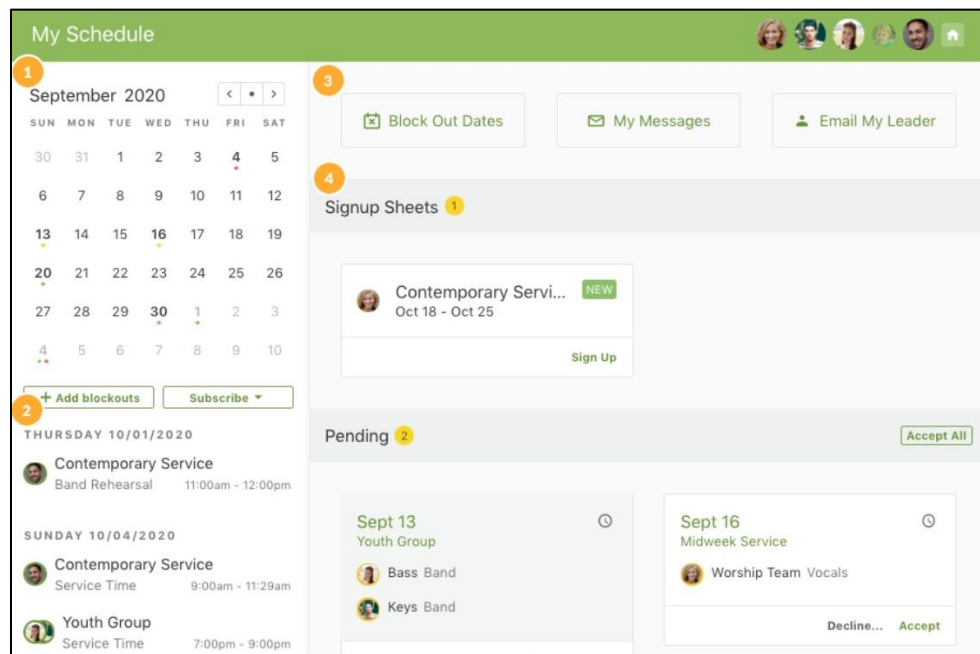



Managing Your Schedule



Use your **My Schedule** page to manage your schedule, respond to scheduling requests, and view your scheduled plans.



1. View a calendar overview with color-coded symbols under the dates.
2. The scrolling list of assignments adjusts to match the calendar view.
3. Set **blockout dates** to let your team leaders know when you aren't available, **view any messages** sent or received in Services, or email a team leader.
4. **Sign up** for a position and **respond** to pending scheduling requests.
 1. Signup Sheets – allows users to schedule themselves
 2. Pending – request cards you have the option to accept or decline

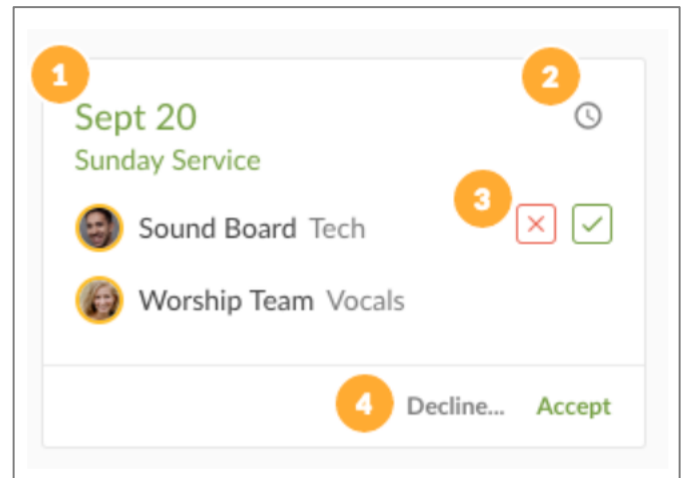
 If a team leader has added you to their schedule but hasn't sent you an email yet, it will not show up in My Schedule until the email is sent.

Responding to Scheduling Request

Select the date on a card to go to the plan, or hover over the card to accept or decline specific positions.

In Pending cards, you have the option to also accept positions.

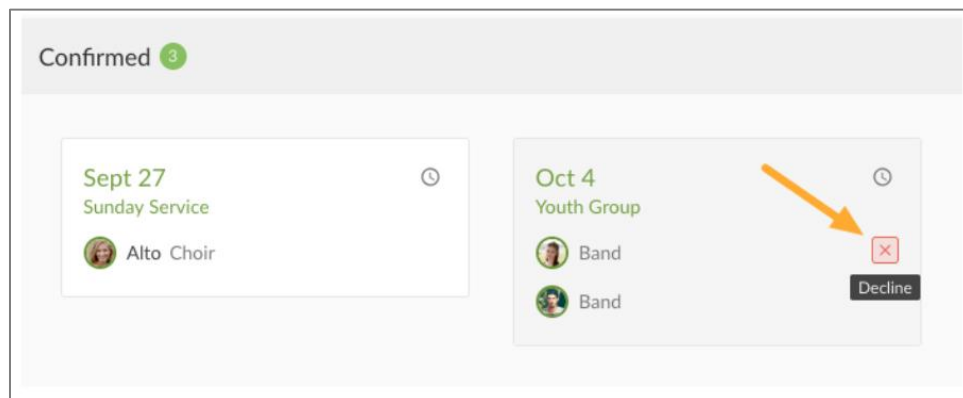
1. Click on the date or title of the plan to go to the plan.
2. Click the clock icon to see a popup of all times assigned to the positions.
3. Hover over the position to see the option to decline or accept the position.
4. Click *Decline* or *Accept* all positions for the plan.



