

PRESBYTERIAN CHURCH OF FALLING SPRING

# **PCFS GUIDE TO BECOMING A CHURCH CENTER EXPERT!**

Church Center (CC) might not brew your morning coffee, but it will help you stay up to date and connected at Falling Spring.

**Part 1:** CC on a computer

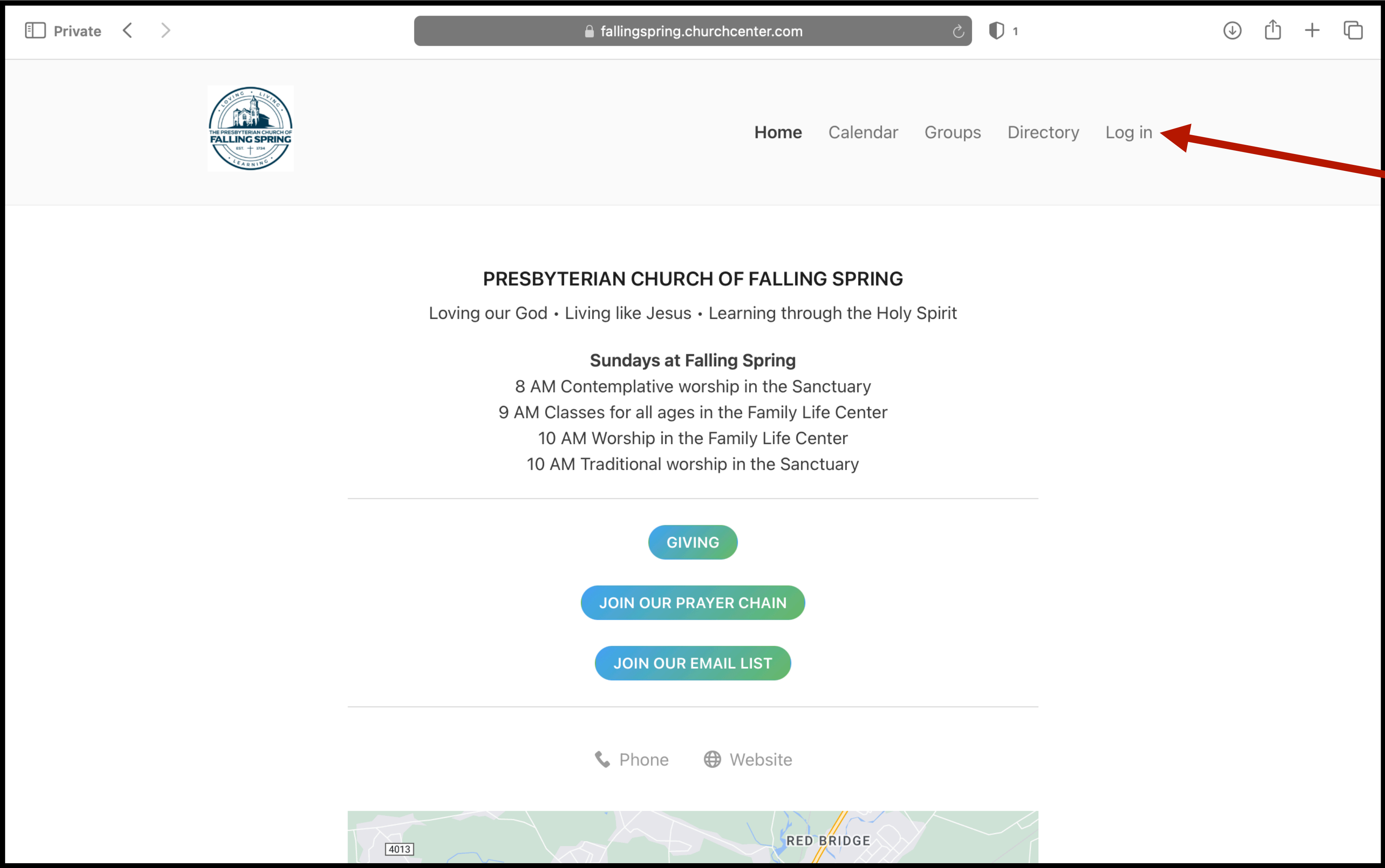
**Part 2:** CC app on mobile and tablets



## Part 1: CC on a computer: GETTING STARTED

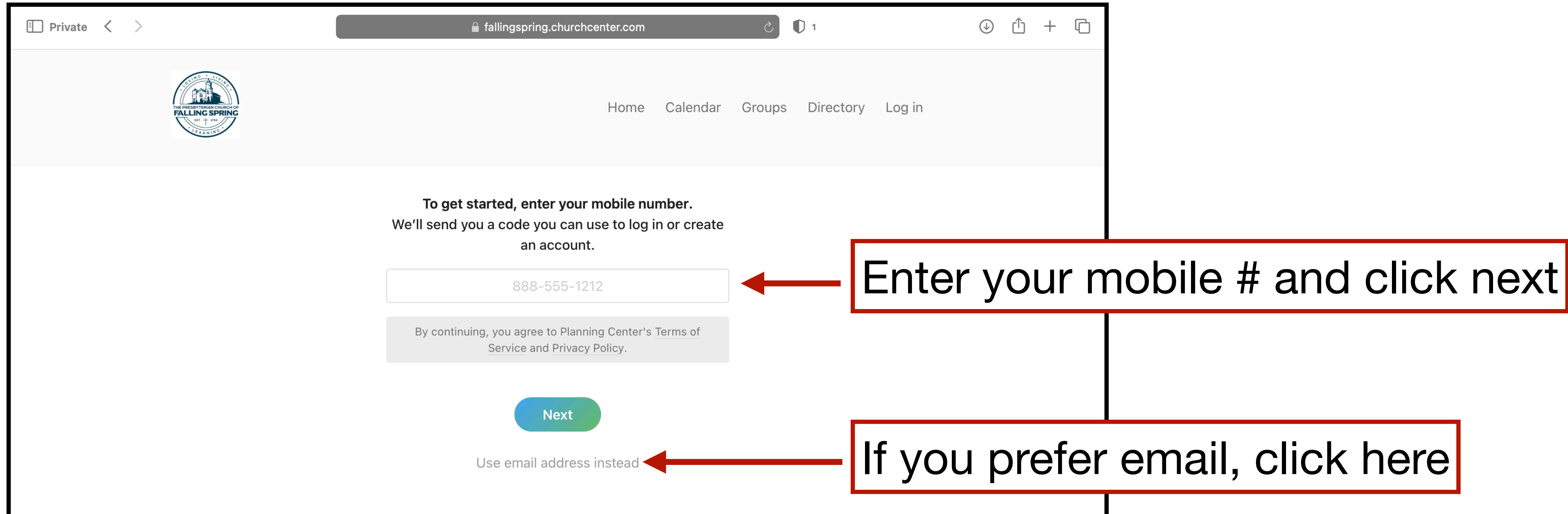
Open a web browser and navigate to:  
<https://fallingspring.churchcenter.com>

# Part 1: CC on a computer: SIGNING IN



Click “Log in”

# Part 1: CC on a computer: SIGNING IN



The screenshot shows a web browser window with the address bar displaying `fallingspring.churchcenter.com`. The page features a logo for 'THE PRESBYTERIAN CHURCH OF FALLING SPRING' and a navigation menu with links for Home, Calendar, Groups, Directory, and Log in. The main content area prompts the user to 'To get started, enter your mobile number.' and provides a text input field containing '888-555-1212'. Below the input field is a link to 'Use email address instead' and a blue 'Next' button. Two red arrows point from external text boxes to the input field and the 'Use email address instead' link.

Private < > fallingspring.churchcenter.com

Home Calendar Groups Directory Log in

To get started, enter your mobile number.  
We'll send you a code you can use to log in or create an account.

888-555-1212

By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

Next

[Use email address instead](#)

Enter your mobile # and click next

If you prefer email, click here

Please note: When we imported your information into Church Center, we used the mobile # and email we have on file for you. If you use a number or email different than the one on file, it will not find your profile. Before attempting to create a new profile, please try all possible numbers and email addresses. You can also contact Kory at the office for help.

# Part 1: CC on a computer: SIGNING IN

Private < > fallingspring.churchcenter.com 1

THE PRESBYTERIAN CHURCH OF FALLING SPRING

Home Calendar Groups Directory Log in

Please enter the six-digit code sent to

000000

Next

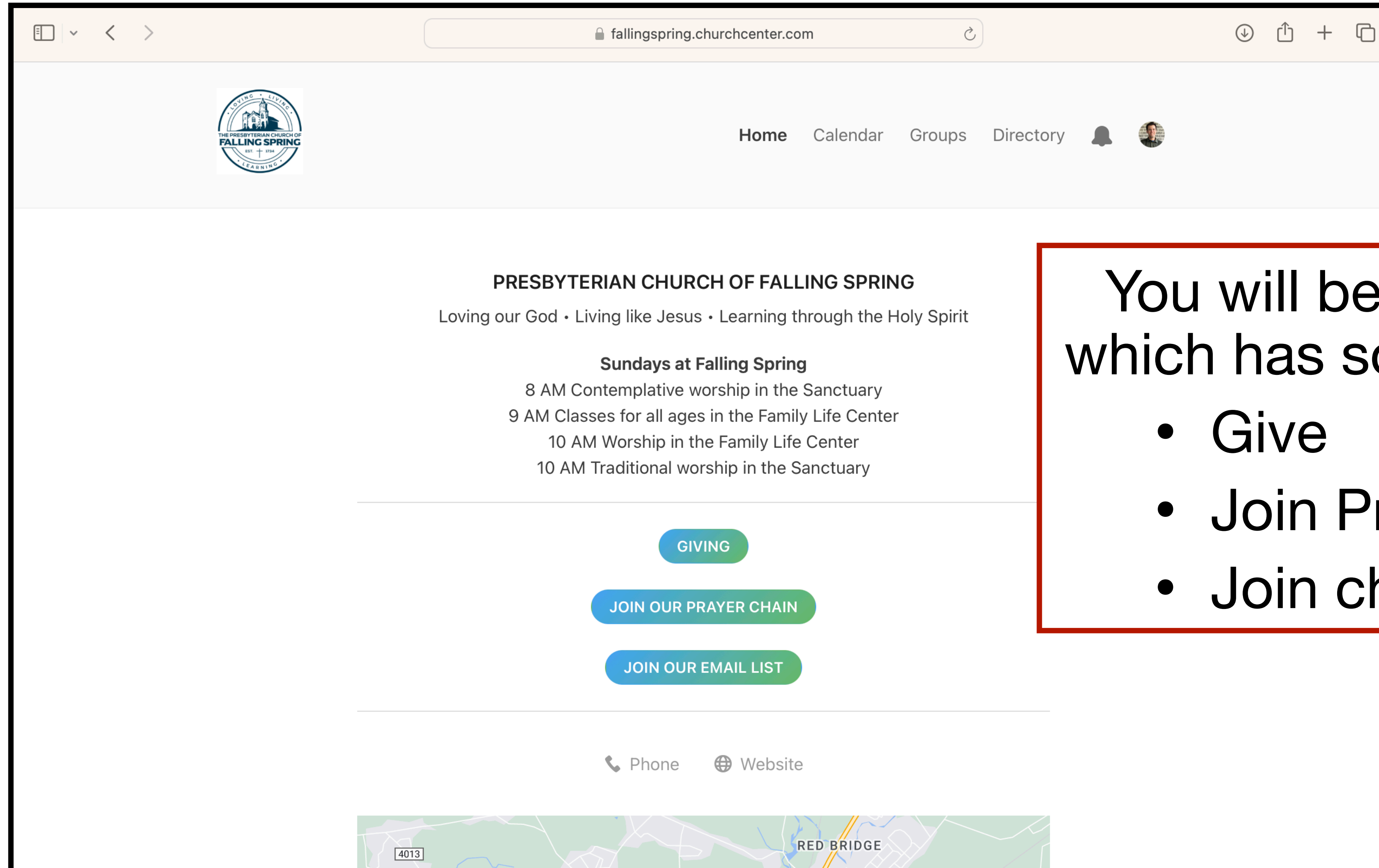
Edit mobile number Resend code

Terms of Service Privacy Policy Presbyterian Church of Falling Spring | brad@pcfalloingspring.org | 7172645715

Enter the code sent to your mobile # or email (whichever you chose in the previous step).

