



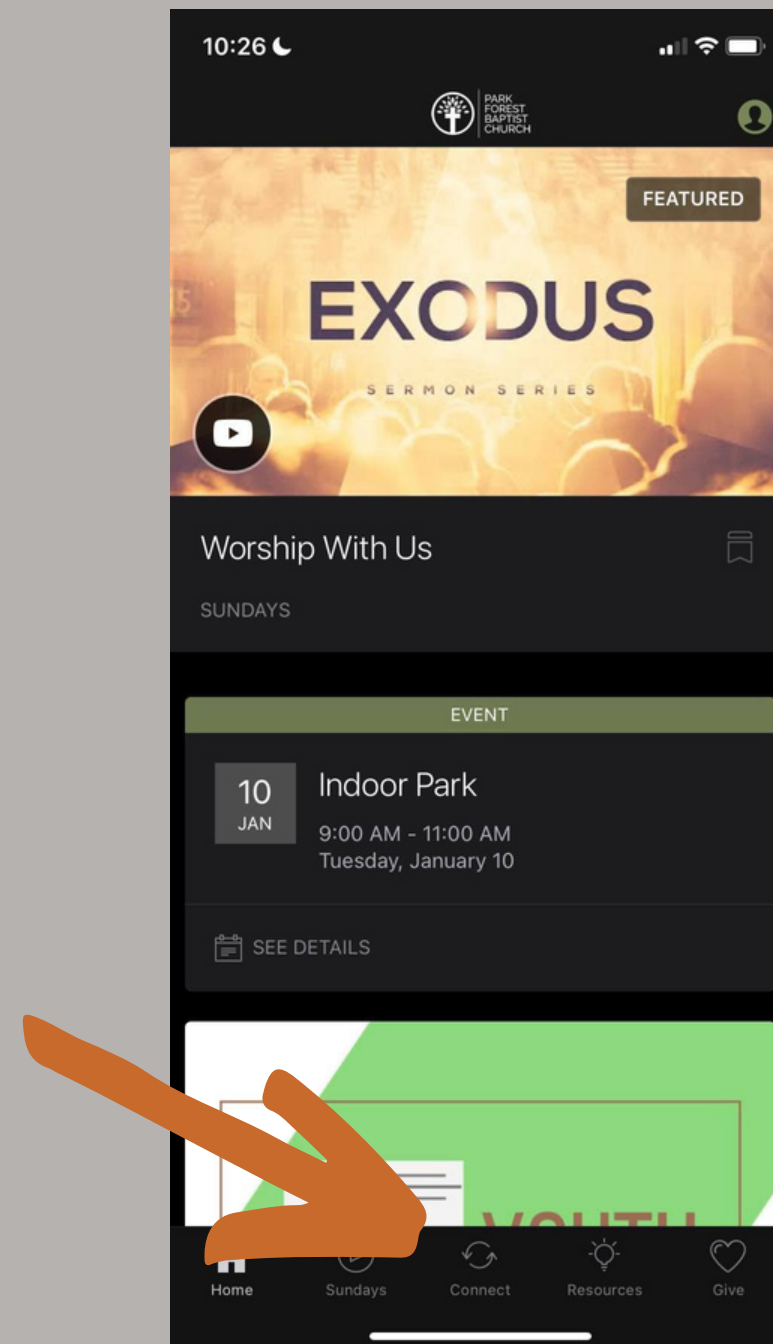
# PFBC How - To

## Manage Serving on the App

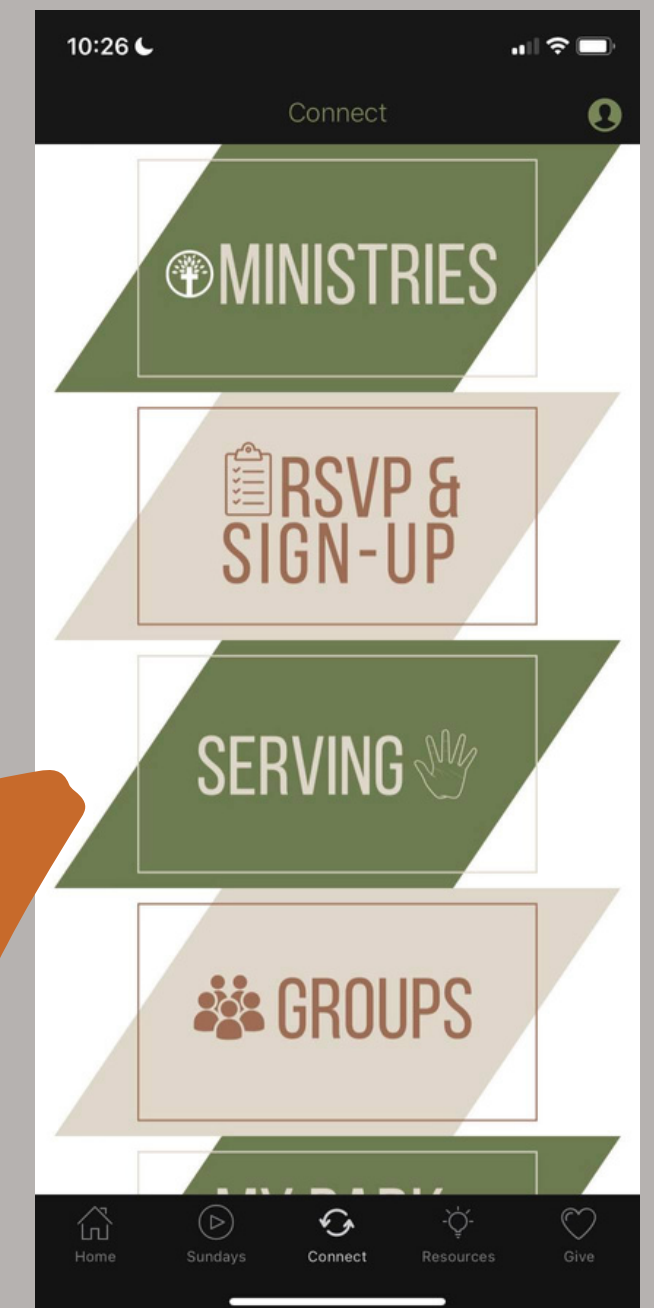
1

Open the PFBC App and **click "Connect"** along the bottom

*For instructions on how to download the app, see "PFBC How-To: App & Sermon Notes"*