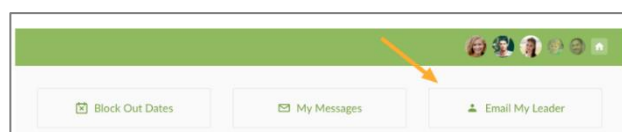
Changing Your Response

If you have accepted a position and decide later that you want to decline it, you can decline it from the Confirmed section of your My Schedule page.

Hover over the plan card, and click the X to decline the position. If there is more than one position on a plan card, you will need to decline them separately.



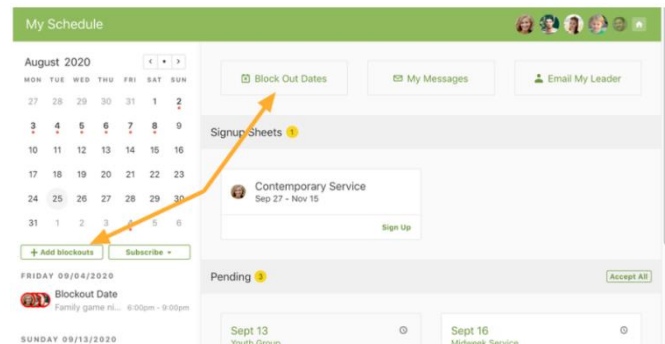
If you have declined a position, and you now want to accept it, you will need to contact your team leader to ask them to reassign you.



Blocking Out Dates



Click *Add blockouts* or *Block Out Dates* in your *My Schedule* page.

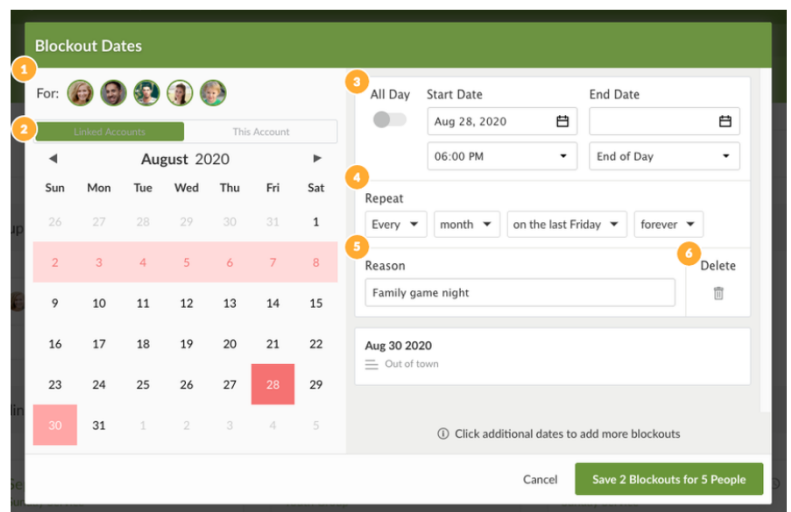


Click a date or drag multiple dates on the calendar and start typing the reason for your blockout.

Add additional blockouts by clicking a date or dragging multiple dates to set the start and end dates.

Dates in dark red are dates you're currently editing; dates in medium red are dates you've just added but haven't saved yet.

Dates in light red are dates you've added previously and are already saved.



1. If you need to add blockout dates for someone in your household, you can click on their picture. Any blockout date added will apply to the people whose pictures are showing.
2. Some people have a profile in more than one account, and they can choose if this blockout date is for one account or for all their Linked Accounts.
3. Choose your Start and End Dates. *End dates are only necessary if the blockout is over consecutive dates.*
To specify times, deselect the All Day switch and set the times.
4. If your date repeats, set the repeat options. If you choose months, you can also specify which day pattern (e.g., the last Tuesday, the first Wednesday), or an exact day (the 27th).
If the blockout is a repeating blockout, put your End Date here.
5. Write in your reason, so your Team Leader can see it.
6. If you create a date in error, click the "Delete" trash can icon on that date during or after editing.