Click Next.

# Part 1: CC on a computer: HOME TAB

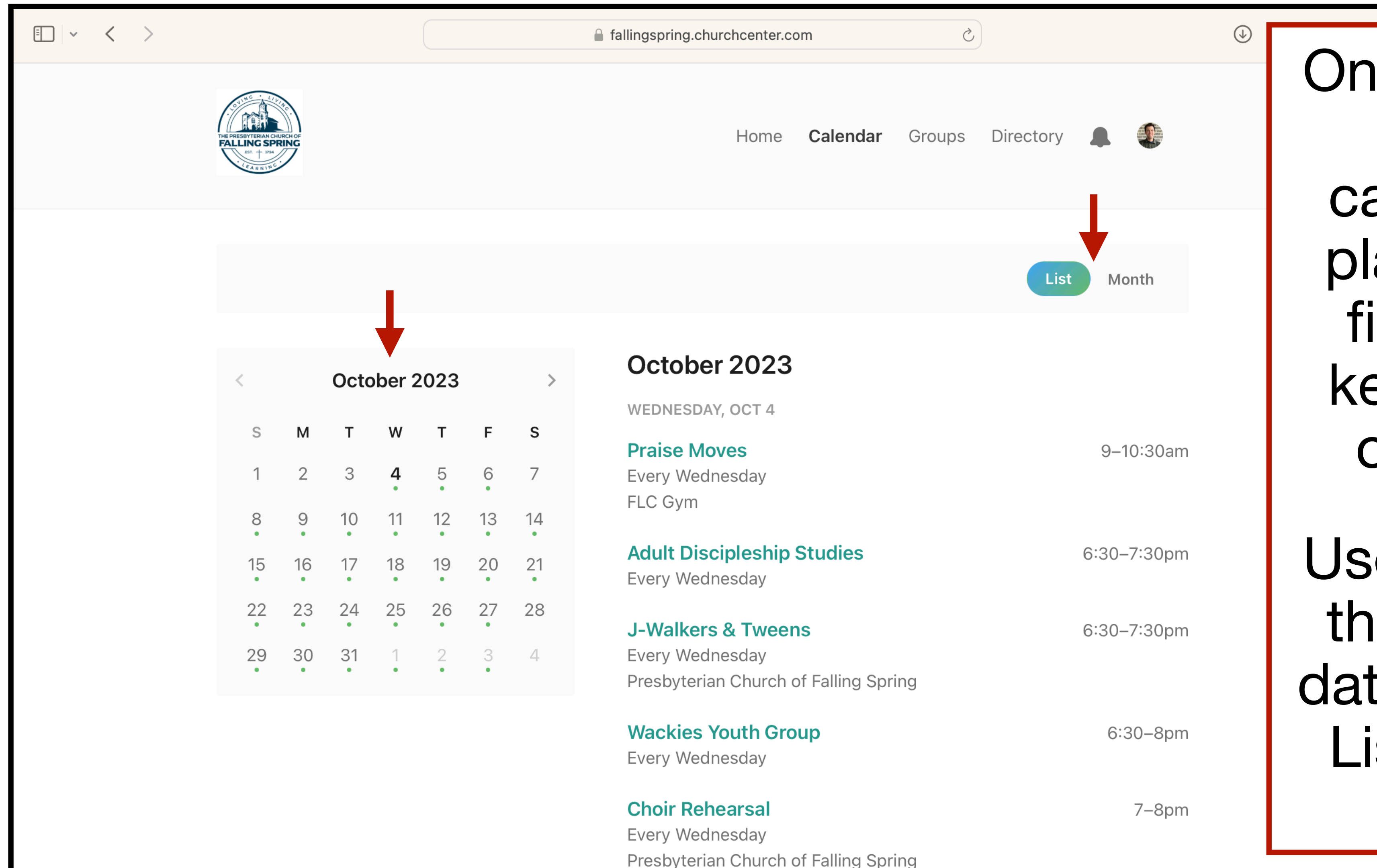


You will begin on the Home tab, which has some info and links to...

- Give
- Join Prayer Chain email list.
- Join church email list



# Part 1: CC on a computer: CALENDAR TAB



The screenshot shows the website [fallingspring.churchcenter.com](http://fallingspring.churchcenter.com) with the 'Calendar' tab selected in the navigation bar. A red arrow points to the 'List' button, which is highlighted in blue. Another red arrow points to a mini-calendar for October 2023 on the left side of the page. The main calendar view displays events for Wednesday, October 4th, including 'Praise Moves' (9-10:30am), 'Adult Discipleship Studies' (6:30-7:30pm), 'J-Walkers & Tweens' (6:30-7:30pm), 'Wackies Youth Group' (6:30-8pm), and 'Choir Rehearsal' (7-8pm).

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**October 2023**

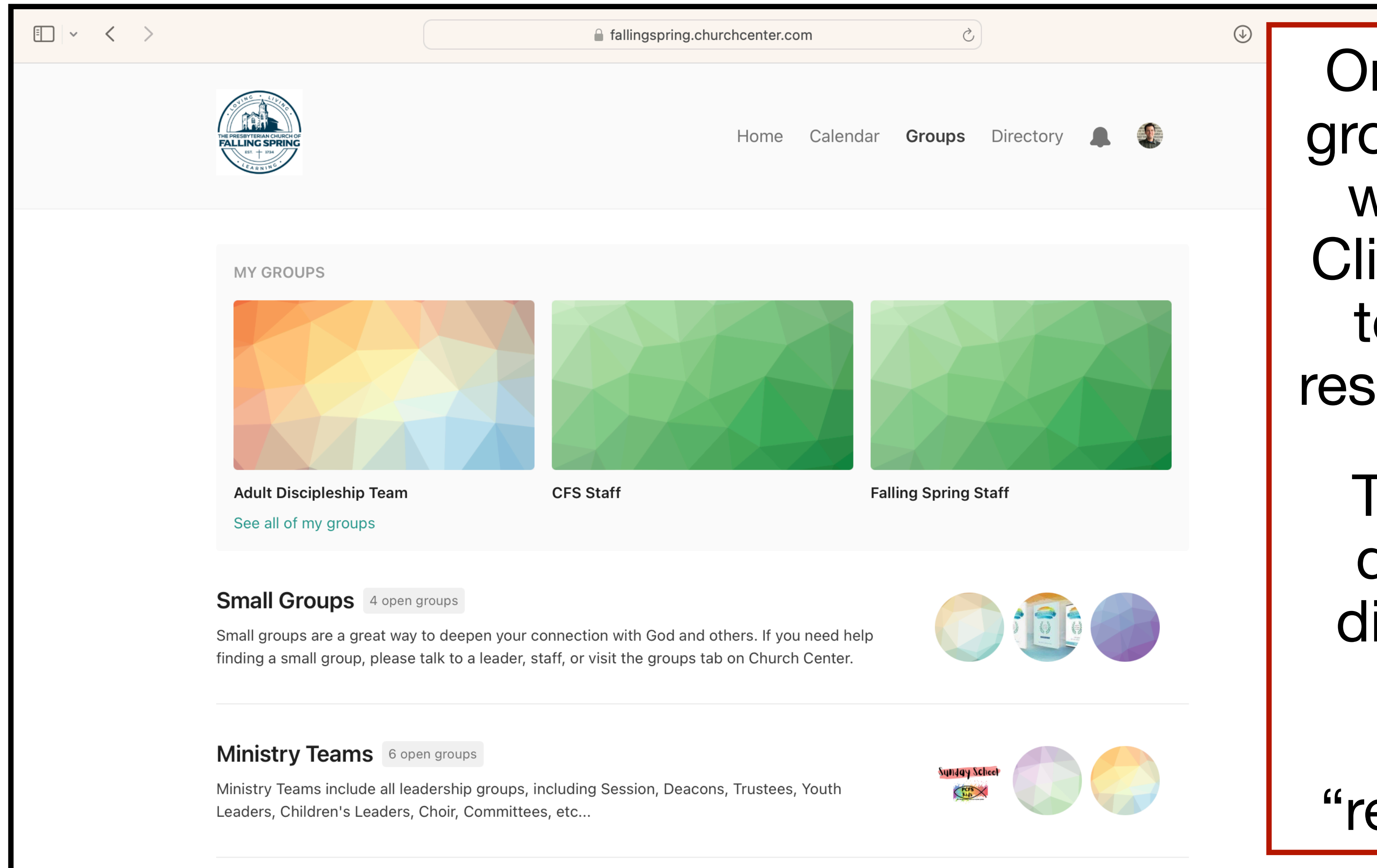
WEDNESDAY, OCT 4

- Praise Moves** 9-10:30am  
Every Wednesday  
FLC Gym
- Adult Discipleship Studies** 6:30-7:30pm  
Every Wednesday
- J-Walkers & Tweens** 6:30-7:30pm  
Every Wednesday  
Presbyterian Church of Falling Spring
- Wackies Youth Group** 6:30-8pm  
Every Wednesday
- Choir Rehearsal** 7-8pm  
Every Wednesday  
Presbyterian Church of Falling Spring

On the Calendar tab, you can see the church calendar. While it won't plan your date-night (or find you a date), it will keep you up to date on our church schedule.

Use the mini-calendar on the left to quickly find a date, and toggle between List and Month view as you prefer.

