

1. Go to <http://www.planningcenteronline.com/>
2. On the login screen, use [Imercer7122@gmail.com](mailto:Imercer7122@gmail.com) for your username and enter it in the top box.
3. Enter your password in the bottom box. If you can't remember your password, click on "Need a password" at the bottom.
4. When you log in, you'll see My Schedule at the top of the page. Underneath are Upcoming Plans that the choir is assigned to. Click on AM Service next to the date you'd like to access.
5. The AM service order for the service you selected will open on your screen.
6. There are two options for accessing the music you'd like to see/listen to.
7. Option 1
  - a. Move your mouse over the song title you are interested in. To the far right is a grey box with a number in it. Hover your mouse over that box. A pop-up window will appear with a list of attachments for that song.
  - b. Click on the grey box to get the pop-up window to remain on the screen.
  - c. Hover over the attachment you are interested in. If it is a recording, a small speaker will appear to the right of the title.
  - d. Click on the speaker to start a streaming version of the song. OR
  - e. Click on the song title to download the recording/pdf to your computer.
8. Option 2
  - a. Look for the Rehearse button in the upper middle right of the screen and hover your mouse over it.
  - b. When the pop-up menu appears, click on Media Player (beta).
  - c. A list will appear at the right side of your screen showing all of the songs for the service that have an attached recording (or YouTube video). The top song on the list will automatically begin to play.
  - d. Click on any of the songs to play them. NOTE: This is only for recordings. You can only access pdf copies of the music by using Option 1 above.