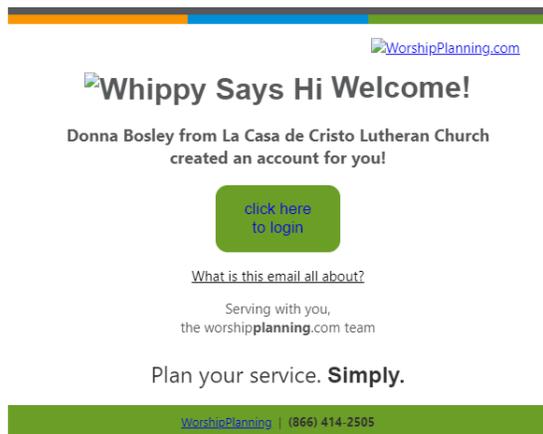


How to:

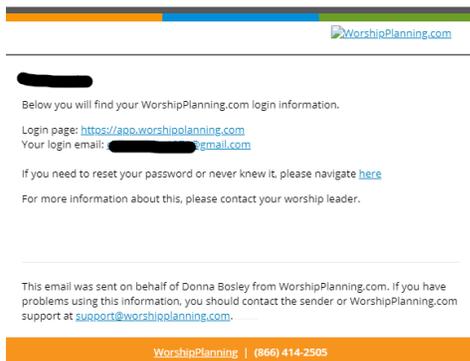
You will receive an e-mail from our **WorshipPlanning** system welcoming you and asking you to setup your account:

- **IF YOU HAVE NOT RECEIVED AN EMAIL WITH YOUR LOG IN PLEASE CONTACT DONNA BOSLEY** at the church office at **480-948-1234** or dbosley@lacadecristo.com. Please DO NOT create an account yourself, we will create it for you!

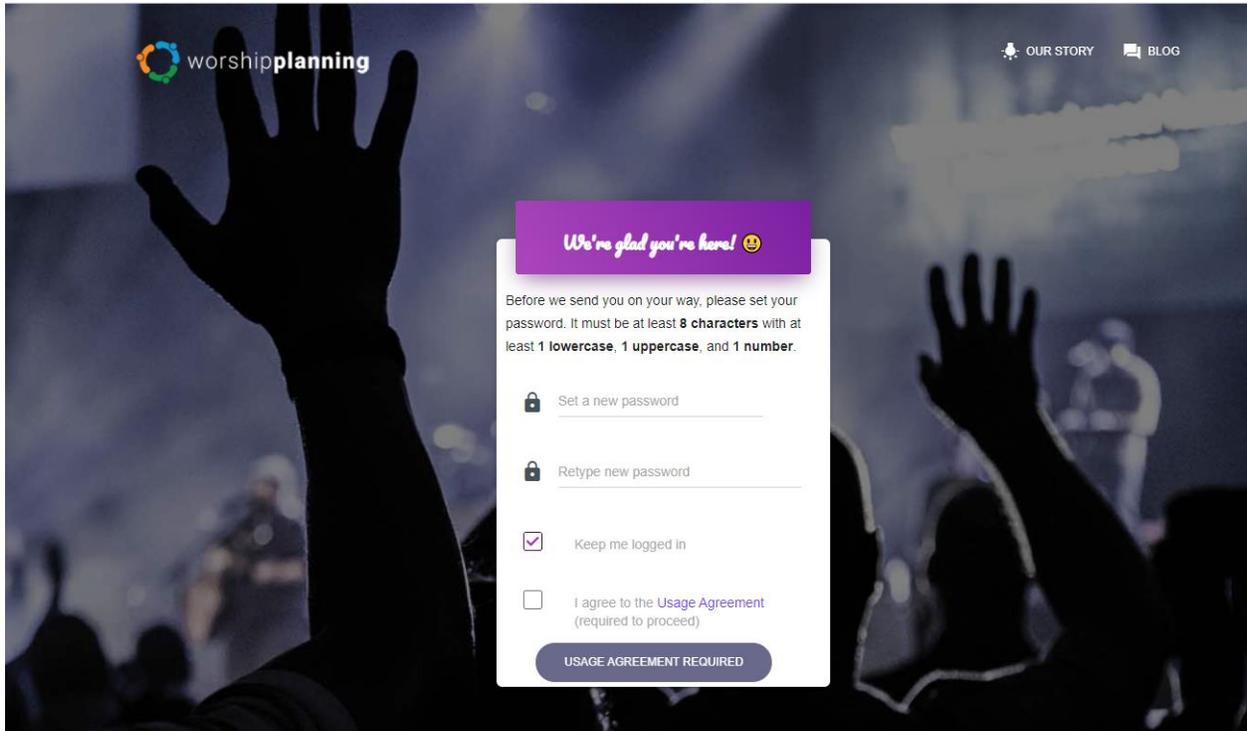
The email sent to you will have a link to log in. Your username is your email address that was used to send you your log in link. :