# Part 1: CC on a computer: GROUPS TAB

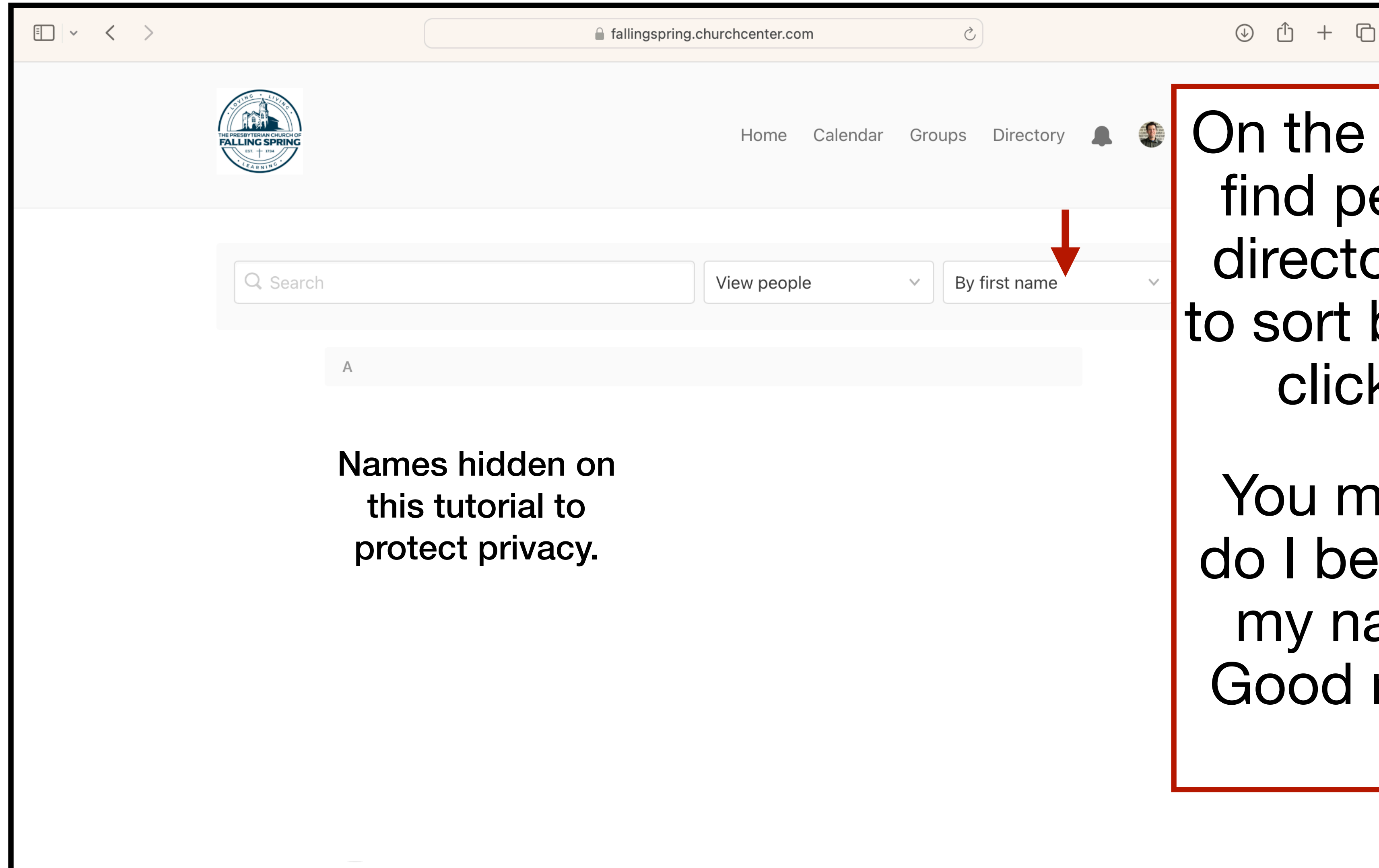


On the Groups tab, any groups you joined on CC will appear at the top. Click one of your groups to view the schedule, resources, and members.

To join a group, scroll down and search the different categories for open groups. Open groups will have a “request to join” option.



# Part 1: CC on a computer: DIRECTORY TAB



Names hidden on  
this tutorial to  
protect privacy.

On the Directory tab, you can find people listed in the CC directory. There is an option to sort by first or last name by clicking the dropdown.

You may be thinking, “How do I become famous and get my name in the directory? Good news - you can! Read on, my friend.

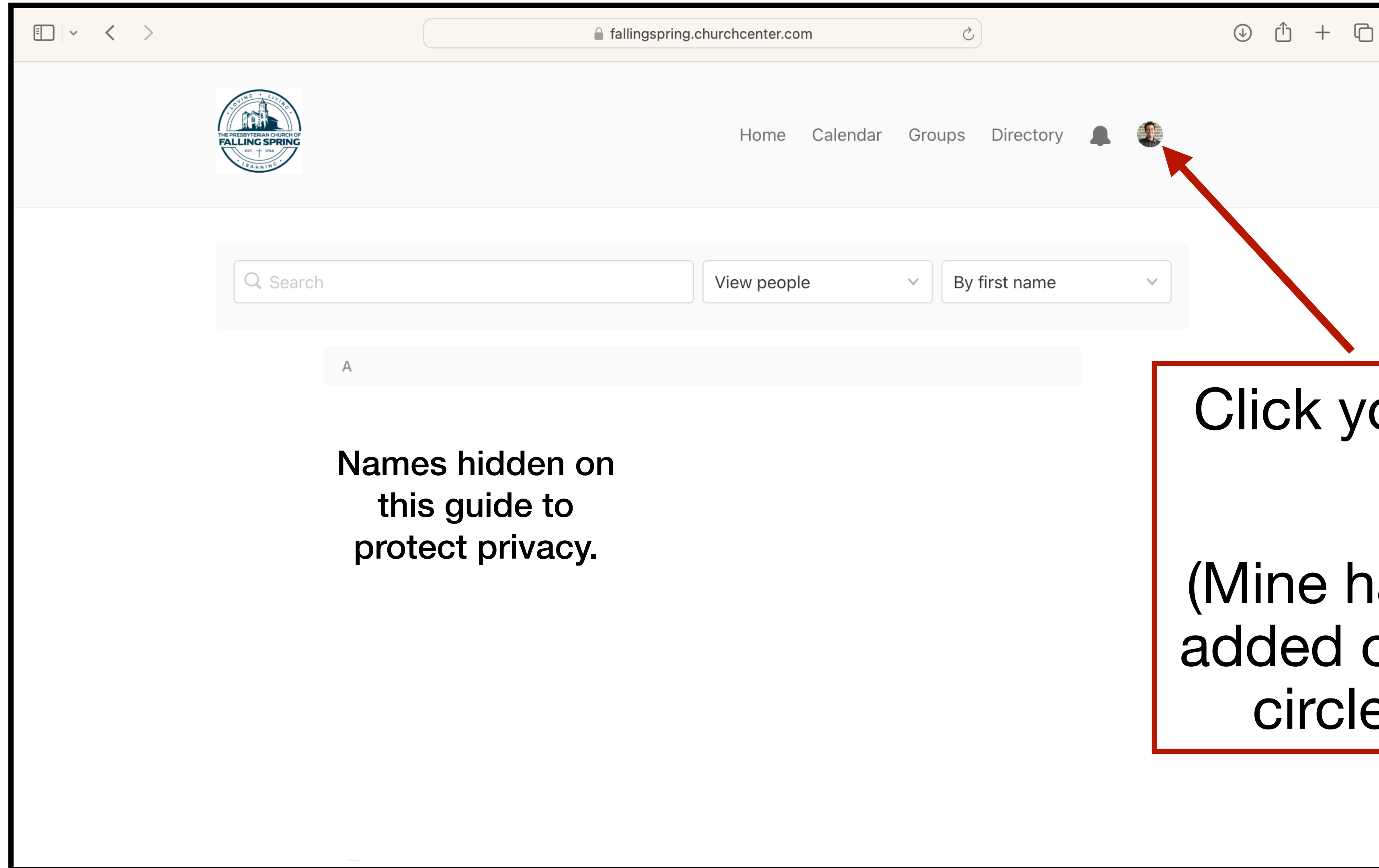
# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE

## PLEASE NOTE:

Although we invited the whole church family to view the directory, each person is responsible for making themselves visible in the directory. In other words, you will not be listed in Falling Spring's CC directory until you set your profile's visibility. We cannot do this for you in the office, but good news - it is as easy as eating a piece of chocolate. (Not the cheap chocolate, but the good stuff!)

Read on for the details

# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE

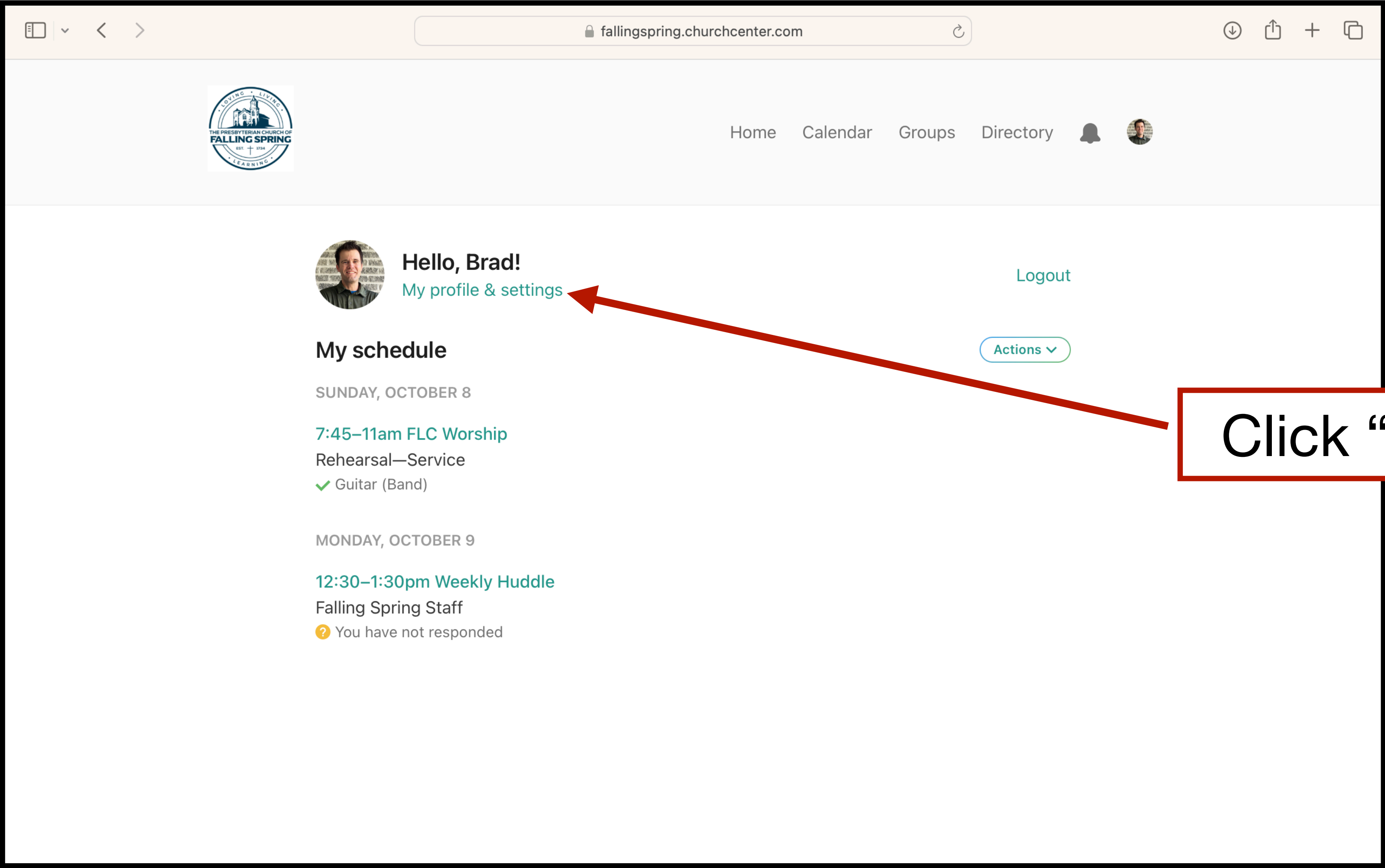


Names hidden on  
this guide to  
protect privacy.

Click your profile circle near  
the top right.