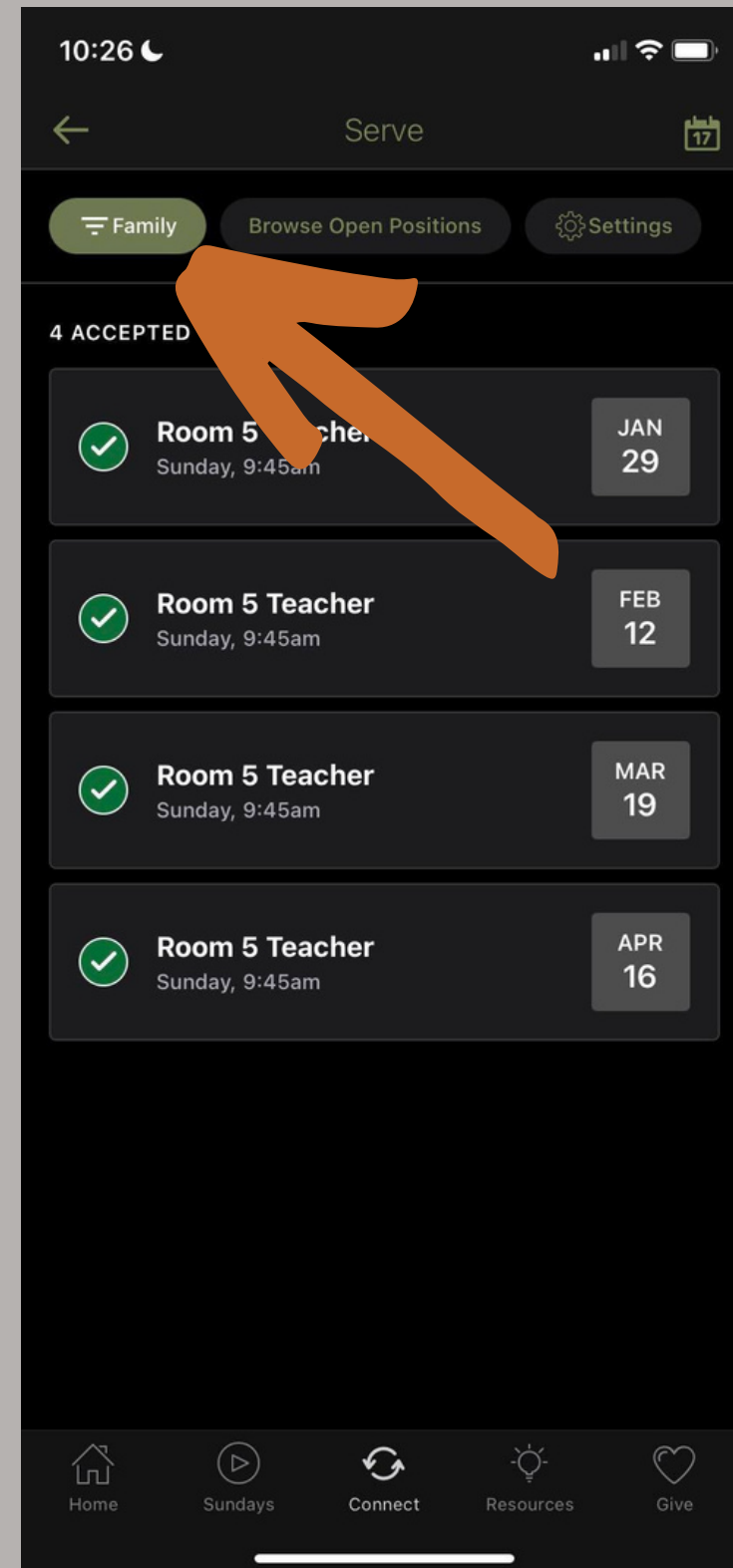
Click  
"Serving"



# PFBC How - To Manage Serving on the App

A page similar to this will appear.

The **"Family"** tab shows dates you're assigned to serve and their status (*Approved, Declined, or Pending*).

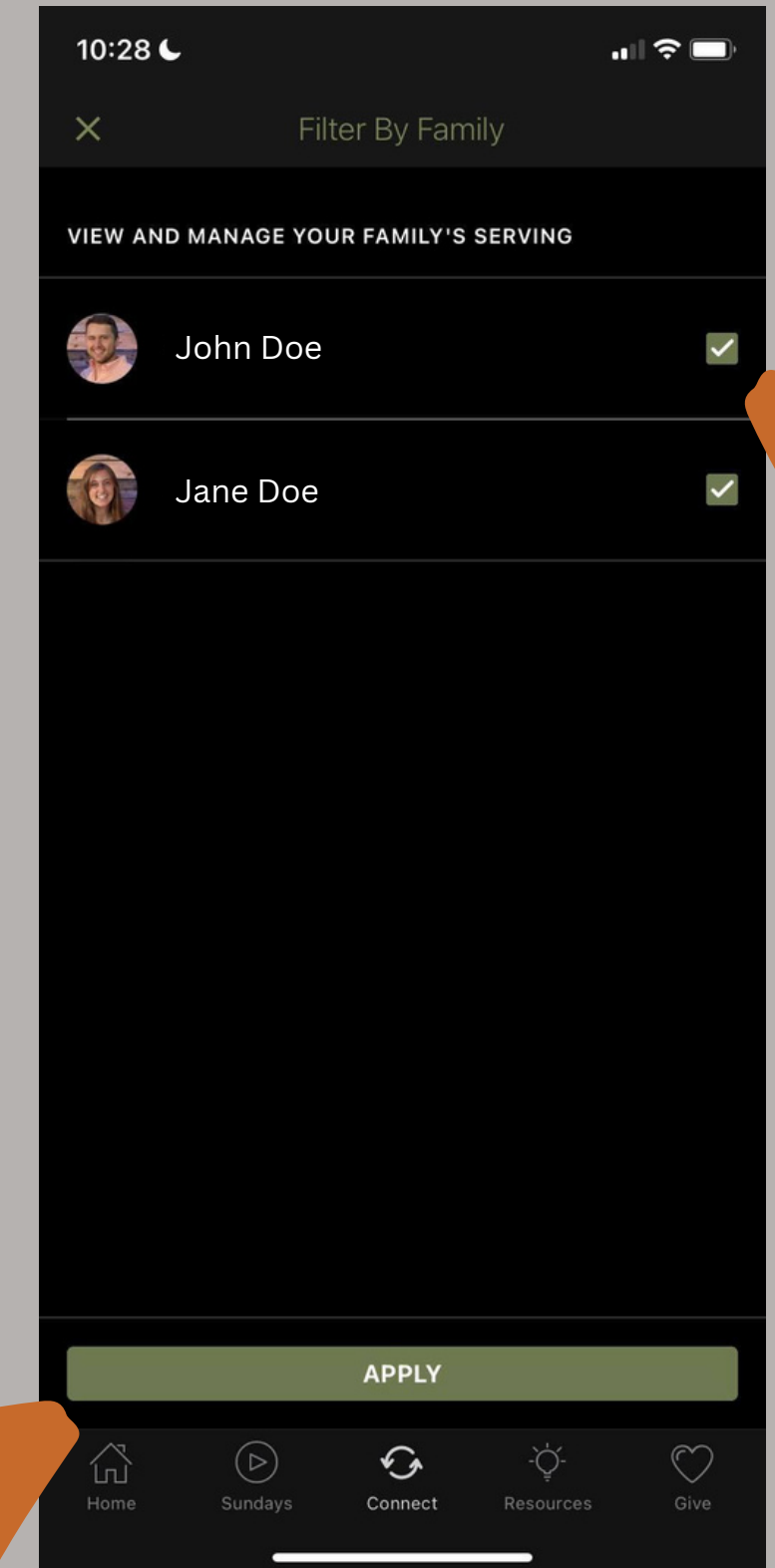


2

## Click "Family"

This will allow you to view the serving commitments of other members in your family as well.

