



SHELBY SYSTEMS®

Advance Your Knowledge

Webinar Series

Worship Planning

Quick Poll

Are you currently using software to plan your Worship Service?

- Yes, we are using Worship Planning as our software.
- Yes, we are using another software program but interested in switching to Worship Planning.
- No, we are not using a software program to plan our service, but we're interested.

What is Worship Planning?

- Is a Cloud based Event and Volunteer Planning software.
- It's accessible on Windows and Macs...anywhere you have an internet connection!
- Create a Worship Flow that includes who, where, and how individuals are serving, and the exact time for music, message, and offering for example.

About Worship Planning

- Has been around since 2003
- The First Online Worship Planning Software
- The Deluxe Version is **FREE** for our ShelbyNext customers
- It includes 5 Planners and an Unlimited number of Helpers
- It also includes Unlimited Teams and File Storage
- If you need more Planners, you can Upgrade to Premium or Ultimate Plans at 50% off!

Integrating with ShelbyNext Membership

- Worship Planning has seamless integration with ShelbyNext Membership
- Add people from ShelbyNext to Teams
- Change an email address in ShelbyNext and it's changed in Worship Planning (and vice versa)

Features and Functionality

- Drag and Drop Functionality
- Integrates with SongSelect
- Songs can be accessed from a computer, tablet, or the mobile app
- Schedules People for Worship Teams, Audio/Video Teams, Choirs, along with volunteers in ministry such as Ushers and Hospitality
- Convenient Dashboard for Planners and Helpers to view the Worship Flow and their Assignments

Sample Assignment Request Email



The image shows a sample email interface. At the top, there is a decorative header with three horizontal bars: a thick black bar, a thinner orange bar, and a thinner blue bar. To the right of these bars is a small square icon with a red 'x' inside. Below the header is a horizontal line, followed by the section title **Awaiting Your Response** in a bold, italicized font. Another horizontal line follows. The main body of the email contains the following text: 'Carmen Dea,' followed by a paragraph: 'Please use the link(s) below to let us know if you can serve as scheduled. It greatly helps with planning. Thank you!'. Below this is another horizontal line. The next section contains the text: 'Role: **Sound Board** (Awaiting Response)' and 'Service: [Dec 6, 2020 - 10:30 AM](#)'. Below this is a row of three buttons: 'Accept' (green), 'Tentative' (blue), and 'Decline' (red). Underneath the buttons is a link: '(...or just view service details)'. Another horizontal line follows. The final section contains the text: 'Login page: <https://batch.worshipplanning.com>', 'Login email: carmen.dea@shelbyinc.com', 'Forgot your password? [Click here](#)', and 'For more information about this, please contact your team leader.'

Carmen Dea,

Please use the link(s) below to let us know if you can serve as scheduled. It greatly helps with planning. Thank you!

Role: **Sound Board** (Awaiting Response)
Service: [Dec 6, 2020 - 10:30 AM](#)

[Accept](#) [Tentative](#) [Decline](#)