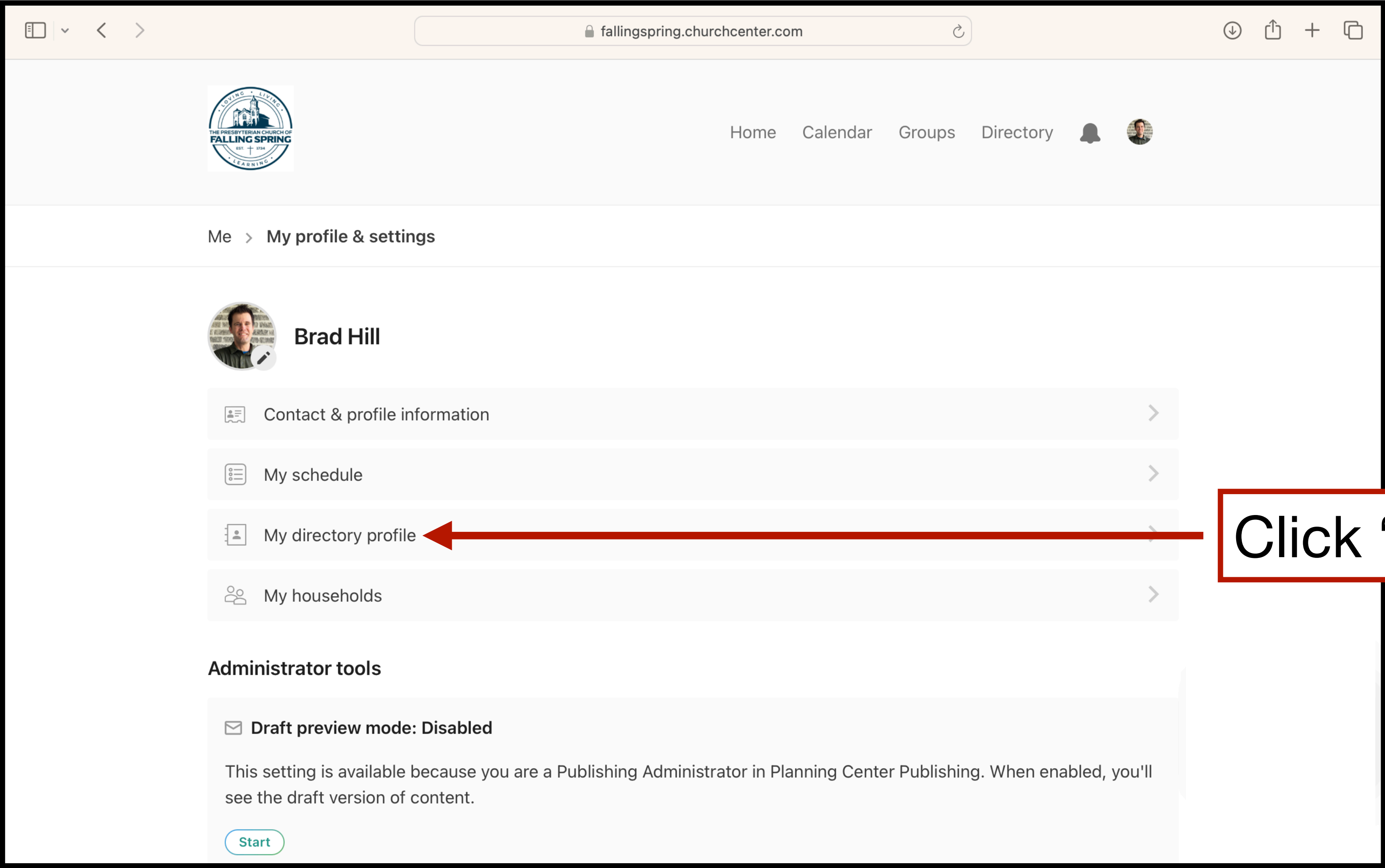
(Mine has a photo because I  
added one. Yours might be a  
circle with your initials.)

# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE



Click “My profile & settings.”

# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE



Click “My directory profile”



# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE


fallingspring.churchcenter.com

Home Calendar Groups Directory

Me > My profile & settings > My directory profile

### My information

Select the information you want to share with other members of the directory. (If any of your information is incorrect, you can [edit your profile](#).)

☒  **Brad Hill**

- ☒ Include profile photo
- ☒ Include birthday
- ☒ Phone number
- ☒ Email address
- ☐ Email address 2

**Hill Household**

You will appear in the directory in this household. You can set a household photo and select the details you want to share about others in your household.

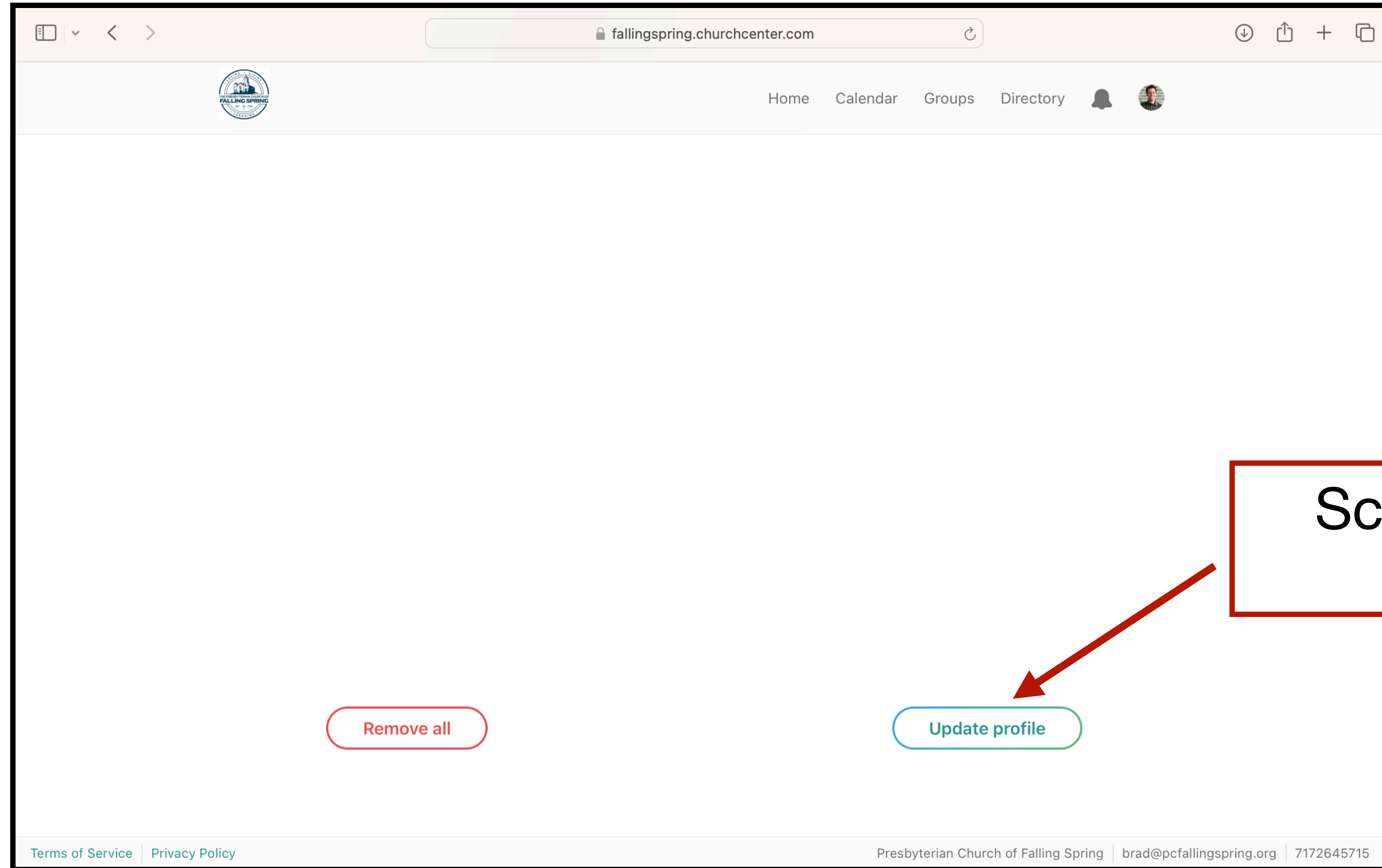
HOUSEHOLD PHOTO

To be shown in the directory, click the box next to your name

Choose which information you want to display by clicking the appropriate boxes.

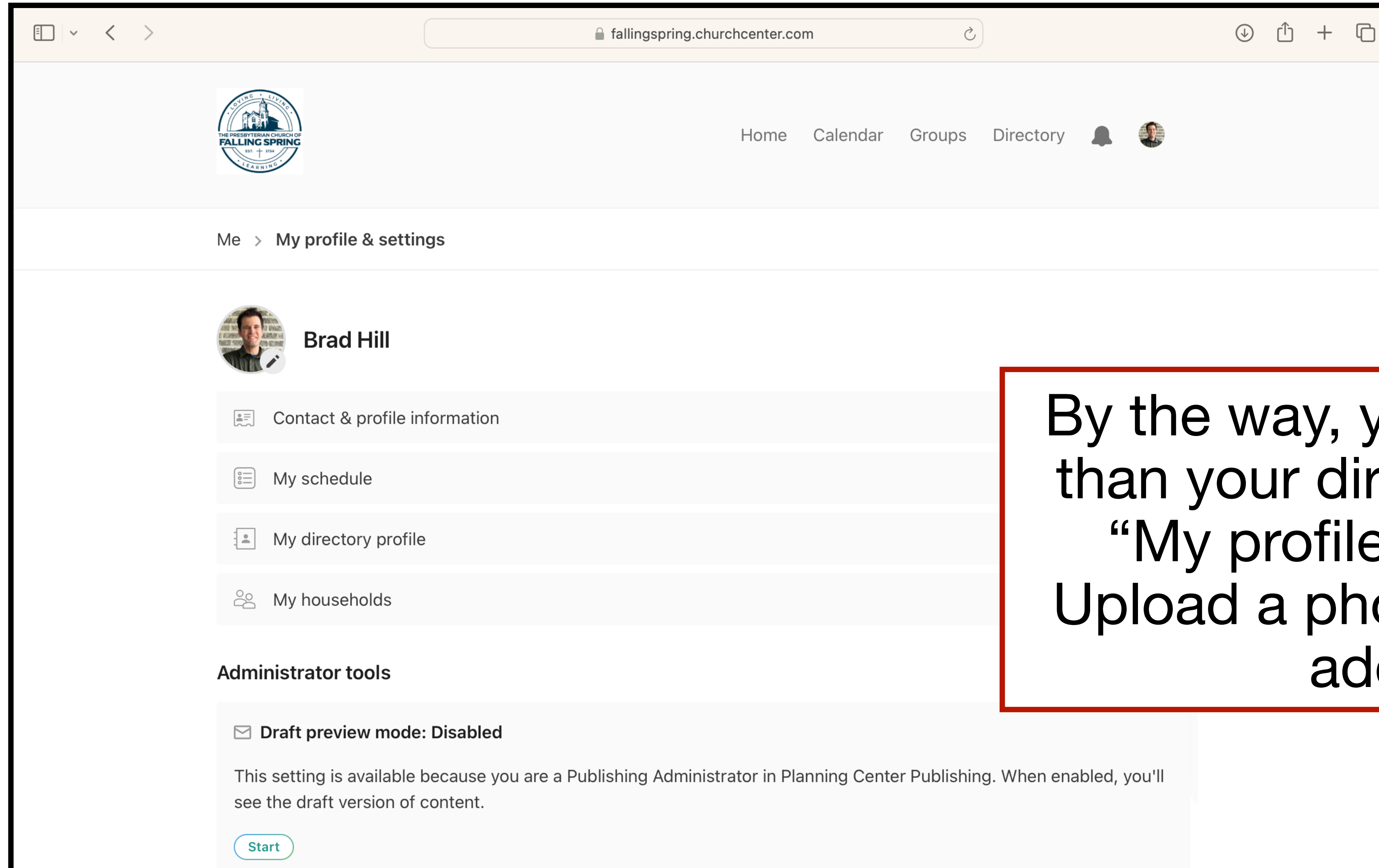
**THERE IS ONE MORE IMPORTANT STEP ON NEXT PG.**

# Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE



Scroll down and click  
“Update profile”

# Part 1: CC on a computer: UPDATING YOUR PROFILE



By the way, you can update more than your directory profile on the “My profile & settings” page. Upload a photo, update an email address, etc.