Check the boxes next to their name, then **click "Apply"**

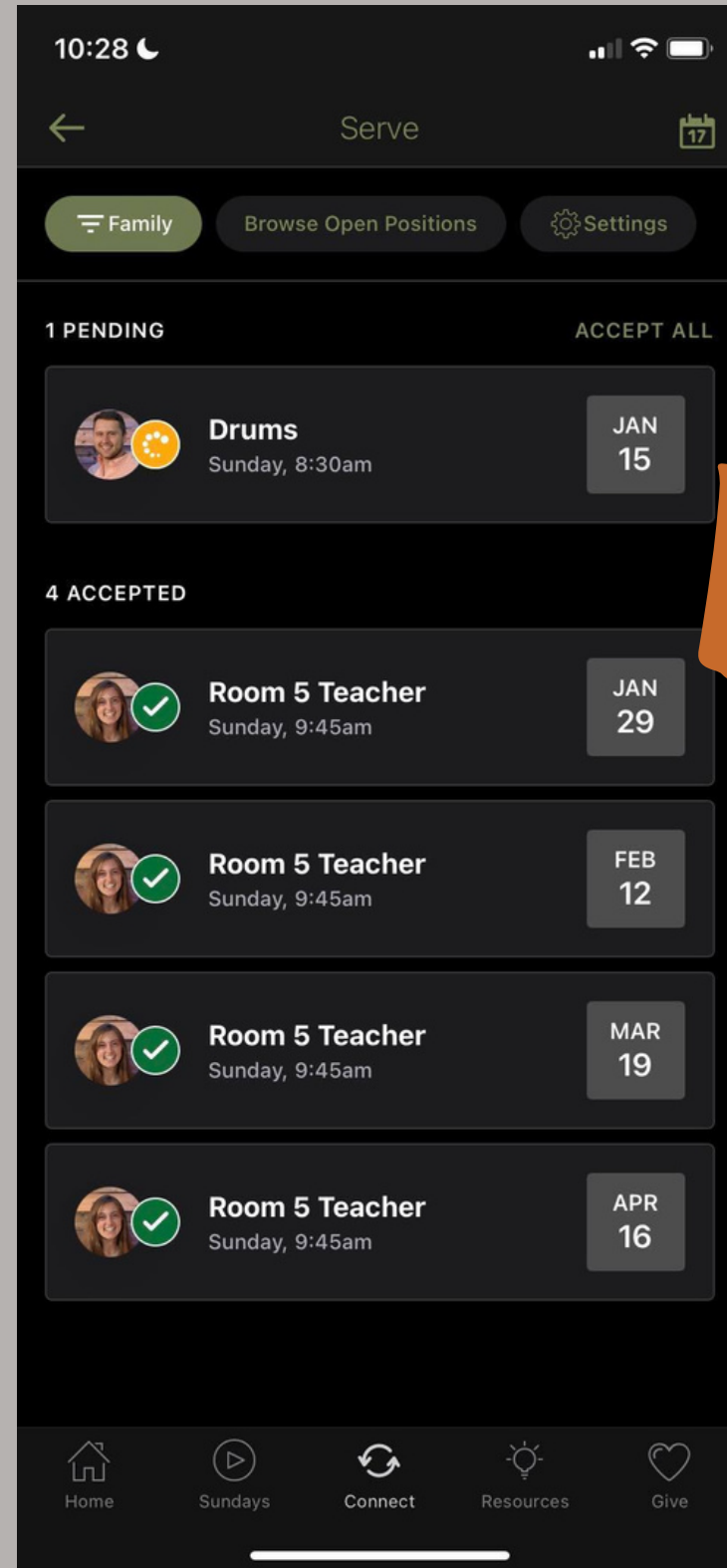




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Now, the **"Family"** tab will display the serving commitments of **all family members** selected.

