

Manage Serving on the App



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"





A page similar to this will appear.

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



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"

Click "Family"



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



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.



PFBC How - To

Manage Serving on the App

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

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×	29 Janua	ary 2023	
	I Ad	cepted	
	Room 5 Children	Teach 's Church	er
Sunday Children's 9:45am-11:15a	Ministry - We	ekend	jan 29
View Schedule			>
	DEC	LINE	

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.



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.

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\leftarrow			January			≣
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	£	Ş	4	5	6	7
8	Ð	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JANUARY	1					
P	Dr Sur	ums nday, 8:3	0am			jan 1
JANUARY	8					
	Ro Sur	oom 5 T nday, 9:4	eacher _{5am}			jan 8
JANUARY	15					
Home	Sund	lays	Connect	-Ç Reso	↓- urces	Give



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.







There are currently no open positions available.







PFBC How - To

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Now, click the "Settings" tab

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\leftarrow	Serve	
- Family	Browse Open Positions දරුව	Settings
1 PENDING		ACCEPT ALL
@ ©	Drums Sunday, 8:30am	JAN 15
4 ACCEPTED		
	Room 5 Teacher Sunday, 9:45am	JAN 29
	Room 5 Teacher Sunday, 9:45am	FEB 12
	Room 5 Teacher Sunday, 9:45am	Mar 19
	Room 5 Teacher Sunday, 9:45am	apr 16
Home	Sundays Connect Resources	Give

Here, you can...

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.







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



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- Family	Browse Open Positions දිල්	} Settings
1 PENDING		ACCEPT ALL
	Drums Sunday, 8:30am	jan 15
4 ACCEPTED		
	Room 5 Teacher Sunday, 9:45am	jan 29
	Room 5 Teacher Sunday, 9:45am	^{FEB} 12
	Room 5 Teacher Sunday, 9:45am	MAR 19
	Room 5 Teacher Sunday, 9:45am	apr 16
Home	Sundays Connect Resources	Give