# Part 2: Using the CC app

The CC app is only available for mobile devices (phones and tablets). When using a computer, simply follow the instructions in Part 1 of this guide (there is no app for computers - only mobile). Using the website (computer) and app (mobile) will give you access to the same information. Feel free to use one or both.

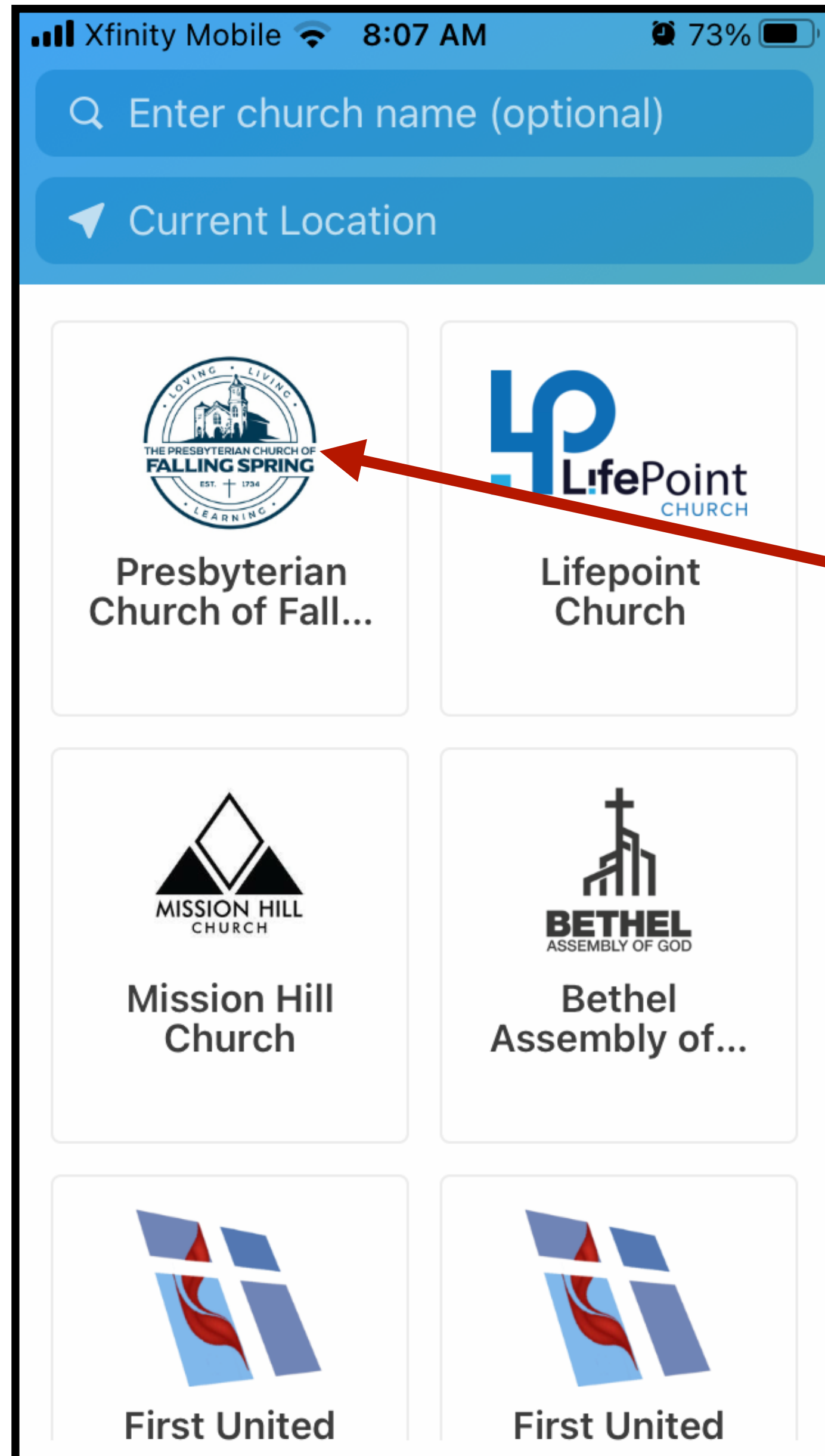
## Part 2: Using the CC app: GETTING STARTED

Go to the app store, Google Play, or wherever you go to download apps for your device. You can also click the following link:

<https://fallingspring.churchcenter.com/setup>

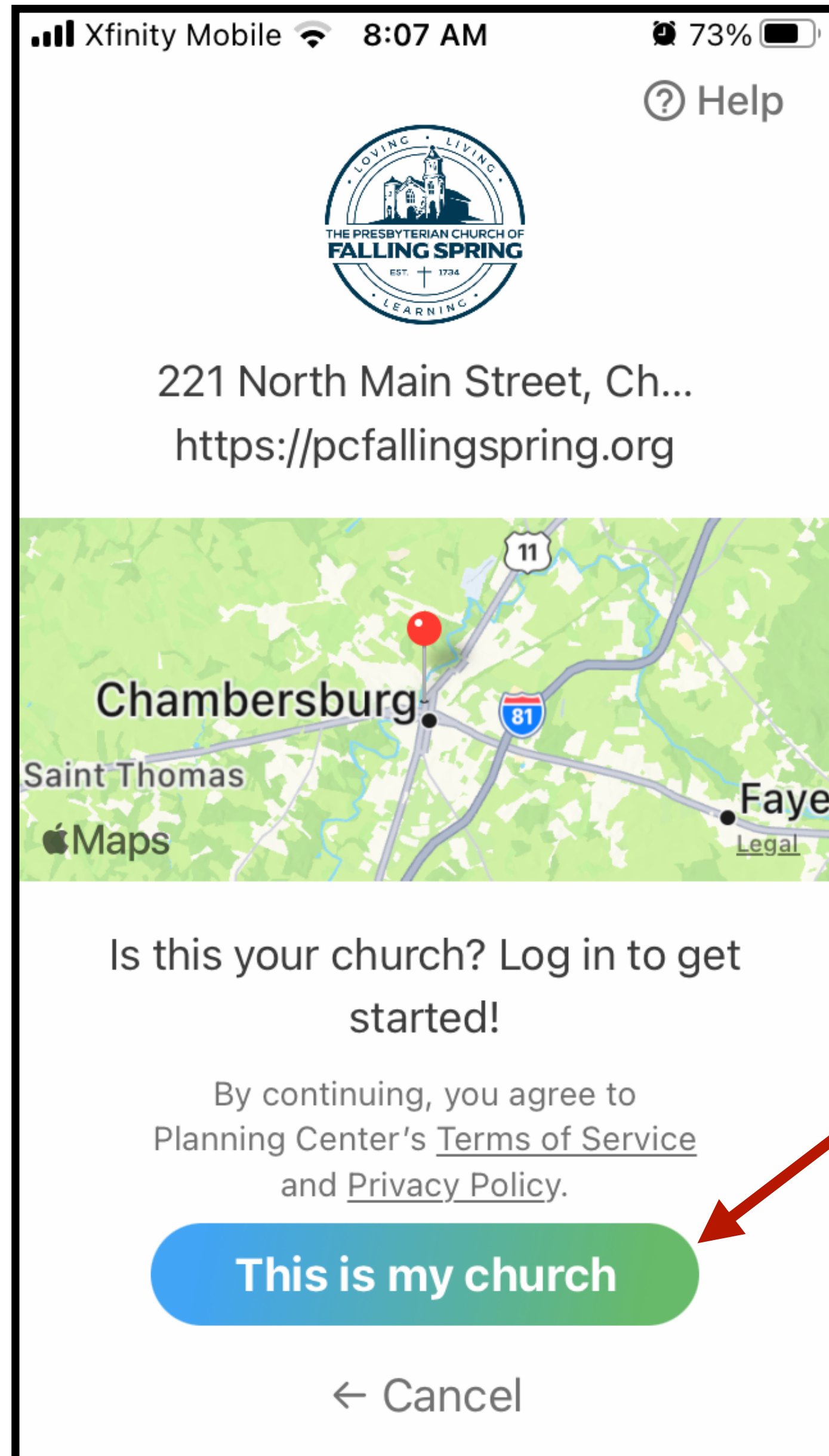


## Part 2: Using the CC app: FINDING PCFS



Find our church by searching “Presbyterian Church of Falling Spring” or using your location. When found, click our church.

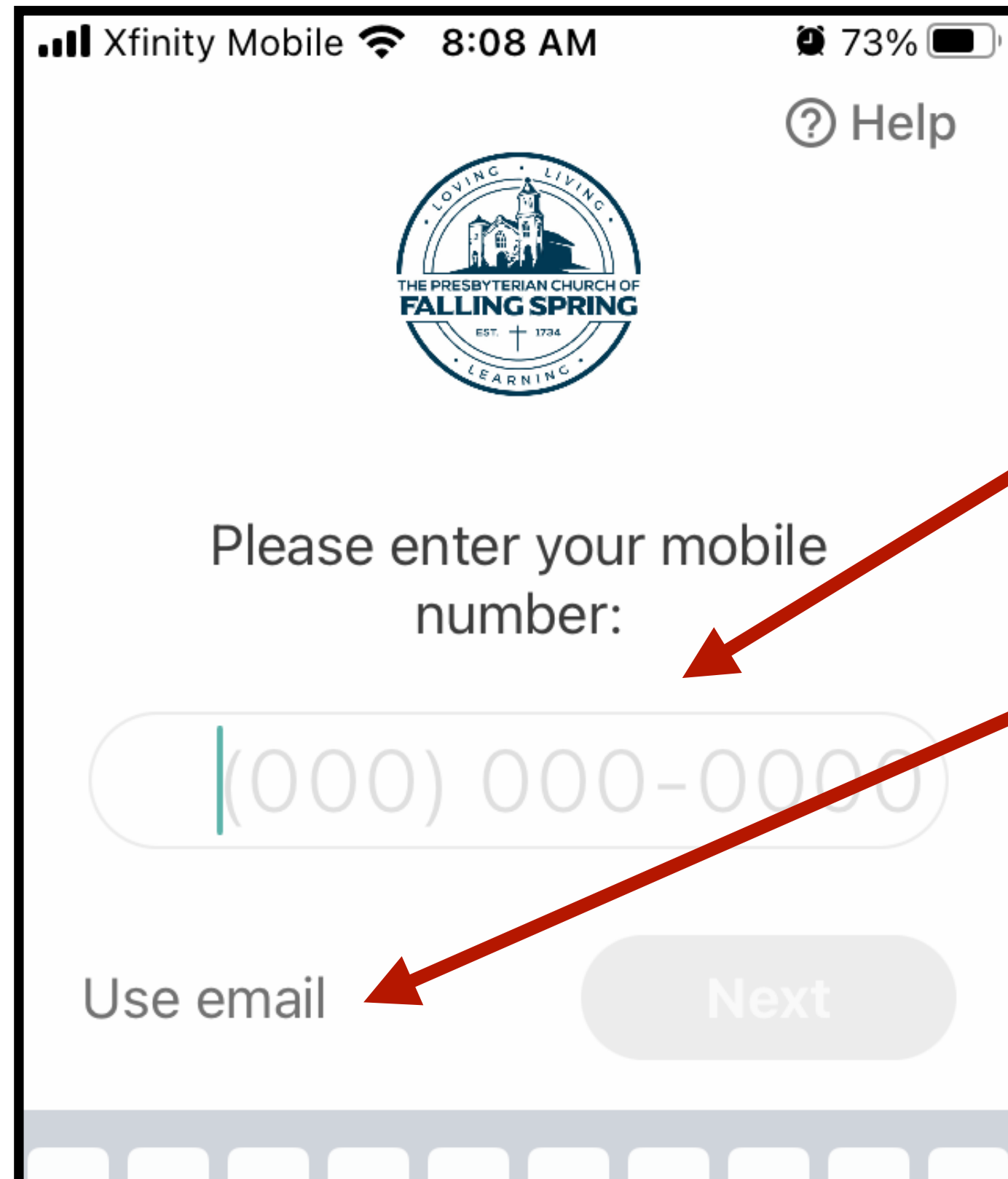
## Part 2: Using the CC app: FINDING PCFS



After clicking on our church (previous page), your screen should look similar to this.