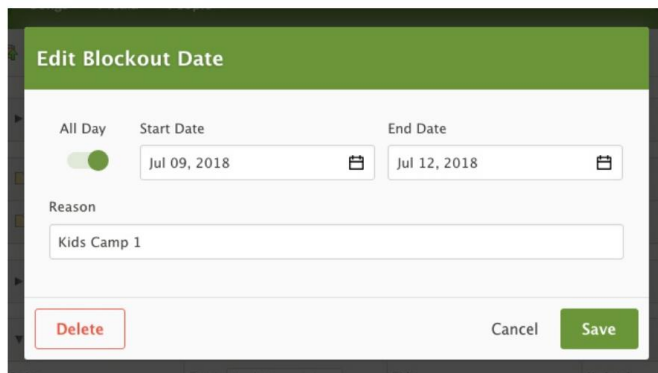
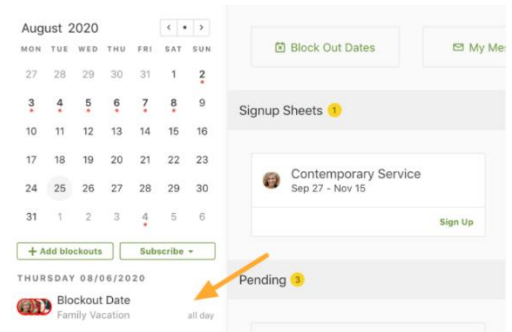
The *Save* button reaffirms how many new blockout dates you'll be adding.

Edit or Delete Blockout Dates

The calendar on your My Schedule page shows your blockout days with a small red circle. Click on the blockout date in the list to edit the blockout.

Simple Blockouts

Once you click on a blockout, you can change any options or select *Delete*.

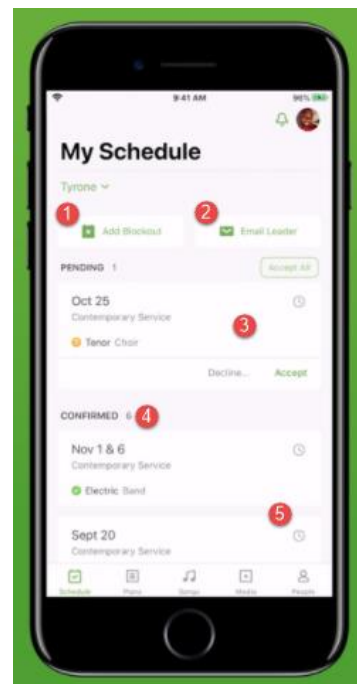
⚠ You cannot add repeat options to an existing simple blockout. Instead, delete it and create a new repeating blockout.

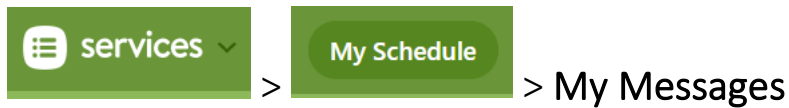
Managing Your Schedule



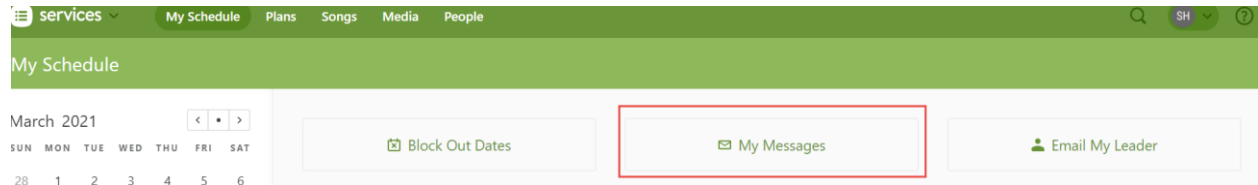
Download Planning Center Services mobile app.

1. Add blockout dates
2. Email leader
3. Respond to pending scheduling requests (*Decline* or *Accept*)
4. View confirmed schedule
5. Click the clock icon to see a popup of all times assigned to the positions.





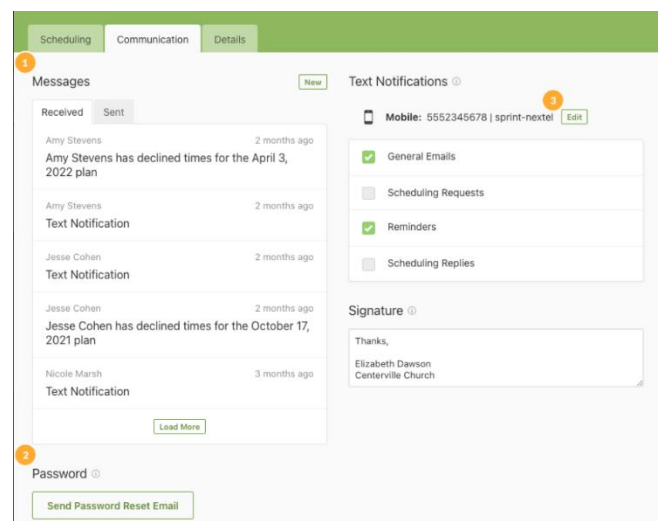
Messaging and Communications



Clicking My Messages in your My Schedule tab opens the Communication tab.

The Communication tab allows you to view sent and received messages, reset your password, and set text notification options.

1. View any sent or received Services emails from the last three months. Click an email to view its details.
2. If someone forgets their password, click *Send Password Reset Email*. A reset password email will be sent to all email addresses on the profile.
3. If you list a mobile number and carrier using the *Edit* button, you can then choose which text message notifications you'd like to receive when you get a Services email.



Messaging



Open Planning Center Services mobile app.

