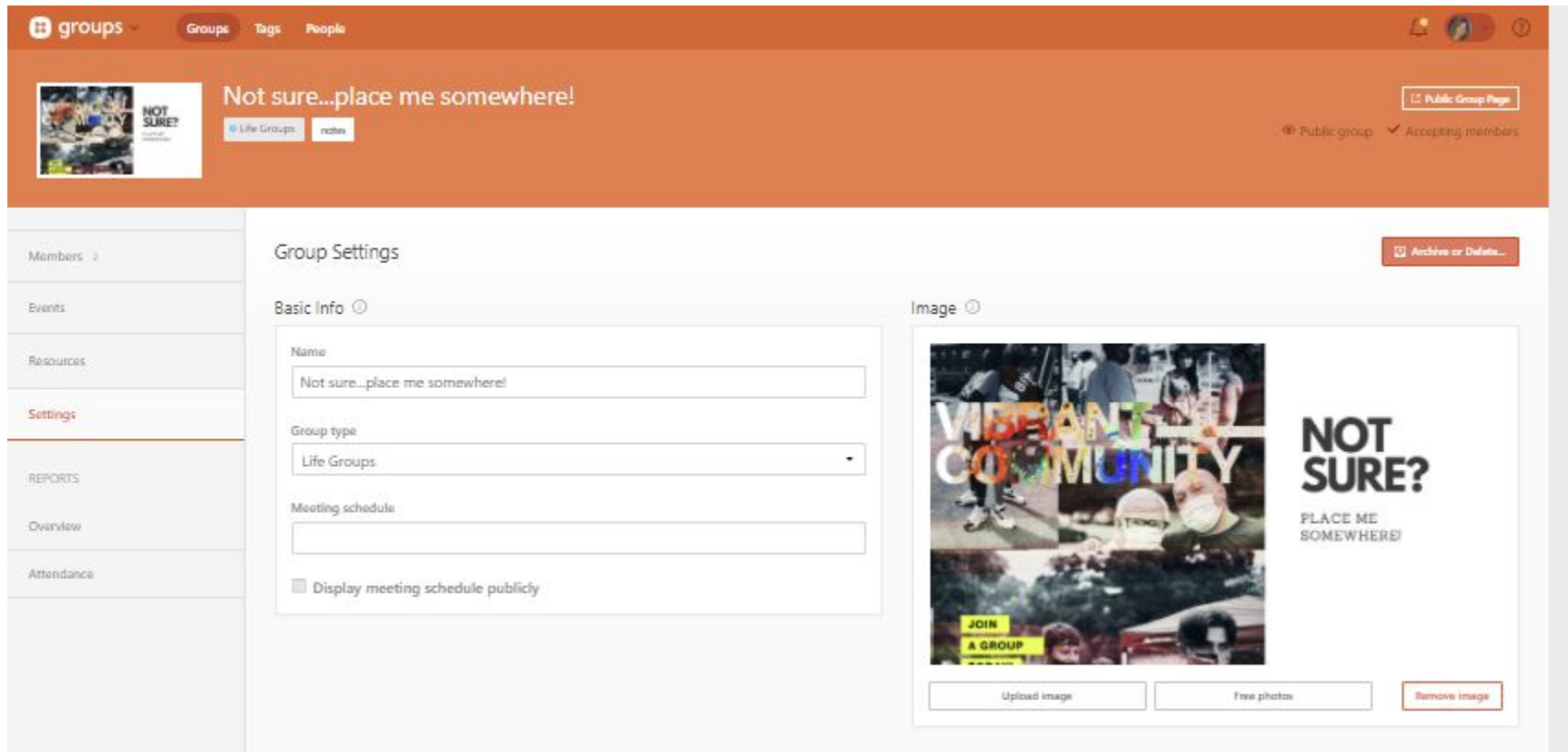


Planning Center How To

Planning Center: Settings

- All Life Group information in Settings is populated from the information provided in the Life Group Information Form
- All settings have been selected to show a consistent format on the app/website
- You are welcome to make changes to the Description and privacy settings