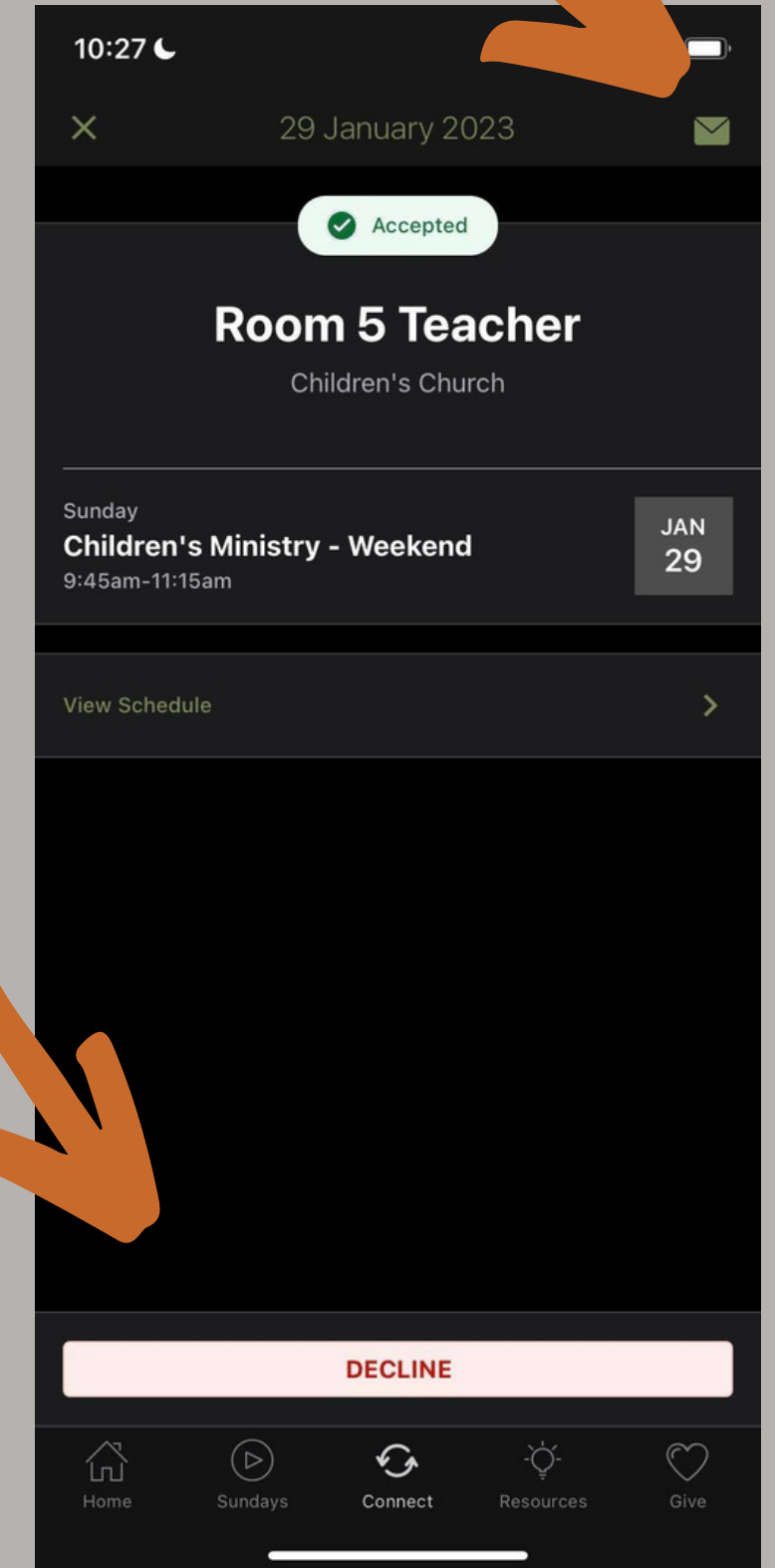


3

Clicking on a **specific date** allows you to view the details of that commitment.

Here, you can **accept or decline** commitments.

You can also send a message to your scheduler by **clicking the envelope button**.