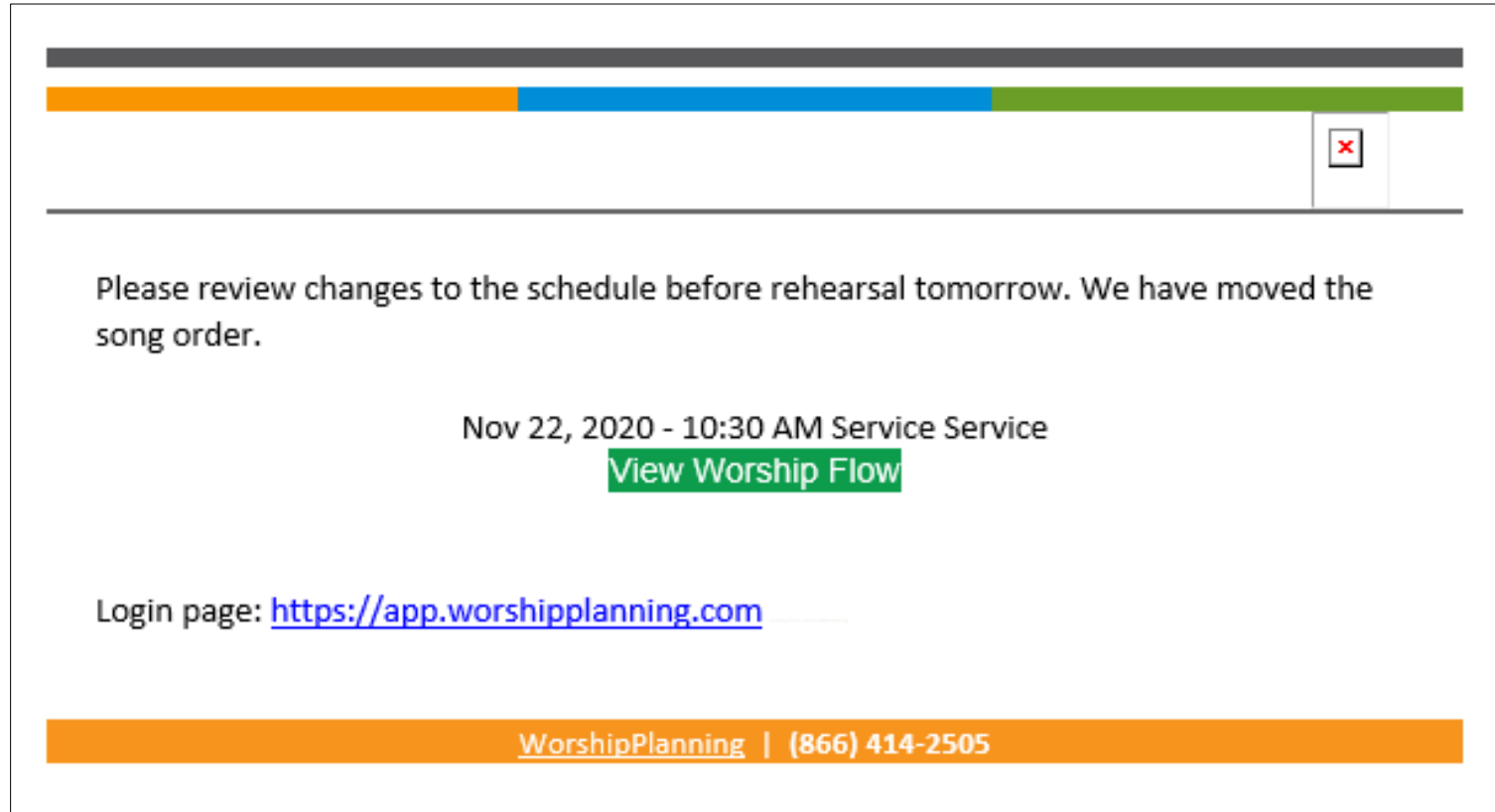
[\(...or just view service details\)](#)

Login page: <https://batch.worshipplanning.com>
Login email: carmen.dea@shelbyinc.com

Forgot your password? [Click here](#)

For more information about this, please contact your team leader.

Sample Team Communication



The screenshot shows an email interface with a header bar containing orange, blue, and green segments and a close button. The main body contains a message about a schedule change for a service on Nov 22, 2020, with a green button to view the worship flow. A login link is provided at the bottom, and a footer bar contains the company name and phone number.

Please review changes to the schedule before rehearsal tomorrow. We have moved the song order.

Nov 22, 2020 - 10:30 AM Service Service
[View Worship Flow](#)

Login page: <https://app.worshipplanning.com>

WorshipPlanning | (866) 414-2505

Planners

- Creating and Adding Content in Worship Planning...
 - Ministry Scheduler (Level 0) - Schedule their own Team(s)
 - Worship Editor (Level 1) – Can Modify the Worship Flow
 - Worship Planner (Level 2) - Create and Plan Events
 - Account Admin (Level 3) - Can do Everything
- Up to 5 Planners with the Deluxe level subscription
- 50% Discounted Upgrade if more Planners are needed

