

Responding to Sign-Up Form Emails from Planning Center Step by Step Instructions

1. Open an email from your Kidtown Director

Hi Julie,

Good morning! Thank you so much for being a faithful Kidtown volunteer. We couldn't minister to our congregation's children without you.

Sign-ups are now open and available for the rest of the summer! Would you consider looking ahead to July and August and signing up to serve for a Sunday or two this summer? We are specifically in immediate need of volunteers for **this coming Sunday, July 4th**. To respond or view the available openings, you can click the link below.

Thank you!

Thanks,

Ashley Kelly
Midtown Fellowship


[View Signup Sheet](#)

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2. Login to your Planning Center Account

Please log in first.



Planning Center

Log In

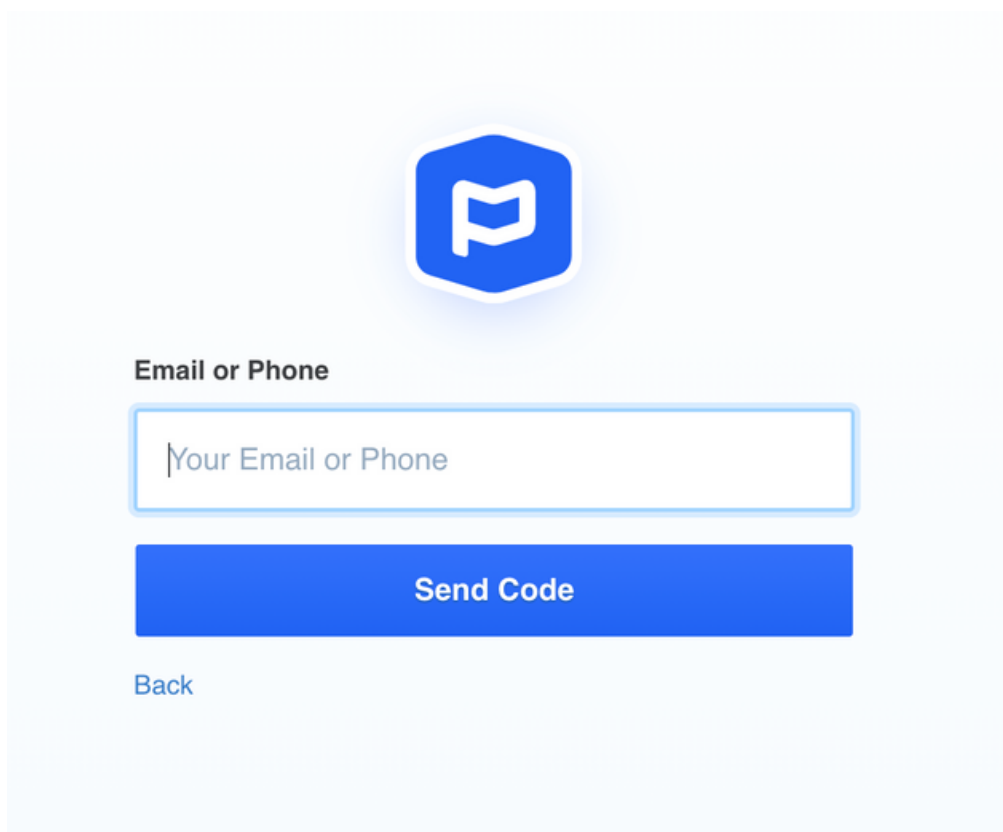
[Need a password?](#)




If you don't have a login or can't remember your login, click the "Need a password?" link.

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3. Enter your email address or phone number and follow the prompts on the screen.





Email or Phone

[Send Code](#)

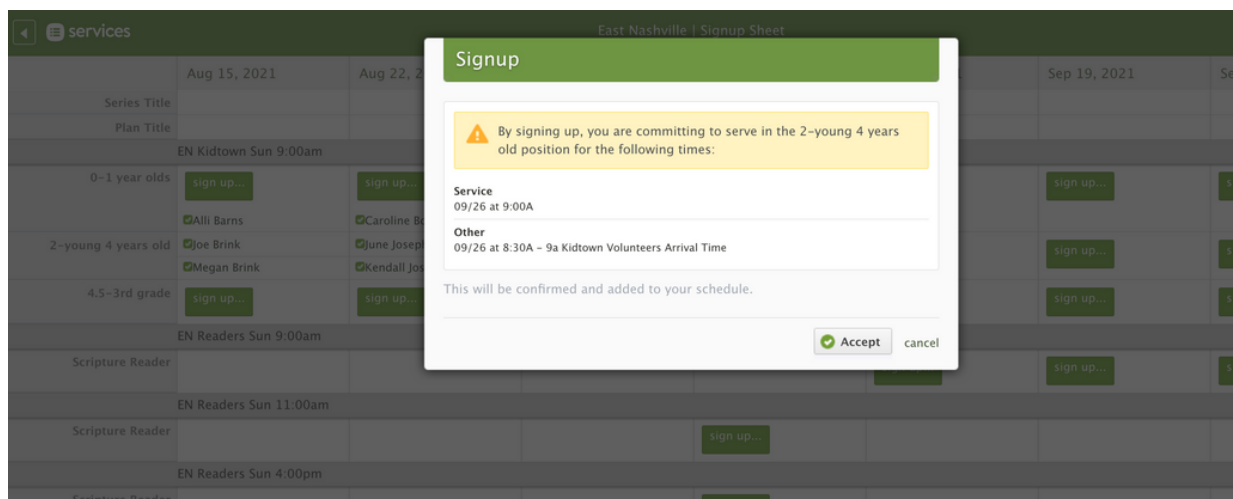
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4. You'll see a grid of all the open positions for a given time period.

East Nashville Signup Sheet							
	Aug 15, 2021	Aug 22, 2021	Aug 29, 2021	Sep 5, 2021	Sep 12, 2021	Sep 19, 2021	Sep 26, 2021
Series Title							
Plan Title							
EN Kidtown Sun 9:00am							
0-1 year olds	sign up...	sign up...	sign up...	sign up...	sign up...	sign up...	sign up...
	Alli Barns	Caroline Bonetti					
2-young 4 years old	Joe Brink	June Joseph	Ashley Spilker	sign up...	sign up...	sign up...	sign up...
	Megan Brink	Kendall Joseph	Laura Hohman				
4.5-3rd grade	sign up...	sign up...	sign up...	sign up...	sign up...	sign up...	sign up...
EN Readers Sun 9:00am							
Scripture Reader					sign up...	sign up...	sign up...
EN Readers Sun 11:00am							
Scripture Reader				sign up...			
EN Readers Sun 4:00pm							
Scripture Reader				sign up...			

4. Click the green button for the time and class you'd like to volunteer for. Once you see this confirmation box, click "Accept" to complete your signup for that date.



5. Select another date to volunteer and repeat Step 4.