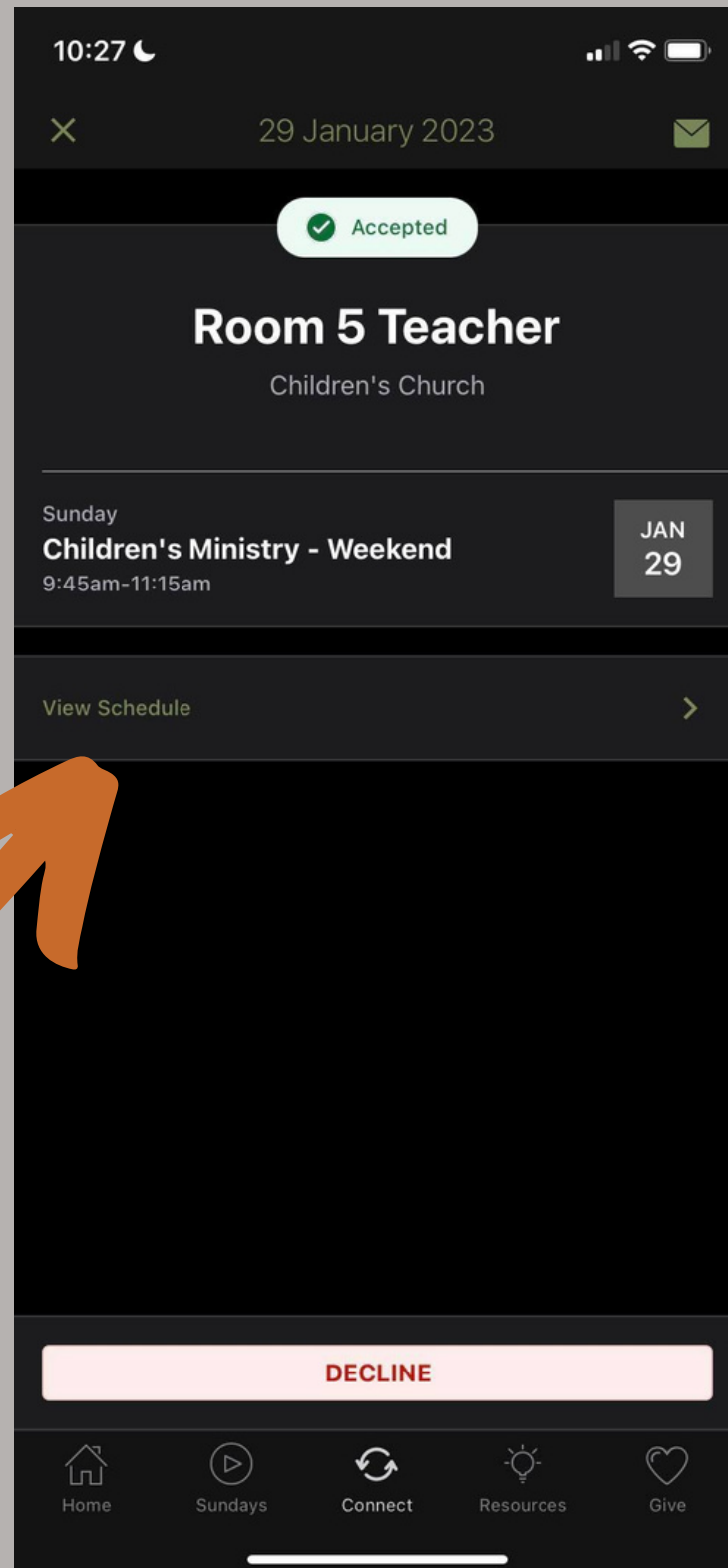


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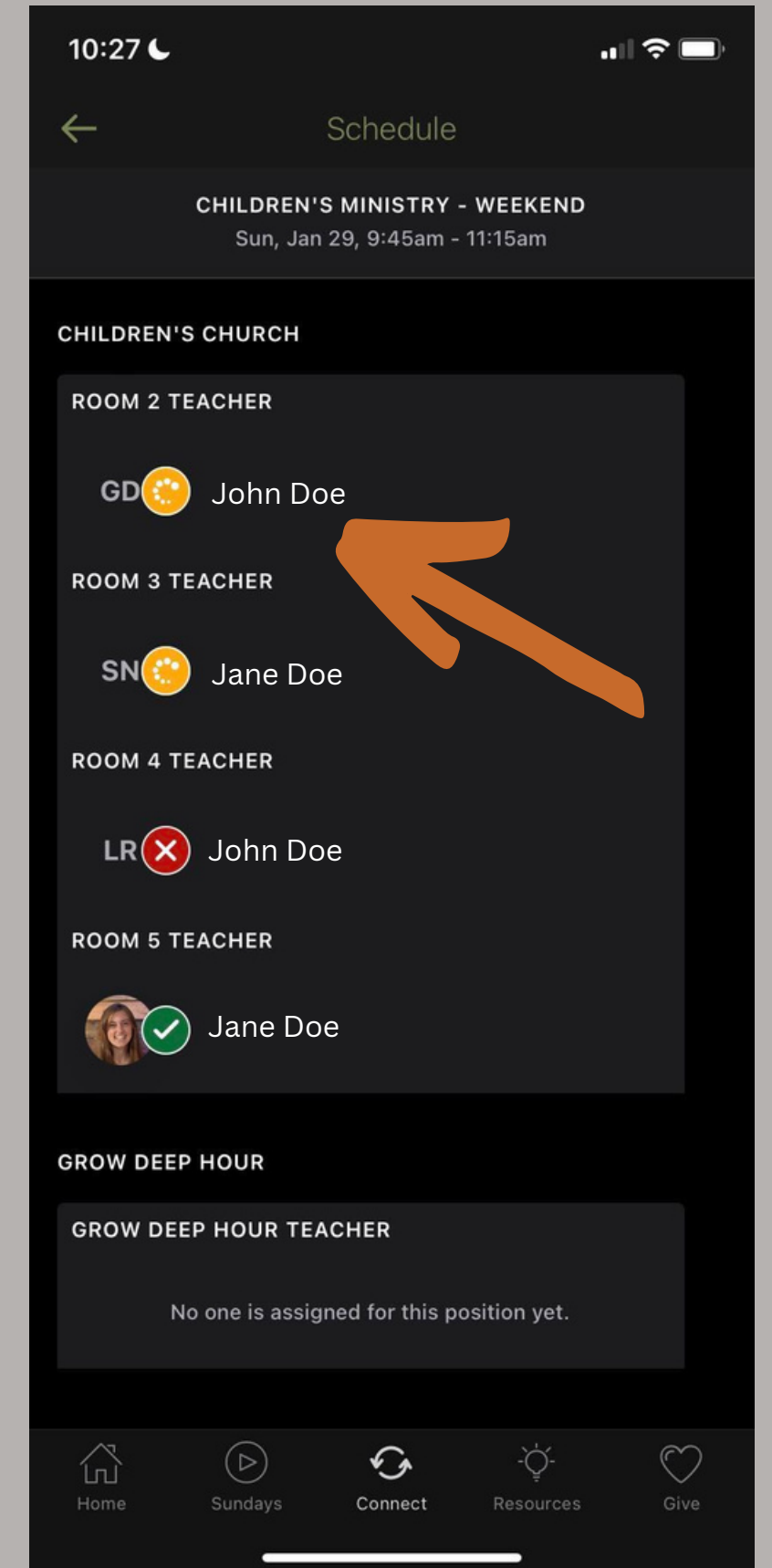
4

Click "View  
Schedule"  
to view others  
assigned to  
that date in  
the same  
ministry.



For example, the user is able to view who else is assigned to serve in **Children's Ministry on January 29th.**

The Room 4 Teacher has declined the assigned date, Rooms 2 & 3 are still pending.