Click “This is my church.”

## Part 2: Using the CC app: SIGNING IN



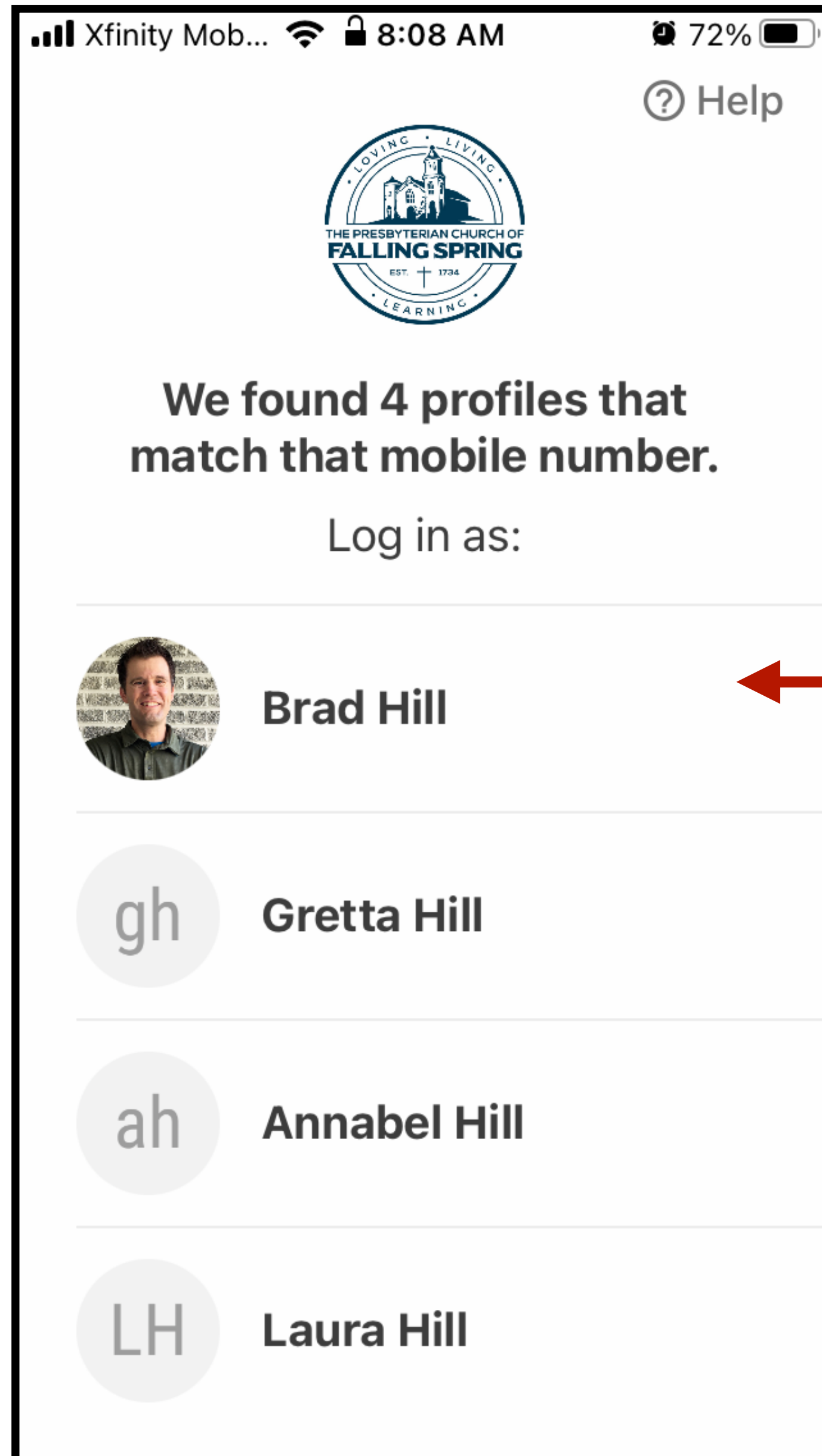
The screenshot shows the sign-in screen of the Church Center app. At the top, the status bar displays 'Xfinity Mobile', signal strength, Wi-Fi, time '8:08 AM', and battery '73%'. The app header includes a circular logo for 'THE PRESBYTERIAN CHURCH OF FALLING SPRING' with the tagline 'LOVING • LIVING • LEARNING' and a 'Help' link. The main text reads 'Please enter your mobile number:'. Below this is a text input field with a placeholder '(000) 000-0000'. At the bottom, there are two buttons: 'Use email' and 'Next'. A red arrow points from the 'Use email' button to the text box on the right, and another red arrow points from the 'Next' button to the text box above it.

Enter your mobile # and click next

If you prefer email, click “Use email”

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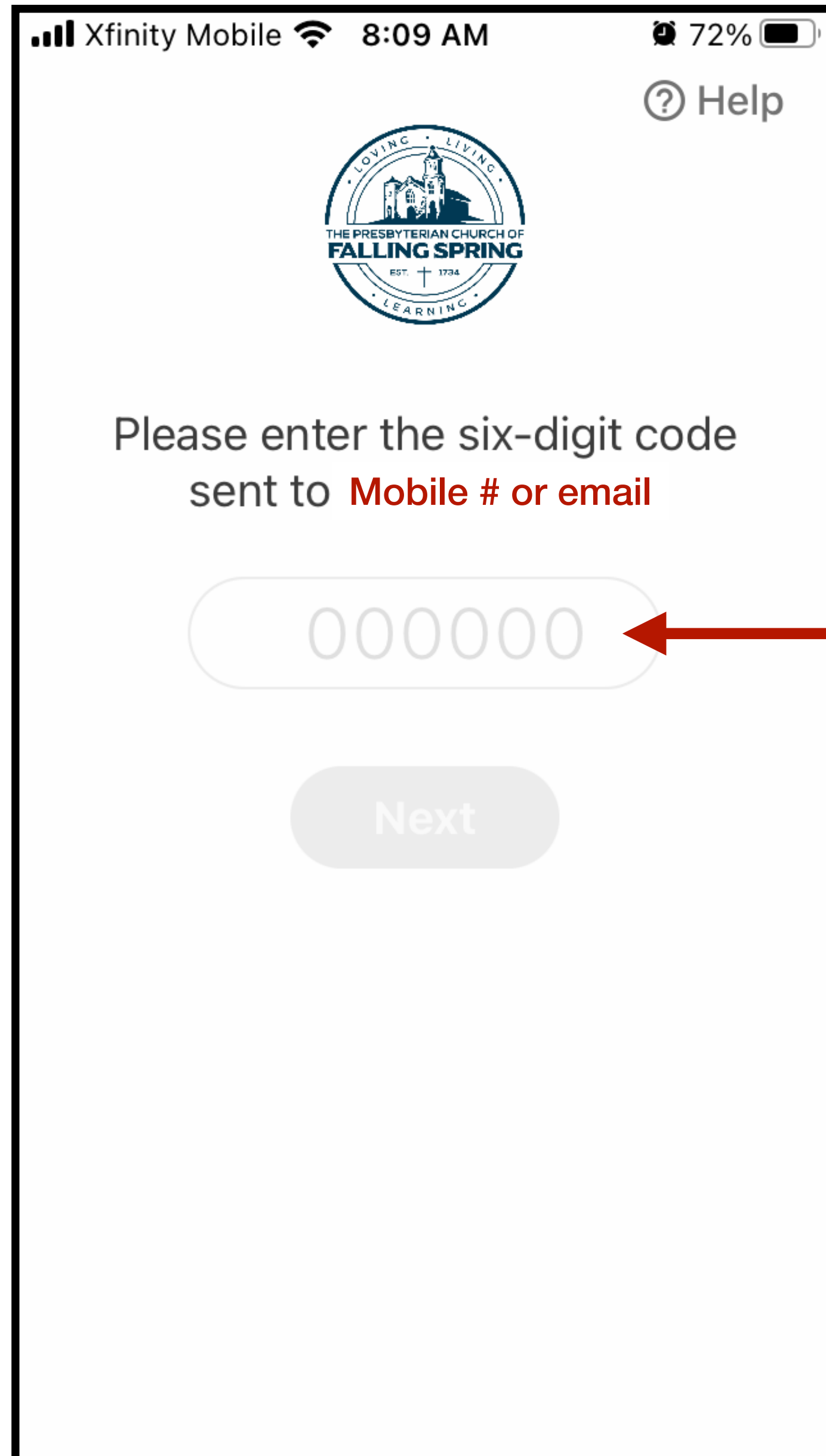
# Part 2: Using the CC app: SIGNING IN



Click your name.



## Part 2: Using the CC app: SIGNING IN



The screenshot shows a mobile app interface. At the top, the status bar displays 'Xfinity Mobile', signal strength, Wi-Fi, time '8:09 AM', and battery '72%'. Below the status bar is a 'Help' link with a question mark icon. The app's logo, 'THE PRESBYTERIAN CHURCH OF FALLING SPRING', is centered. The logo is circular with a church building in the center, and the words 'LOVING', 'LIVING', 'LEARNING', and 'EST. 1734' around it. Below the logo, the text 'Please enter the six-digit code sent to Mobile # or email' is displayed. Underneath this text is a text input field containing '000000'. Below the input field is a 'Next' button. A red arrow points from the input field to the text box on the right.

Xfinity Mobile 8:09 AM 72%

Help

THE PRESBYTERIAN CHURCH OF  
FALLING SPRING  
EST. 1734

Please enter the six-digit code  
sent to **Mobile # or email**

000000

Next

Enter the code sent to  
your mobile # or email  
(whichever you chose  
in the previous step).

Click Next.



