

Getting Started with Church Center

A step-by-step guide for iPhone, iPad and Android

Welcome to Living Springs!

Living Springs Christian Fellowship is moving everything into **Planning Center**, including our app. The app is called **Church Center**, and it is free. With it you can give, join groups, sign up for events, see the church calendar, check in your kids, and keep your contact information up to date, all in one place.

This guide walks you through downloading the app and signing in. Setup takes about five minutes.

What you will need

- A smartphone or tablet (iPhone/iPad with a recent iOS, or an Android device)
- An internet connection
- The mobile number or email address our church has on file for you

Quick reference

App name to search for: **Church Center** (by Planning Center)

Our church name in the app: **Living Springs Christian Fellowship**

Direct link: livingspringsairdrie.churchcenter.com

Scan the code or type the link into any web browser.

Questions? Contact **Kielan** at kielan@livingspringsairdrie.com



Before You Begin

Church Center is the member-facing app from Planning Center. You only need **one profile**, and it stays with you.

Already use Planning Center for serving?

If you already get your serving schedule through Planning Center (the Services app), you already have a profile. When you sign in to Church Center, use the **same mobile number or email**. Your existing profile will link automatically and you will not need to start over. If you use a different number or email, you may end up with a second profile, so please use the same one.

New to Planning Center?

No problem. Use the mobile number or email you have given the church. If we do not have one on file, you can still create a profile during sign-in, and the church office will connect it to your record.

No password needed

Church Center signs you in with a one-time verification code sent by text message or email, so there is no password to remember.

Setup on iPhone or iPad (iOS)

1

Open the App Store

Tap the blue **App Store** icon on your home screen.

2

Search for Church Center

Tap **Search** at the bottom, type **Church Center**, and look for the app by **Planning Center**.

3

Download

Tap **Get** (or the cloud icon if you have installed it before). You may be asked for your Face ID, Touch ID or Apple ID password.

4

Open the app

Tap **Open**, or find the Church Center icon on your home screen.

5

Find our church

Search for our church by name, or allow location access so the app can show churches near you. Tap our church when it appears.

6

Sign in

Enter your mobile number or email. Church Center sends you a short code. Type the code into the app.

7

Allow notifications (recommended)

When asked, tap **Allow** so you can receive event reminders and church announcements. You can change this later in **Settings > Notifications > Church Center**.

Setup on an Android Phone or Tablet

1

Open the Google Play Store

Tap the **Play Store** icon (a colorful triangle) on your home screen or in your apps list.

2

Search for Church Center

Tap the search bar, type **Church Center**, and choose the app by **Planning Center**.

3

Install

Tap **Install** and wait for the download to finish.

4

Open the app

Tap **Open**, or find the Church Center icon in your apps list.

5

Find our church

Search for our church by name, or allow location access so the app can show churches near you. Tap our church when it appears.

6

Sign in

Enter your mobile number or email. Church Center sends you a short code. Type the code into the app.

7

Allow notifications (recommended)

If asked, tap **Allow** to receive reminders and announcements. You can change this later in **Settings > Apps > Church Center > Notifications**. Menu names vary slightly by phone brand.

Tip: You can also use Church Center without installing anything by visiting livingspringsairdrie.churchcenter.com in any web browser.

What You Can Do in the App

Once you are signed in, you will see a set of tabs along the bottom of the screen. The tabs you see depend on which features our church has turned on, so your app may look slightly different from this list.

Feature	What you can do
Home	See announcements, upcoming events and quick links from the church.
Giving	Give once or set up recurring gifts securely, and view your giving history.
Groups	Browse and join small groups, message your group and see meeting details.
Events & Calendar	See what is coming up and register for events.
Check-Ins	Look up and manage check-in information for you and your children.
Services / My Schedule	If you serve on a team, see when you are scheduled and respond.
Profile	Update your contact information, family details and notification choices.

Good first steps

- Check that your name, phone number and email are correct under **Profile**.
- Turn on notifications for the things you care about, such as events and your groups.
- If you give, set up your giving method under **Giving**. Your previous giving method may need to be re-entered after our move.
- Browse **Groups** and **Events** to find your next step.

Troubleshooting & Help

I did not receive my verification code

Check that you typed your number or email correctly. Wait a minute, then request a new code. Check your spam folder if you chose email, or try signing in with email instead of text (or the other way around).

I cannot find our church in the app

Try searching by a different part of the church name, or turn on location services. You can also use our direct link, livingspringsairdrie.churchcenter.com, or scan the QR code on the first page of this guide.

The app does not recognize me / I see a blank profile

You may be signing in with a number or email that is not on file. Try your other number or email, or contact the church office so we can add it to your record.

I think I have two profiles

Please contact the church office. We can merge duplicate profiles so everything is in one place.

I am not getting notifications

Open your phone's Settings, find Church Center, and make sure notifications are allowed. Also check inside the app under Profile for notification preferences.

The app is not working properly

Make sure the app is up to date in the App Store or Play Store. Close it completely and reopen it. If the problem continues, delete and reinstall the app, then sign in again. Your information is stored in your account, not on your phone.

Still stuck? We are happy to help.

Contact **Kielan** at kielan@livingspringsairdrie.com

Many people also find it easy to set up the app together after a service. Ask at the welcome desk.