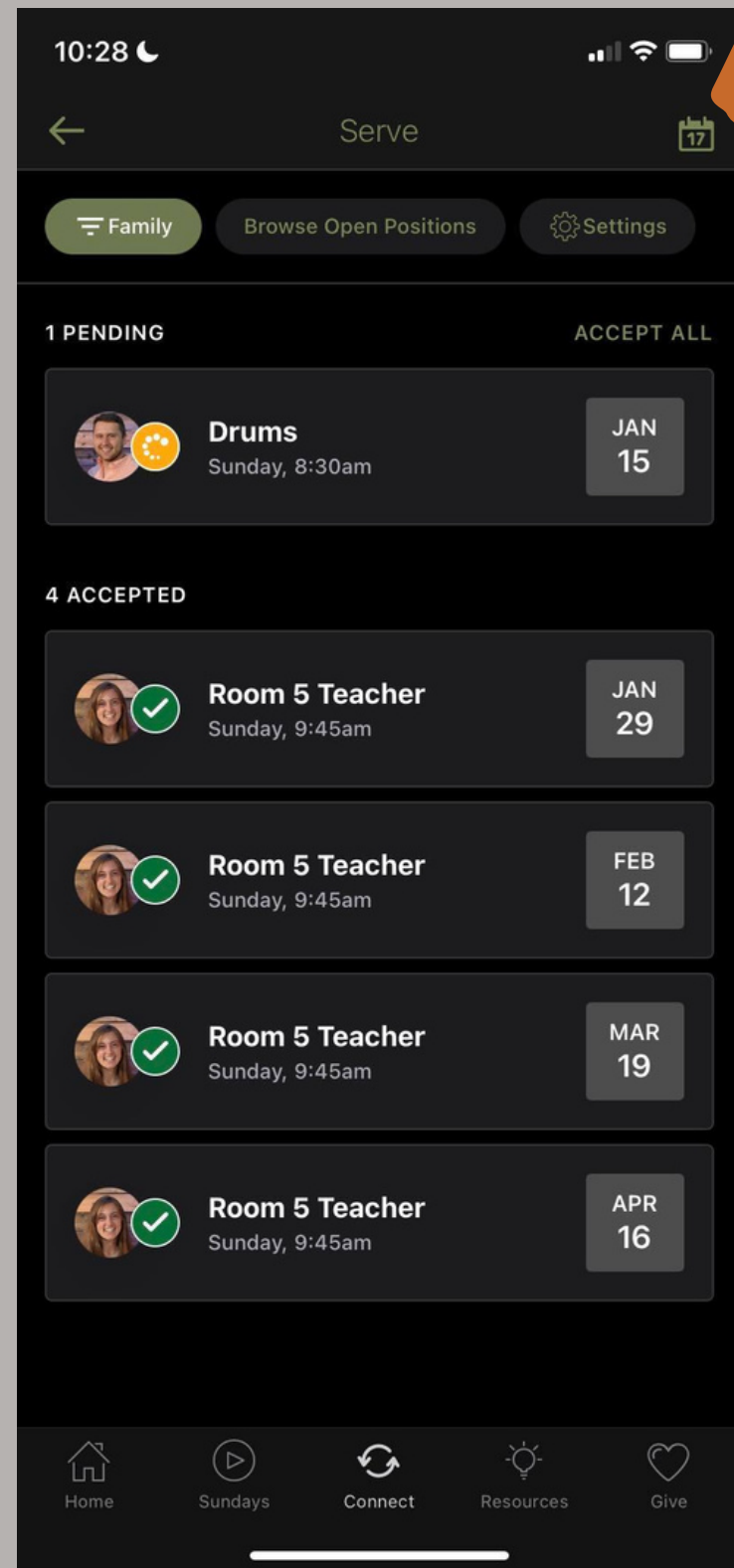


# PFBC How - To

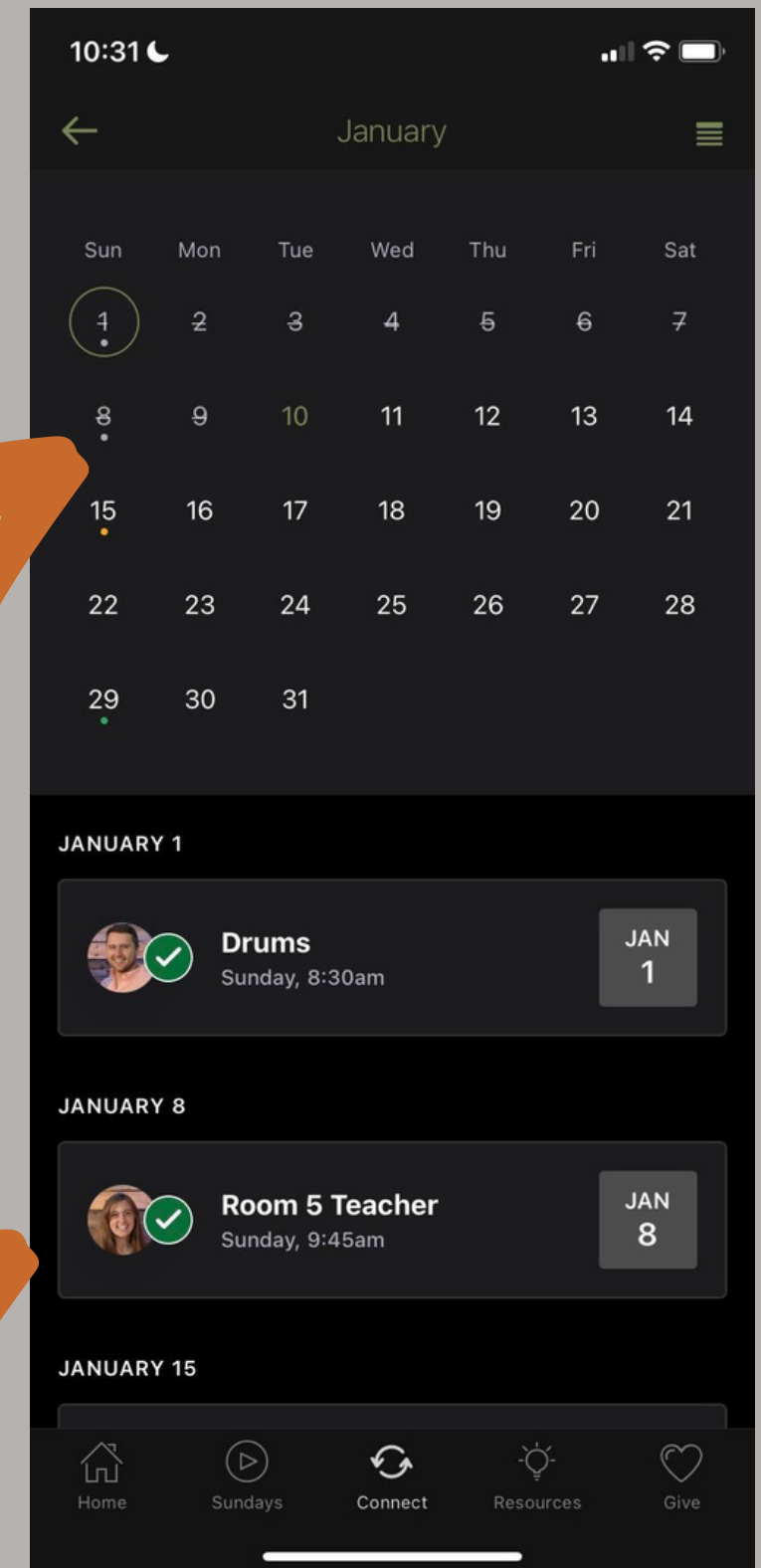
## Manage Serving on the App

5

Click the  
"Calendar"  
button in the  
upper right  
corner for  
calendar view.



Dots indicate a  
family member  
is assigned to  
serve.



Scroll below to  
view serving  
commitments.