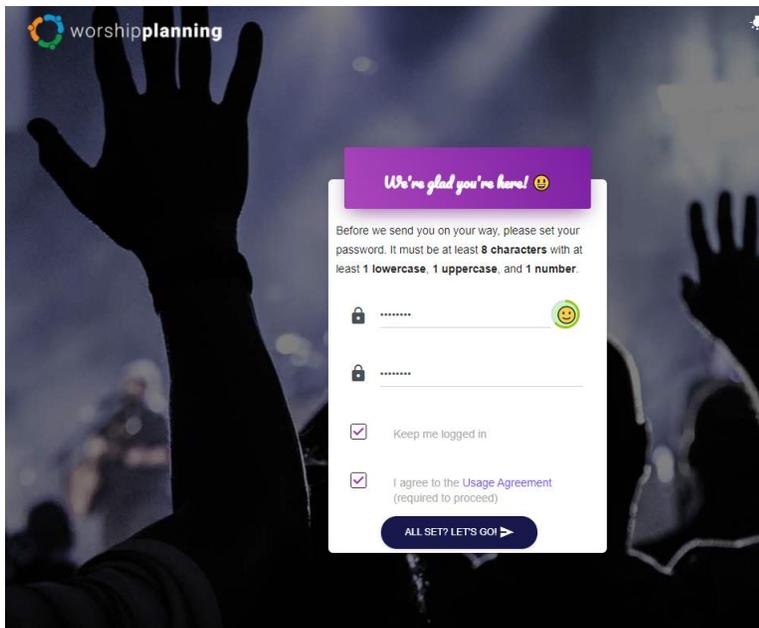
Or an email like this: **To Log in Click to reset your password.**



The email will have a link to log in to Worshipplanning—After you click login, a screen will appear for you to set up your password. (*Your username is your email)



Set up Password and confirm Password. Then check box to agree to “Usage Agreement”. Click “All Set? Let’s Go” button when done



Once logged in, a “Please update your information” screen comes up, verify your info and then click “Next:” (Green button). It’s also a good idea to bookmark this page for reference.

An informational/tutorial video will come up, **please watch this short video**. It will explain how to use Worshipplanning as a volunteer and how to see your assignments, accept open assignments, request a sub, how to put in calendar dates of when you are not available and more.

Once you have watched the video, you are ready to use La Casa De Cristo's Worshipplanning system. Quick Reminders/Notes:

- Please remember to **accept your assignments (or decline & request a sub)**. You will be sent reminders to **accept** your assignments and reminders a few days before you are scheduled to serve.
- Please put in the **calendar days you are not available**. Dates can be put in as far out in advance as you need/want. This helps us NOT schedule you when you are not available.
- You can also accept **SUB requests** from others, **please note** on sub requests the first person to accept the sub request gets the new assignment. So, if you click on a sub request & it does not show, that means a fellow volunteer has already filled in (accepted) as a sub for that sub request.

If you have questions, call La Casa De Cristo Lutheran Church at 480-948-1234 and ask for **Donna Bosley**, our **Worshipplanning Administrator**. We appreciate your willingness to serve!