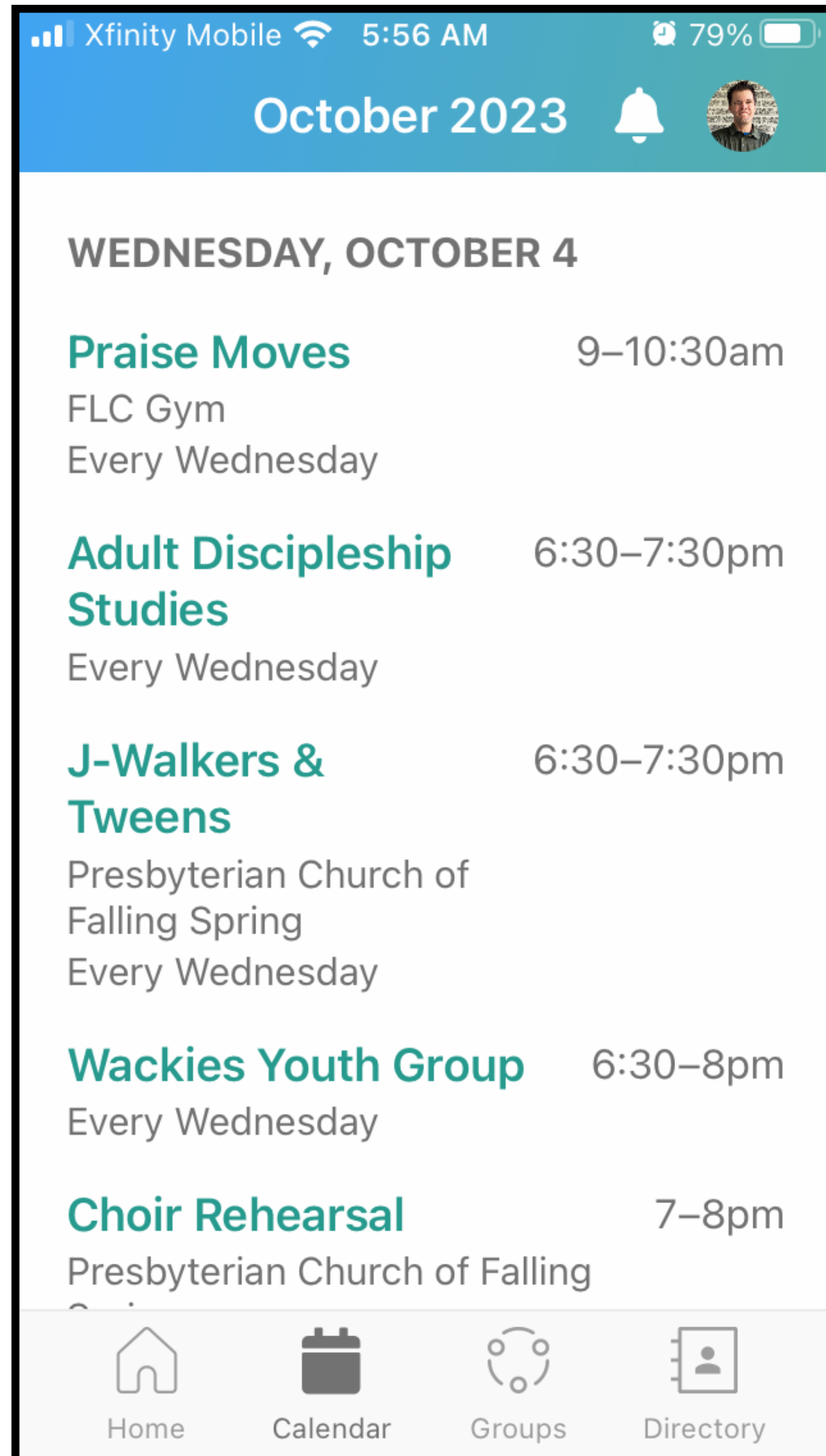
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You will begin on the Home tab, which has some info and links to...

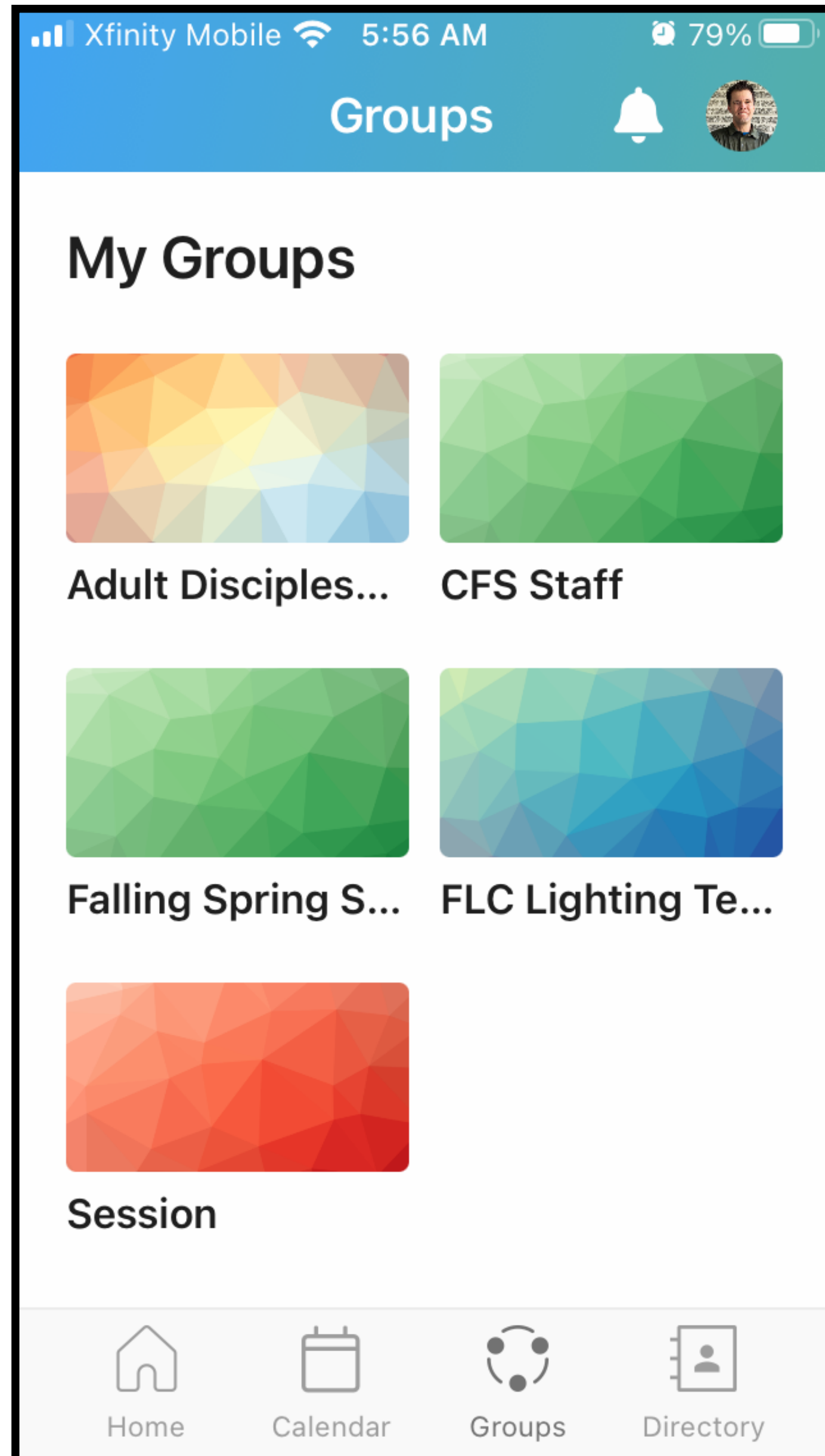
- Give
- Join Prayer Chain email list.
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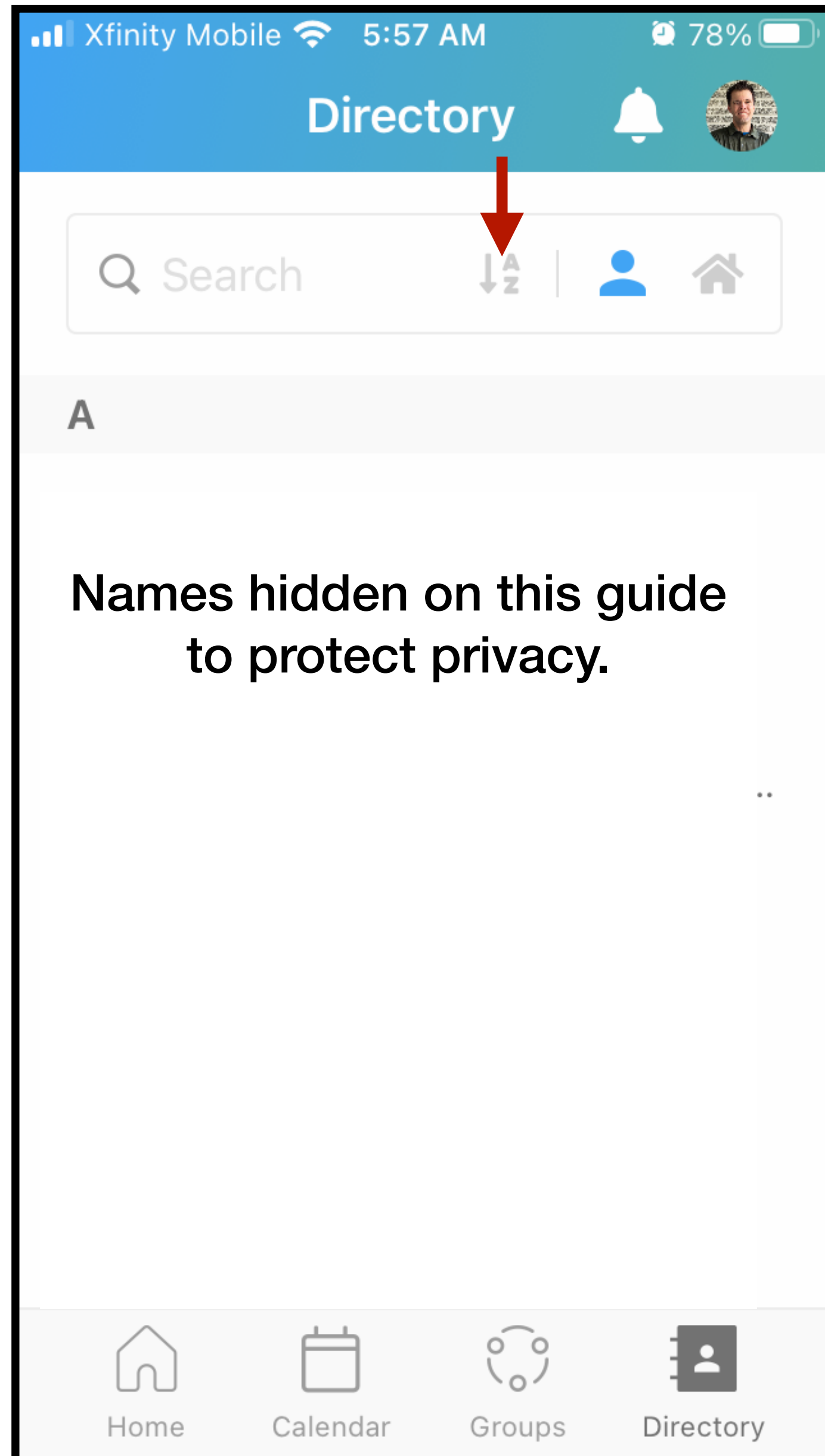
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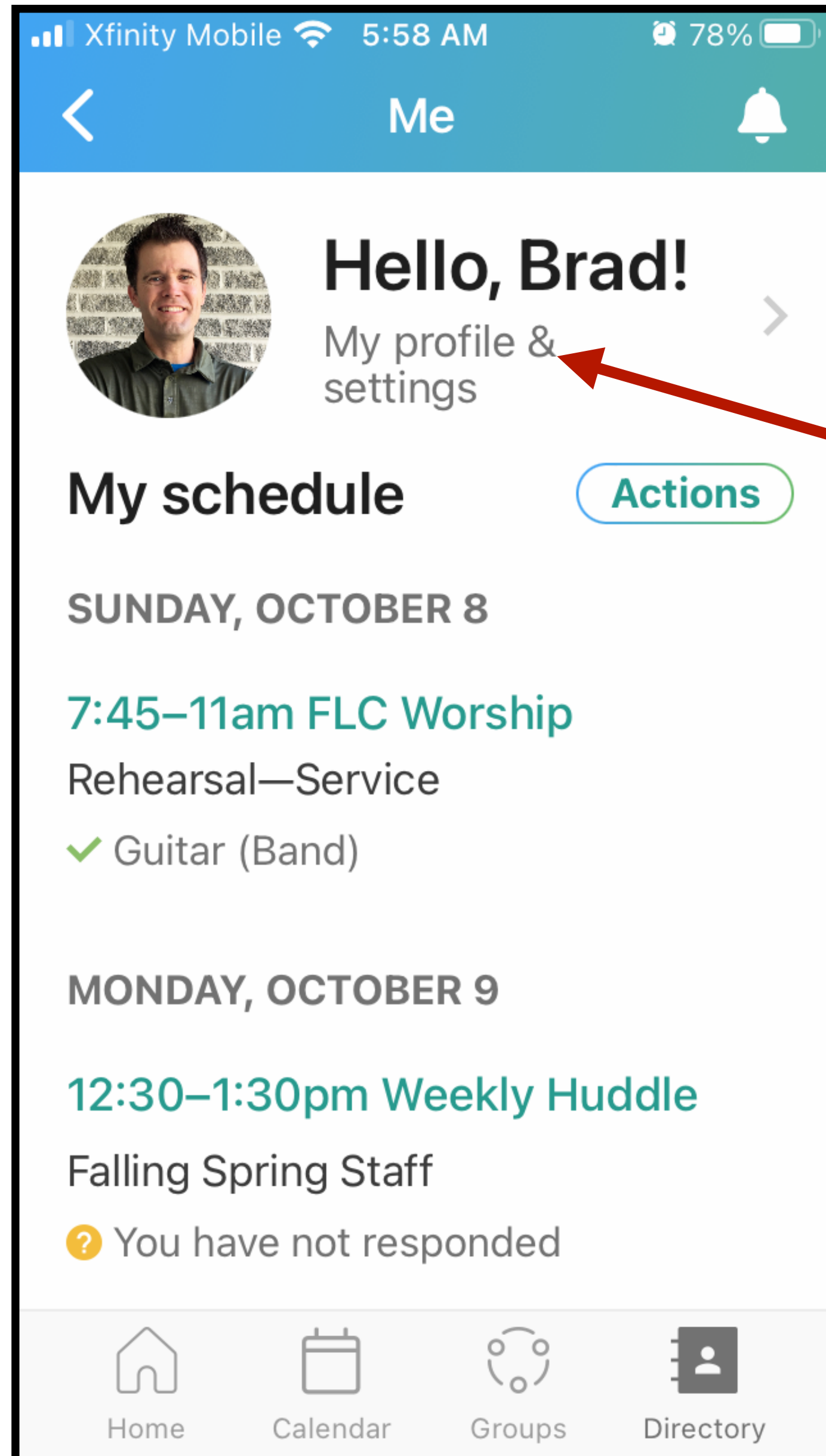
# Part 2: Using the CC app: SETTING YOUR DIRECTORY PROFILE