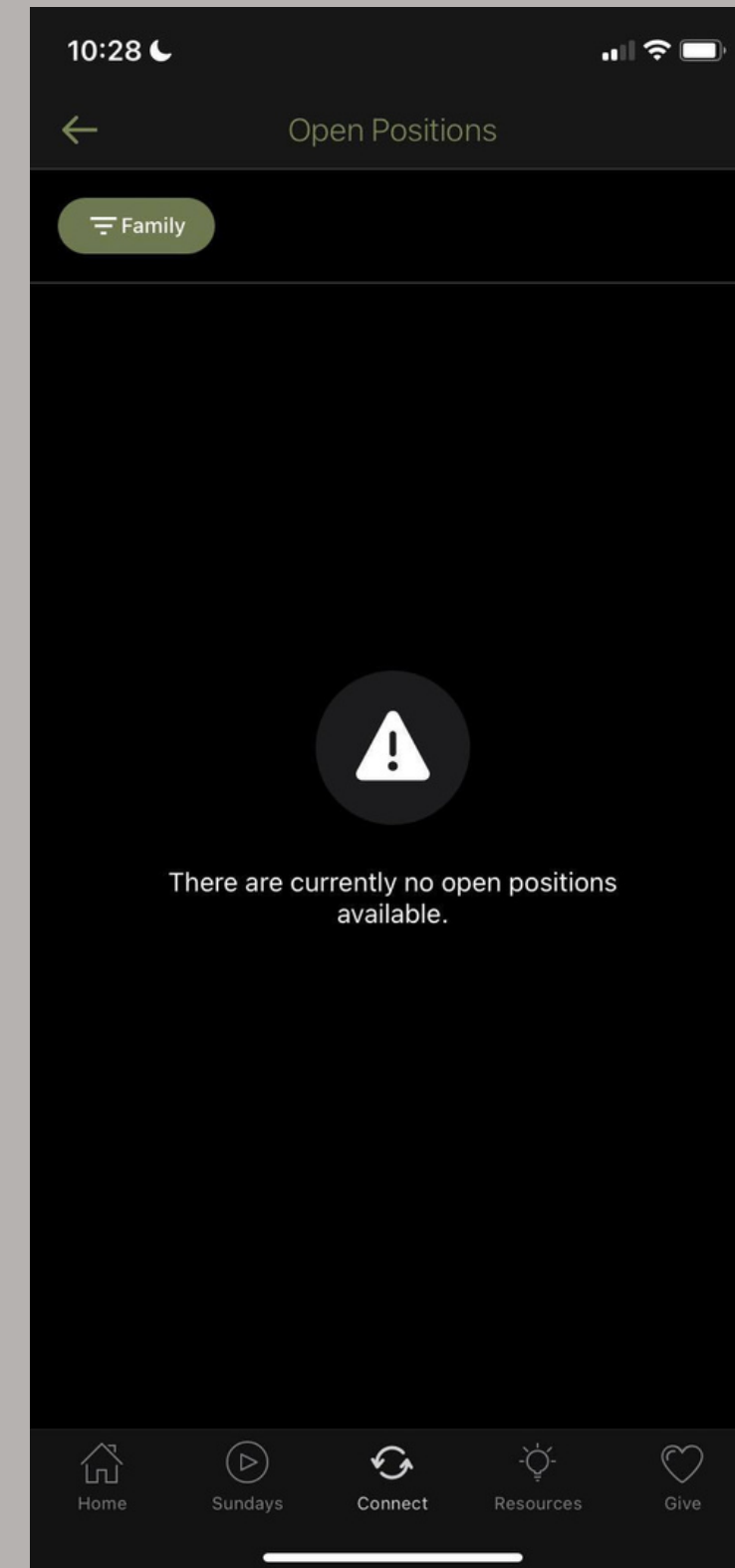
# PFBC How - To

## Manage Serving on the App

### 6 Next, click "Browse Open Positions"

If your scheduler has open positions, they will appear here.

**When open positions are available, you may sign up for them.**

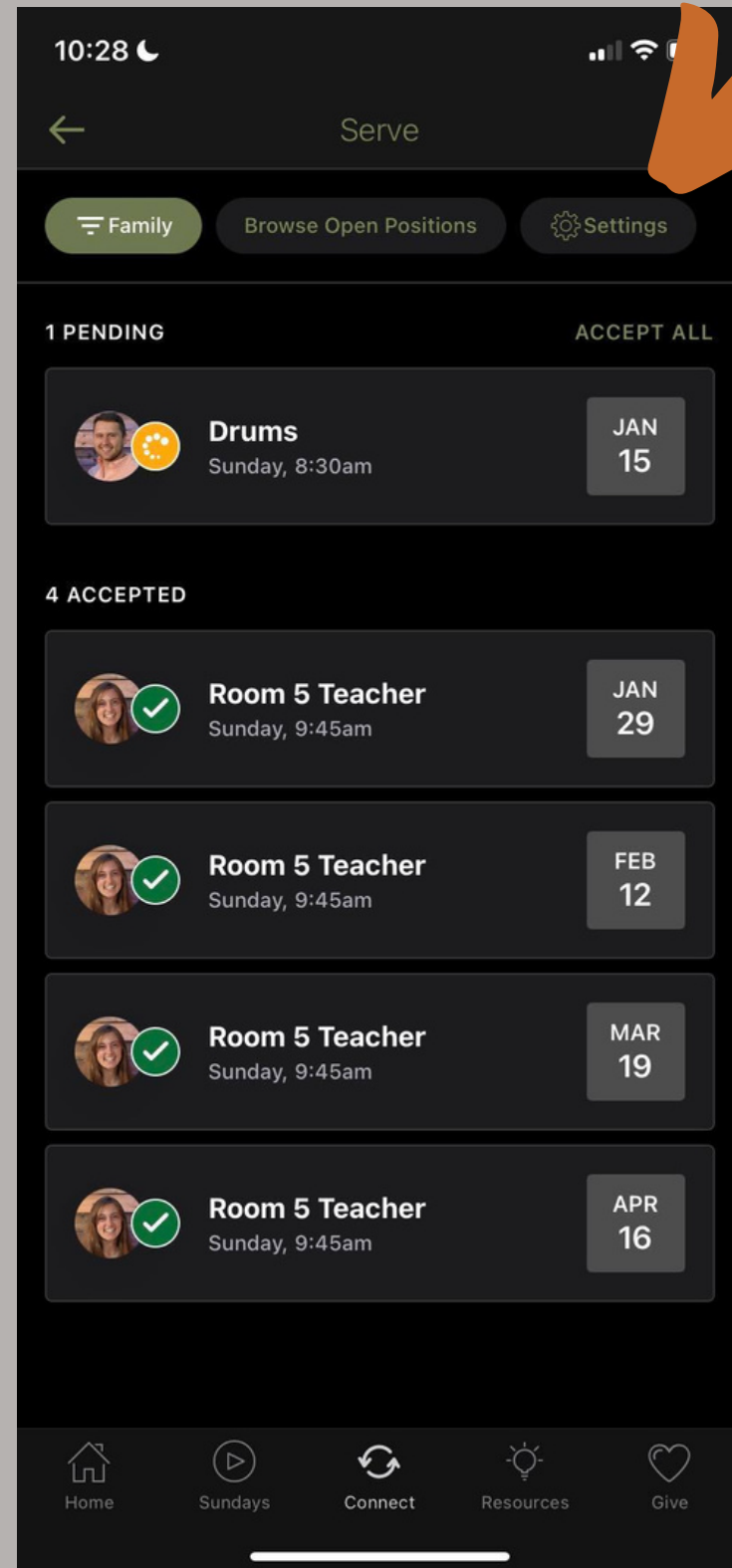


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## Manage Serving on the App

