


# Church Center Quick Tips

## A) MANAGE YOUR PROFILE

- ✦ Upload your **profile photo** (optional)
- ✦ Update your **address, phone, email**, etc.

*IMPORTANT: If there is info you do NOT want listed in the church directory, please do NOT delete it from your profile here (this is the contact info the office uses for you). See the [Directory Profile](#) section below and just UN-check any items you don't want listed in the directory.*

### Using MOBILE APP

1. From Home screen, tap  image in the top left.
  2. Tap *My Profile & Settings* at the top.
  3. Tap *My profile & household*.
  4. Tap *Edit* on profile or contact information.
- You may also add/edit members of your household.


### Using WEB ACCESS

1. From the Home screen, click Me from the menu.
  2. Click *My Profile & Settings* at the top.
  3. Click *My profile & household*.
  4. Click *Edit* on profile or contact information.
- You may also add/edit members of your household.

## B) MANAGE YOUR DIRECTORY PROFILE

Note: For security purposes, you will NOT have access to the online church directory UNTIL the church office sends you an invite to join the directory. Once you have access, none of your personal info will be listed in the directory UNTIL you choose to share it. Set your directory **privacy preferences** to indicate *which* info to list (ie. phone, email, address, birthday). You may update these preferences at any time. You may also upload a **family photo** for your **household** profile here.

### Using MOBILE APP

1. From Home screen, tap  image in the top left.
2. Tap *My Profile & Settings* at the top.
3. Tap *Directory profile*.
4. Check all items you'd like to have listed in the directory. If the item is UN-checked it will NOT show up in the directory.

### Using WEB ACCESS


1. From the Home screen, click Me from the menu.
2. Click *My Profile & Settings* at the top.
3. Click *Directory Profile*.
4. Check all items you'd like to have listed in the directory. If the item is UN-checked it will NOT show up in the directory.

## C) VIEW YOUR SCHEDULE, GROUPS, GIVING & REGISTRATIONS

*View the following items relevant specifically to you:*

- ✦ **My schedule** gives you all the information you need about upcoming events relevant to you:
  - Events you have registered for
  - Events from *your* groups.
  - Dates for which you are scheduled on a Sunday ministry team and any block-out dates you have scheduled.
- ✦ **Activity & involvement** (listing any **groups** of which *you* are a member)
- ✦ **My giving** (view your **donation history**, set-up **recurring donations**, manage **payment methods**, adjust **notifications**)
- ✦ **My registrations** Can't remember if you've registered for an event? See all events for which you registered.

### Using MOBILE APP

1. From Home screen, tap  image in the top left.
2. Scroll down to view various options listed above.


### Using WEB ACCESS

1. From the Home screen, click Me from the menu.
2. Scroll down to view various options listed above.

## D) BLOCK OUT DATES (if you serve on a Sunday ministry team)

**Blockouts** let your team leader(s) know that you're unavailable to serve for a time frame you set (ie. vacation, out of town, etc.). If they try to schedule you for a date you've blocked out, they'll see a warning letting them know you're unavailable.

### Using MOBILE APP

1. From Home screen, tap  image in the top left.
2. Tap the *Actions* button to the right of *My Schedule*.

### Using WEB ACCESS

1. From the Home screen, click Me from the menu.
2. Click the *Actions* button to the right of the schedule.

# What is Church Center?


**Church Center** (by Planning Center) offers both a mobile app (to access from your smart phone/device) AND a web access version (to access from your computer via the web). Transformation City Church utilizes *Church Center* for its online giving as well other valuable church functions. You may still access Transformation City's website ([tccrochester.net](http://tccrochester.net)) for basic information, but you will notice that many of the links will direct you to *Church Center* for the day-to-day activities.

Both the *mobile app* and *web access versions* of **Church Center** offer the following:



## Getting Started

If using the **MOBILE APP** option:

- ✦ Download the **Church Center app**  from your mobile app store ([Google Play](https://play.google.com/store/apps/details?id=com.planningcenter.churchcenter) for Android or [App Store](https://apps.apple.com/us/app/church-center/id1444444444) for Apple). After downloading, you'll be prompted to find your church. Find and select:

➔ *Transformation City Church*

To finish setting up, enter your mobile number or email. A security code will be sent to you. Enter the code to verify it's you, and you're done!

If using the **WEB ACCESS** option:

- ✦ Go to: **[tccrochester.churchcenter.com](http://tccrochester.churchcenter.com)**



To log in, enter your mobile number or email. A security code will be sent to you. Enter the code to verify it's you, and you are done!

*Hint: Bookmark this page for future easy continued access!*