Click your profile circle near the top right.

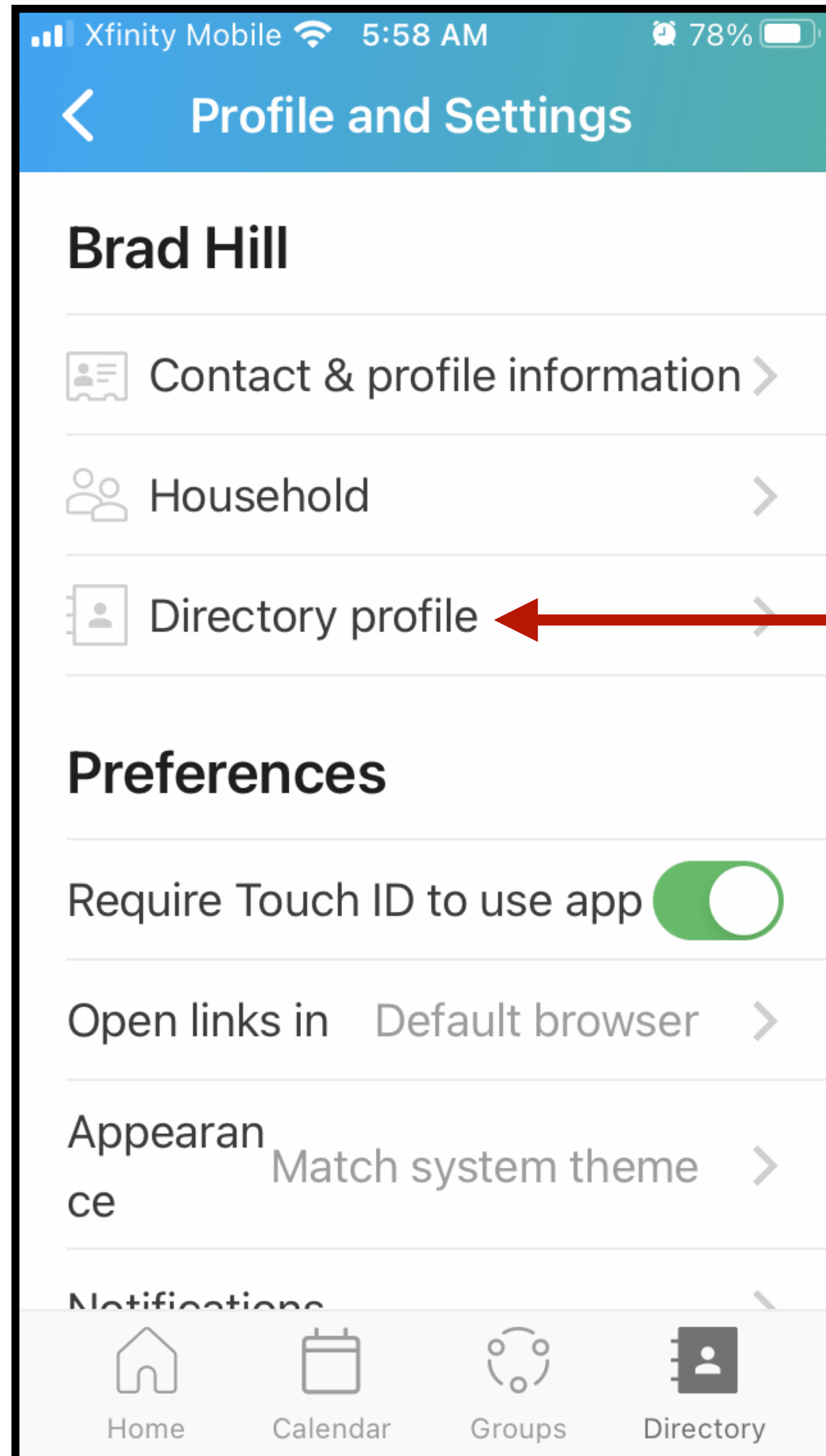
(Mine has a photo because I added one. Yours might be a circle with your initials.)

# Part 2: Using the CC app: SETTING YOUR DIRECTORY PROFILE



Click “My profile & settings.”

# Part 2: Using the CC app: SETTING YOUR DIRECTORY PROFILE



Click "Directory profile"

## Part 2: Using the CC app: SETTING YOUR DIRECTORY PROFILE

The screenshot shows a mobile app interface for setting a directory profile. At the top, the status bar shows 'Xfinity Mobile', signal strength, Wi-Fi, time '5:58 AM', and battery '78%'. The app header has a blue bar with 'Cancel' and 'Update' buttons, and a title 'My Directory Pr...'. Below the header, the section 'My information' is followed by the instruction 'Select the information you want to share with other members of the directory.' The user's name 'Brad Hill' is displayed next to a profile photo. Below the name, there are five items, each with a green checkmark in a circle: 'Include profile photo', 'Include birthday', 'Phone number', 'Email address', and 'hillbrad@me.com'. At the bottom, there is a white circle next to the email address 'hillbrad@me.com'.

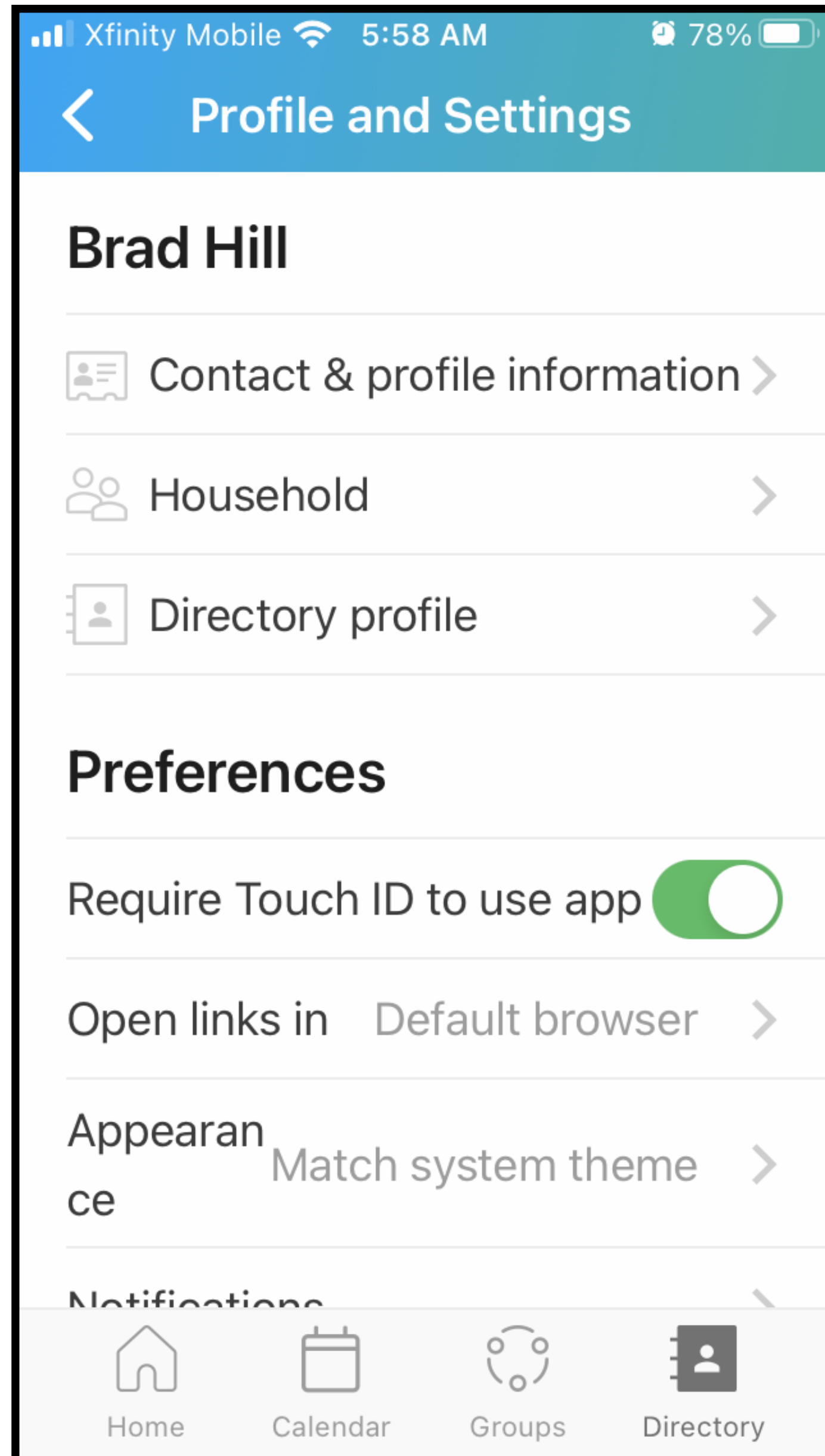
**Be sure to click  
“Update” when  
finished**

To be shown in the directory, click the circle next to your name

Choose which information you want to display by clicking the appropriate circles.



## Part 2: Using the CC app: UPDATING YOUR PROFILE



By the way, you can update more than your directory profile on the “Profile and Settings” page. Upload a photo, update an email address, etc.



## Part 1: CC on a computer: QUESTIONS

**CONGRATULATIONS! YOU ARE NOW  
A CHURCH CENTER EXPERT!**

If you have any questions, please contact Kory at the church office.