Planners



Helpers

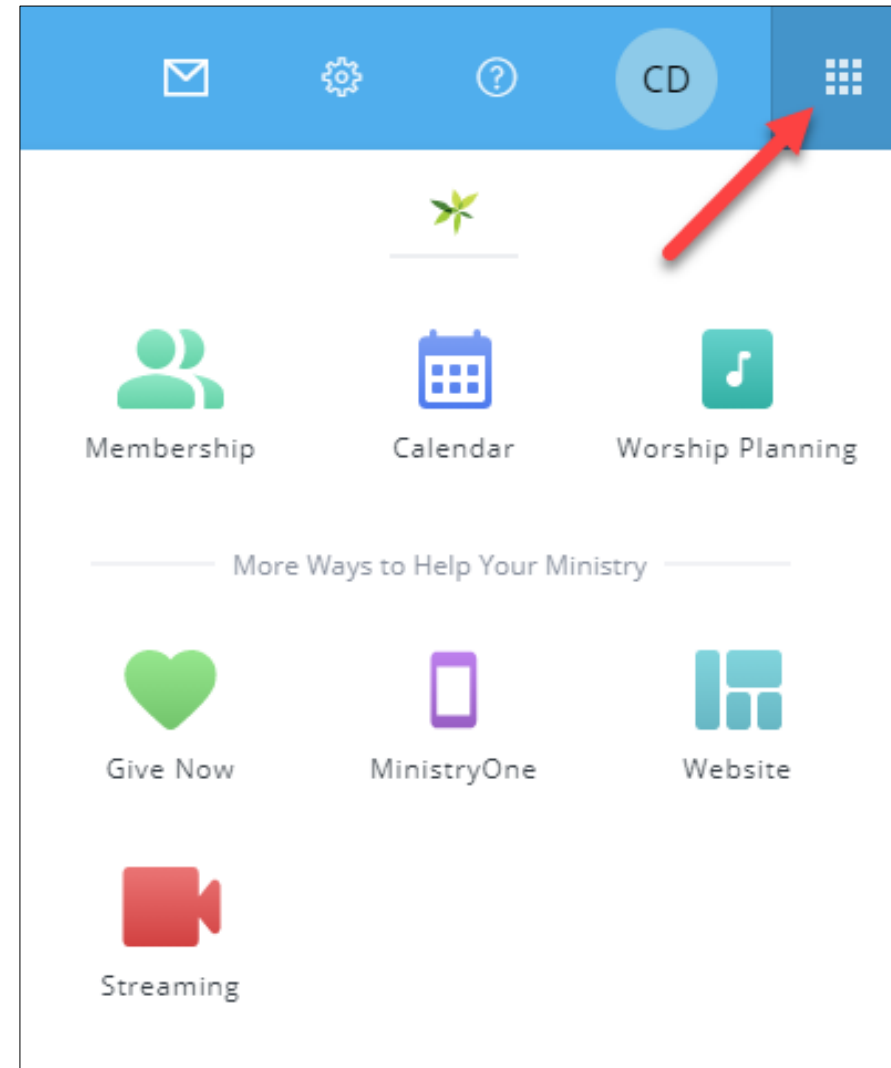
- **Unlimited** number of helpers
- ***Helpers are everyone else*** and need access to Worship Planning to view information that's helpful for them such as...
 - Worship Flow for the service
 - Respond to a Scheduling Request
 - Block out days they are not available
 - View and Download music

Helpers



Initial Integration

- Click on the 9 dot Menu and choose Worship Planning
- If this is the first time you've attempted to setup Worship Planning the Onboard Wizard will appear
- ONLY ONE user with Administrator rights is needed to complete this step
- Important to complete this Integration using the 9-dot menu to take advantage of the Free Deluxe plan
- Once completed, you'll proceed to the Worship Planning Dashboard



Shelby Systems Training Resources

- Here is a link for more in-depth videos at Ministry Brands Vimeo Album on Worship Planning <https://vimeo.com/showcase/7404632>.
- You can also find more training resources at shelbysystems.com/learn/training
- For personalized training with one of our Trainers contact Rhonda.Putt@Shelbyinc.com or call 1-800-654-1605