The screenshot displays the 'Groups' settings interface in Planning Center. The top navigation bar includes 'groups', 'Groups', 'Tags', and 'People'. The main header area features a group image placeholder with the text 'Not sure...place me somewhere!' and a 'Public Group Page' button. Below this, the 'Group Settings' section is visible, with a sidebar on the left containing options like 'Members', 'Events', 'Resources', 'Settings', 'REPORTS', 'Overview', and 'Attendance'. The 'Basic Info' section includes a 'Name' field with the placeholder text, a 'Group type' dropdown menu set to 'Life Groups', a 'Meeting schedule' field, and a checkbox for 'Display meeting schedule publicly'. The 'Image' section shows a preview of the group image with a 'Remove image' button. The group image itself features the text 'VIBRANT COMMUNITY' and 'NOT SURE? PLACE ME SOMEWHERE!'.

Planning Center: Privacy Fields in Settings

Location: This information is not visible on the app/website. Provide this information to members after registration:

- Physical address has been included for the Church only. Private residences have not been populated.
- Virtual Links have also not been populated here
- Leader's name defaults to first name only – can add in Description if you would like

All events are shown on the app/web (next few events), but can be disabled.

Location ⓘ

Type of location

Physical address Virtual (link)

(no location) ▼

Leader Display ⓘ

List leader's name publicly

Calendar Settings ⓘ

List event calendar publicly

Planning Center: Creating Events

groups Groups Tags People

So... How was your day? with Lindajean Luca
Schedule: Wednesdays 7:00 - 9:00 pm
Life Groups notes

Public Group Page
Public group Accepting members

Members
Events
Resources
Settings
REPORTS
Overview
Attendance

Subscribe to the calendar Create a new event

January 2022 February 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Start week on Monday

DATE & TIME	EVENT	STATUS	REMINDER	RESPONSES
2/9/2022 9:00 am - 11:00 am	So...How Was Your Day?	Has not started yet	Send now	

Events
Main
Menu

Scroll forward or backward to adjust
months that are shown

Create
New
Event
Here

All event dates will appear in list at bottom of screen.
These are the events that appear on the website

Planning Center: Creating Events

The screenshot shows the 'New Event' form in the Planning Center interface. The form is divided into several sections: Event Details, Event Reminders, Description, and Location. Callout boxes provide instructions for each section:

- Event Name:** Choose a descriptor different than the name of your Life Group. (Example: Winter 2022)
- Event Reminders:** Set the reminder timer. (Example: 3 days before)
- Date and Time:** If one date event OR recurring event the start and end date are the same. (Example: Start date: 1/24/2022, Start time: 3:00 pm, End time: 5:00 pm, End date: 1/24/2022)
- Repeat:** If setting up a recurring event choose the interval and end date (end of your semester). (Example: Weekly, Repeat Until: 4/30/2022)
- Description:** This content will appear in your reminder email. (Example: Personal message, Start Date / End Date, include room location if at City Life, include any app info or virtually joining info (as well as the Location field below))
- Location:** Enabling location will allow you to put in a Zoom link or physical location. New locations can be added in the dropdown. (Example: Type of location: Physical address, Location: (no location))

The 'Create event' button is located at the bottom right of the form.

Planning Center: Events = Member Email

What the member sees in their email inbox.

<input type="checkbox"/>	From	Subject
<input type="checkbox"/>	City Life Church	So... How was your day? with Lindajeau Luca upcoming event reminder ...



So... How was your day? with **Lindajeau Luca**

Hi Gail,

Your group, So... How was your day? with Lindajeau Luca, has an event in 2 days.

Fall Semester!
December 8th at 7:00pm

[Attend Online](#)

Topic: Lindajeau Luca's Zoom Meeting
Time: This is a recurring meeting

Join Zoom Meeting
<https://us02web.zoom.us/j/8091966837>

Please let us know if you will be attending:

I'll be there

I can't make it

I'm not sure

City Life Church • (215) 462-0300 • admin@citylifephilly.com

You are receiving this email because you are a member of So... How was your day? with Lindajeau Luca. To unsubscribe from these emails, you can [leave the group here](#).