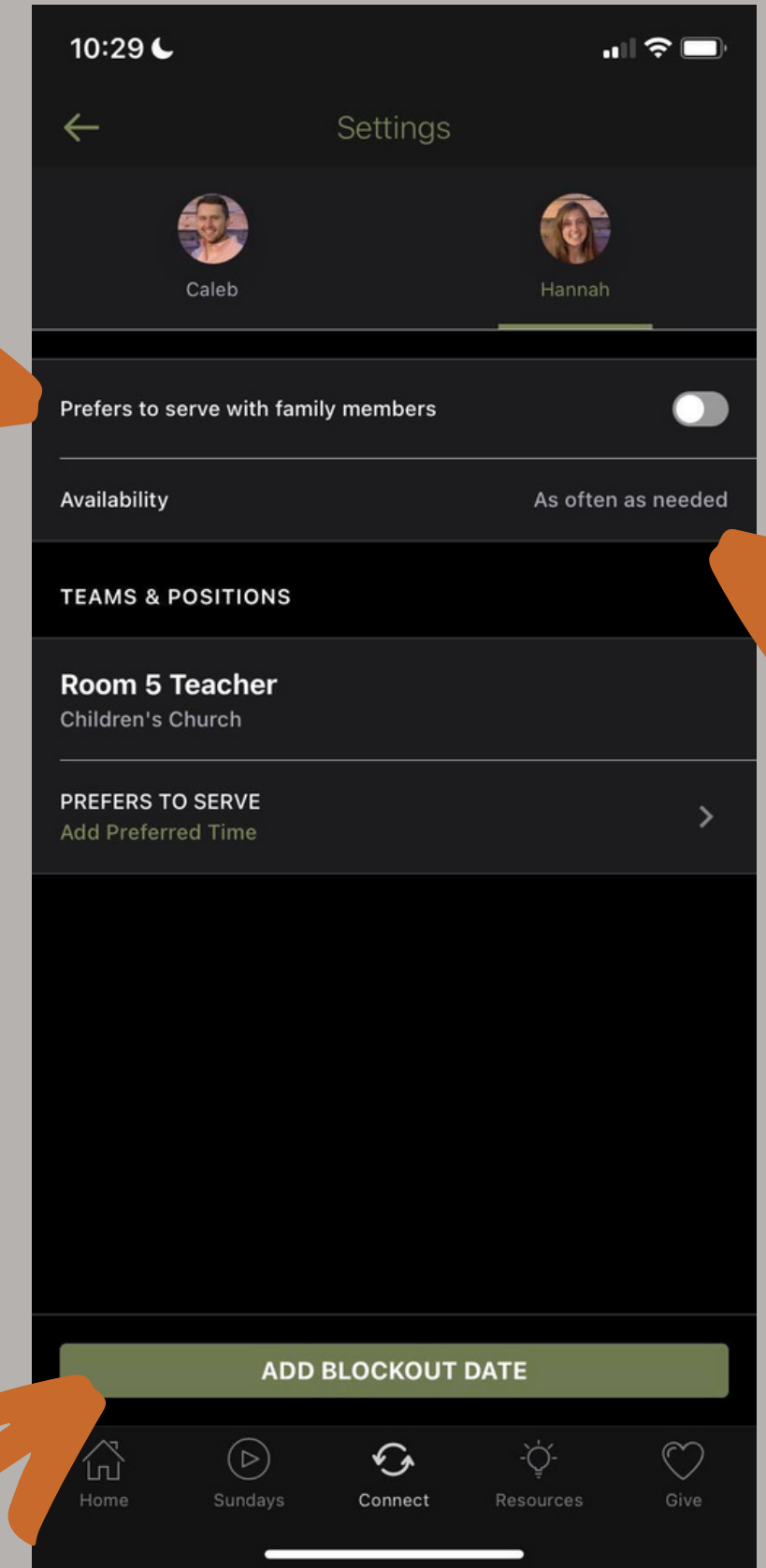
7

Now, click the "Settings" tab



Here, you can...

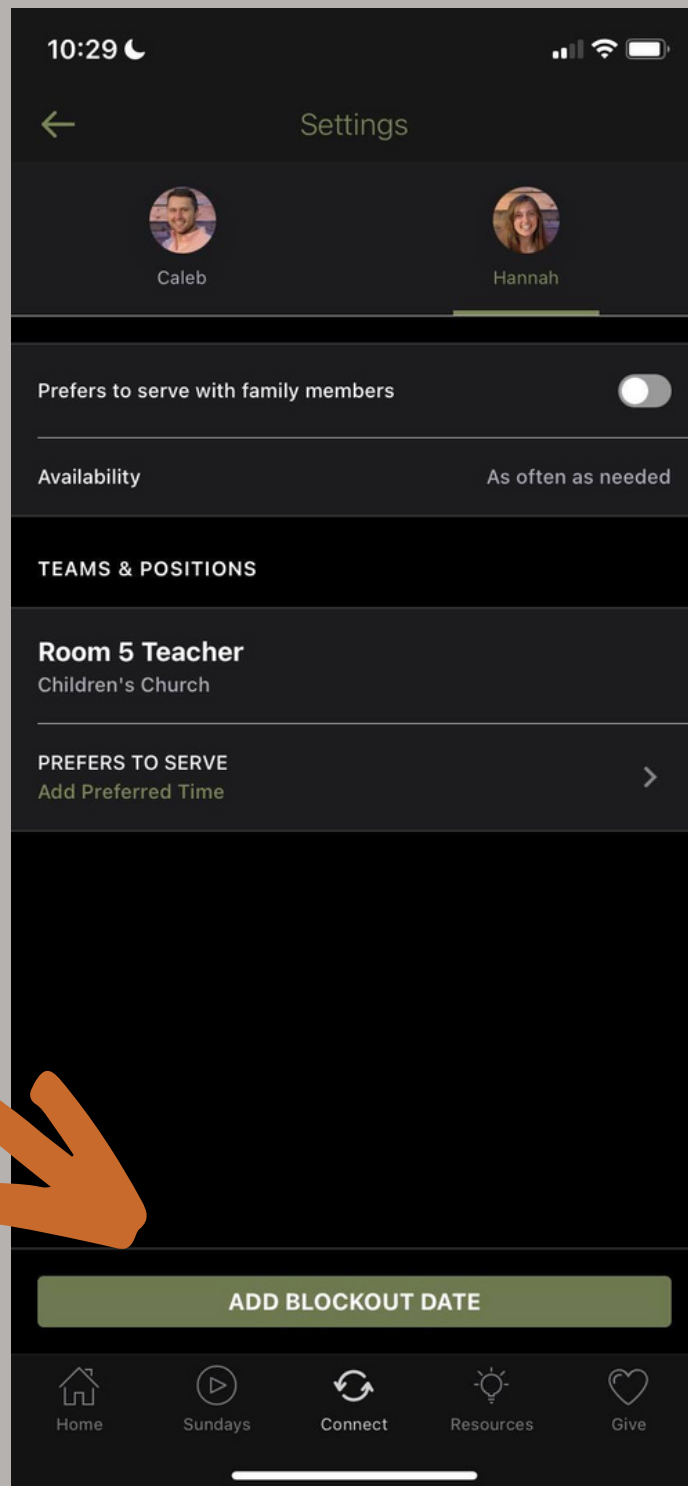
- 1) indicate whether you'd prefer to serve the same weeks as family members,
- 2) how often you're available to serve,
- 3) and block out dates you're not available.



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8

Click "Add  
Blockout  
Date"



Scroll to the date(s)  
you're not available.  
Tap the date(s) to select  
them.

There is also the option  
to **add specific times**  
during the date and  
**provide the reason.**

When finished,  
**click "Save"**





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Still have questions about  
the Serving feature?

**Email us!**  
[info@parkforestbaptist.org](mailto:info@parkforestbaptist.org)

