

The Church Center App by Planning Center is where you can explore, engage, and get involved with our church. With this free app, you can access safe and secure online giving, our church directory, online sign-up sheets, view the calendar, update your profile and family information, see when you're scheduled to serve with worship or hospitality, and much more.

## Getting Started

Search for the Church Center app in your device's App Store OR simply access in your browser (<http://firstlutheranalexandriamn.churchcenter.com/>). Use your location or search for First Lutheran. Select our church from the list and tap through the app's authorization process using your mobile number and code.



Apple



Google

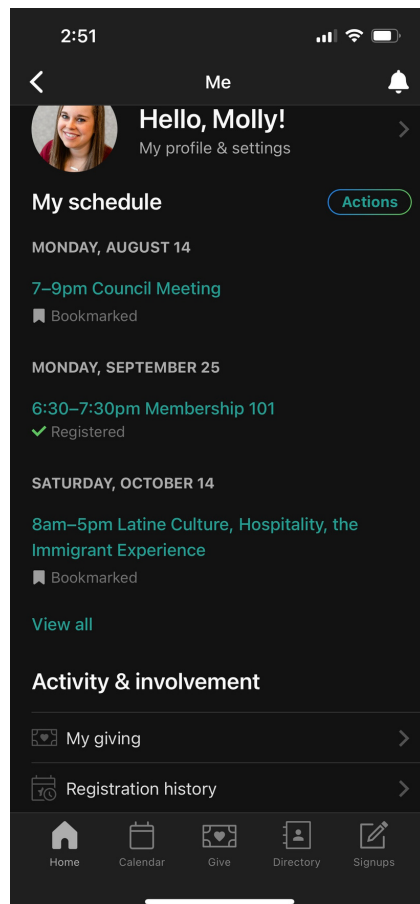


Website

### Home Screen



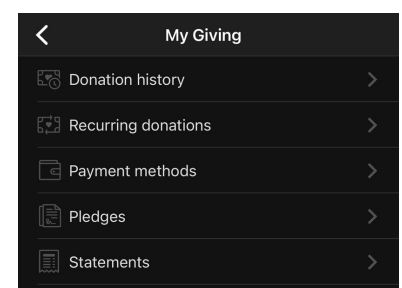
### 'Me' Page



Edit your contact info & preferences.

See events you've bookmarked, registered for, or are participating in worship (praise team or hospitality).

View & manage giving.



Applications



### Updating Contact Info

- Click on the person icon on the top right.
- Click on My Profile & Settings.
- Click on Contact & Profile information
- Update your photo, phone numbers, email addresses, mailing address, & other info.
- Click Update.

### Join the Directory

- Click on Directory.
- Click on Share Now.
- Click on your profile.
- Choose what information you'd like to share.
- If applicable, choose other household members to include.
- Click Save.
- Adjust directory sorting/viewing on the top alphabetically or by household.



### Tips & Tricks

- View the calendar as a whole or sort by categories.
- See which events have sign-ups available & sign-up directly in the app.
- Bookmark events that interest you to show up in your schedule.



### Sign Ups

- Click on the Sign Ups application.
- See which events have active sign-ups available.
- You can register & pay for events all within the app.



### Give a Gift in the App

- Click on Give at the bottom.
- Enter an amount.
- Choose the fund.
- Choose the frequency.
- Enter payment information.
- Choose whether or not to cover the processing fee.

### Manage Your Giving

- Click on the person icon at the top right.
- Under Activity & Involvement, choose My Giving.
- View Donation History.
- View Recurring Donations. \*
- Manage Payment Methods.
- View Pledges & Progress.
- View Statements.

### \*A Special Note to those enrolled in automatic giving:

At this time, your recurring donations do not show up in the app unless you enrolled electronically through the app. Recurring gifts will show up in your donation history and your gifts will continue to process as you have previously scheduled. More information to come!