Planning Center: How to Delete an Event

Members 2

Events

Resources

Settings

REPORTS

Overview

Attendance

Subscribe to the calendar

Create a new event

January 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Start week on Monday

Click on individual event you want to cancel. If want to delete recurring event you can click on any of the events.

DATE & TIME	EVENT	REMINDER	RESPONSES
1/31/2022 8:00 pm - 10:00 pm	Deleting an Event Demonstration	Has not started yet	Send now
2/7/2022 8:00 pm - 10:00 pm	Deleting an Event Demonstration	Has not started yet	Send now
2/14/2022 8:00 pm - 10:00 pm	Deleting an Event Demonstration	Has not started yet	Send now
2/21/2022 8:00 pm - 10:00 pm	Deleting an Event Demonstration	Has not started yet	Send now
2/28/2022 8:00 pm - 10:00 pm	Deleting an Event Demonstration	Has not started yet	Send now

Planning Center: How to Delete an Event

Members 2

Events > Deleting an Event Demonstration

Event Reminders

Send event reminders

ATTENDANCE

Event has not started yet.

Attendance will be available 10 minutes before the event starts.

Click on Cancel Event

Cancel event Edit event

JAN Monday 8:00pm – 10:00pm

31

Resources

Settings

REPORTS

Overview

Attendance

Are you sure you want to cancel this event?

Notify group members?

Don't Cancel Event Cancel event

Decide if you want to notify members.

nt Demonstration

Planning Center: How to Delete a Repeating Event

After opening any date in the event list:

Members 2

Events > Deleting an Event Demonstration

Cancel event Edit event

Event Reminders

Send event reminders

ATTENDANCE

Event has not started yet.

Attendance will be available 10 minutes before the event starts.

To cancel all recurrences of a repeating event choose Edit Event

Planning Center: How to Delete a Repeating Event

Events > Deleting an Event Demonstration

Event Details

Event Name:

Start date: Start time: to End time: End date:

Repeat: Repeat Until (required):

Description:

B *I*

Location

Type of location Physical address Virtual (link)

Location:

Use the Delete event function

Delete only this event.

Delete this event and all occurrences after it

Planning Center: Managing Member List


The screenshot shows the 'Members' page in Planning Center. The left sidebar has 'Members' circled in red. A callout box points to the top of the member list with the text: 'Email Members, Print Membership List, or Download Membership List'. Another callout box points to the 'X' delete icon for Chris Dadds with the text: 'Delete Member function'. A third callout box points to the checkboxes in the member list with the text: 'Use check boxes next to individual names if you don't want to email/print all.'

	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE	
<input type="checkbox"/>	Chris	Dadds	Leader	chrisd@citylifephilly.com	(484) 680-5634	5/25/2021	<input type="checkbox"/> edit X
<input type="checkbox"/>	Gail	DiGiambattista	Leader	gaildig@aol.com	2158509888	5/25/2021	<input type="checkbox"/> edit X

The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to remove Chris from the group?'. Below this text is a checked checkbox and the text: 'Notify Chris by email (chrisd@citylifephilly.com)'. At the bottom right are two buttons: 'No, cancel' and 'Yes, remove Chris'. A callout box points to the checked checkbox with the text: 'Important: The default is this box is checked and the member will get a notification that they are being removed. Be sure to uncheck the box if you don't want the member notified.'

Planning Center: Managing Attendance

groups Groups Tags People

 **Christian Women in the Workplace**
Schedule: Second Saturday of every month from 10:00 - 11:30 am
Life Groups notes

Members 21

Events

Resources

Settings


REPORTS

Overview

Attendance

Attendance Report

Custom Start: 9/20/2021 End: 12/31/2021 Show removed members

FIRST NAME	LAST NAME	%	OCT 09	NOV 13	DEC 11
SR	Stephanie Rouse	0%			
	Elenor Edwards	67%	✓	✓	
KS	Kristin Schneider	100%	✓	✓	✓
KB	KarenBeth Bohan	100%	✓	✓	✓
Attendance totals:			6	5	4

Can customize dates view

Reflect the dates of your events.

Enter check marks for attendance.