



OGC PLANNING CENTER ENROLLMENT INSTRUCTIONS



1. INSTALL THE **CHURCH CENTER** APP ON YOUR PHONE/TABLET



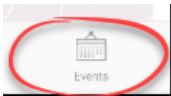
2. OPEN THE APP AND SELECT “GET STARTED”
3. SELECT “USE MY LOCATION”
4. Allow Church Center to access your device’s location. This is helpful to Find Olive Grove Church in the listing of churches.
5. Find and Select Olive Grove Church



6. SELECT “THIS IS MY CHURCH”
7. AT THE WELCOME SCREEN, SELECT NEXT
8. ENTER YOUR FULL MOBILE PHONE NUMBER INCLUDING AREA CODE
 - a. Example: 951-123-1234
 - b. Alternatively, you can select “Use email Instead”
9. ENTER YOUR EMAIL ADDRESS
 - a. NOTE: You won’t be asked for your email if you have registered before
10. ENTER THE SIX DIGIT CODE SENT TO YOUR PHONE (OR EMAIL)

This is to ensure the security of your identity and information

11. ENTER FIRST AND LAST NAME AND SELECT “Let’s Go!”
12. If your phone has a fingerprint reader, you have the option to enable “biometric authentication”. This is recommended for security and faster logins.
 - a. Enable and touch your fingerprint reader to continue.
13. At the Olive Grove Church screen, select the Events icon in bottom right corner



14. On the Events page select “OGC Planning Center Church Membership Enrollment”
15. Select “Register” to continue

IMPORTANT: DO NOT SELECT “Next Details” UNTIL YOU HAVE ADDED ALL YOUR FAMILY MEMBERS!

- a. Check Your name and Select “Adult”



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- b. Enter Your Birthdate
- 16. Select “Add Someone Else” to add additional family members.
 - a. CHECK THE BOX “This person is in my household”
 - b. Select Age Group
 - c. Enter Birthdate
 - d. Enter Email address
- 17. **AFTER YOU HAVE ADDED ALL FAMILY MEMBERS** – SELECT “Next Details”
- 18. ENTER ADDRESS AND OTHER PERSONAL INFORMATION FOR YOU AND YOUR FAMILY
- 19. AFTER ADDING ALL PERSONAL INFO – SELECT “Next: Review”
 - a. Verify and correct for every family member
- 20. **AFTER YOU HAVE VERIFIED ALL FAMILY MEMBERS INFO** – SELECT “Complete Registration”

DONE!