



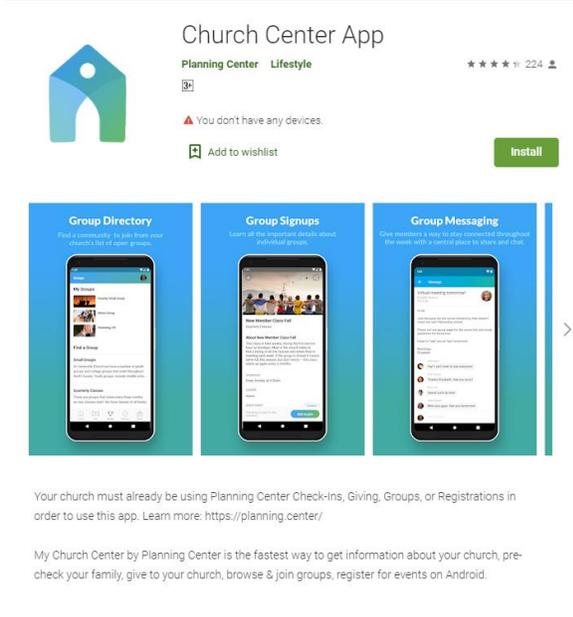
CHURCH CENTER APP USER GUIDE

PRE-REGISTER CHURCH ATTENDANCE FOR YOURSELF AND YOUR FAMILY

STEP 1 Download and open the Church Center app

[Click here for Android](#)

[Click here for iOS](#)



The screenshot shows the Google Play Store listing for the Church Center App. At the top, there is a green house icon, the app name "Church Center App", and the category "Planning Center Lifestyle". It has a 4.2-star rating from 224 reviews. A note says "You don't have any devices." and there is an "Install" button. Below are three preview cards: "Group Directory", "Group Signups", and "Group Messaging".

Church Center App
Planning Center Lifestyle
★★★★☆ 224
You don't have any devices.
Add to wishlist
Install

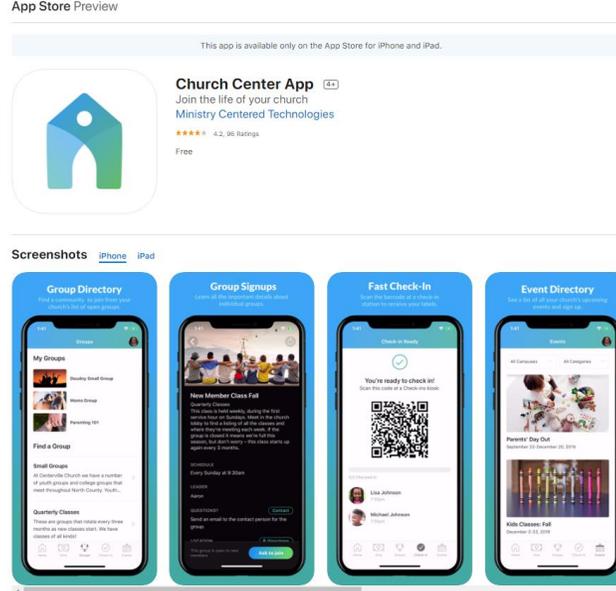
Group Directory
Find a community to join from your church's list of open groups.

Group Signups
Learn all the important details about each group.

Group Messaging
Give members a way to stay connected throughout the week with a central place to chat and share.

Your church must already be using Planning Center Check-Ins, Giving, Groups, or Registrations in order to use this app. Learn more: <https://planning-center/>

My Church Center by Planning Center is the fastest way to get information about your church, pre-check your family, give to your church, browse & join groups, register for events on Android.



The screenshot shows the Apple App Store listing for the Church Center App. It features the same green house icon, app name, and category. The rating is 4.2 stars. A note says "This app is available only on the App Store for iPhone and iPad." Below are four preview cards: "Group Directory", "Group Signups", "Fast Check-in", and "Event Directory".

App Store Preview
This app is available only on the App Store for iPhone and iPad.

Church Center App
Join the life of your church
Ministry Centered Technologies
★★★★☆ 4.2, 96 Ratings
Free

Screenshots iPhone iPad

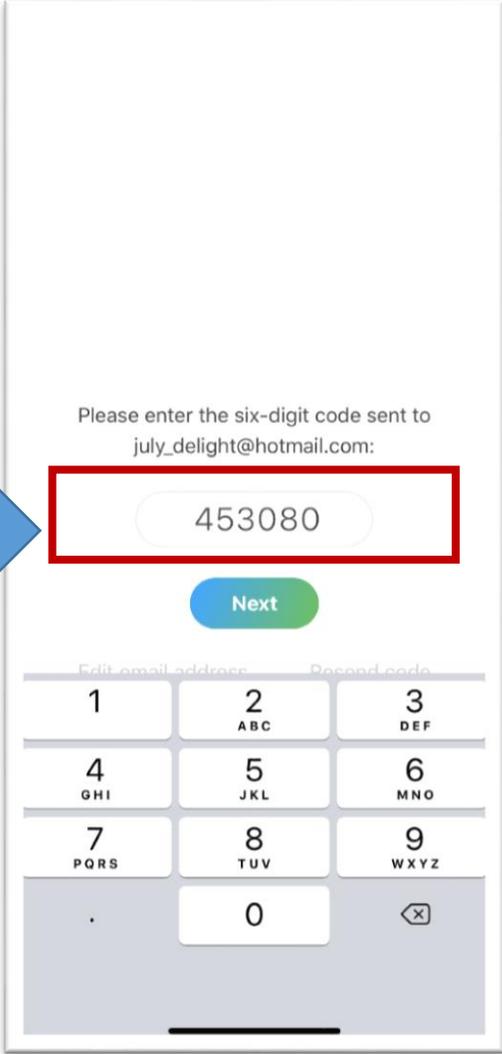
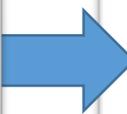
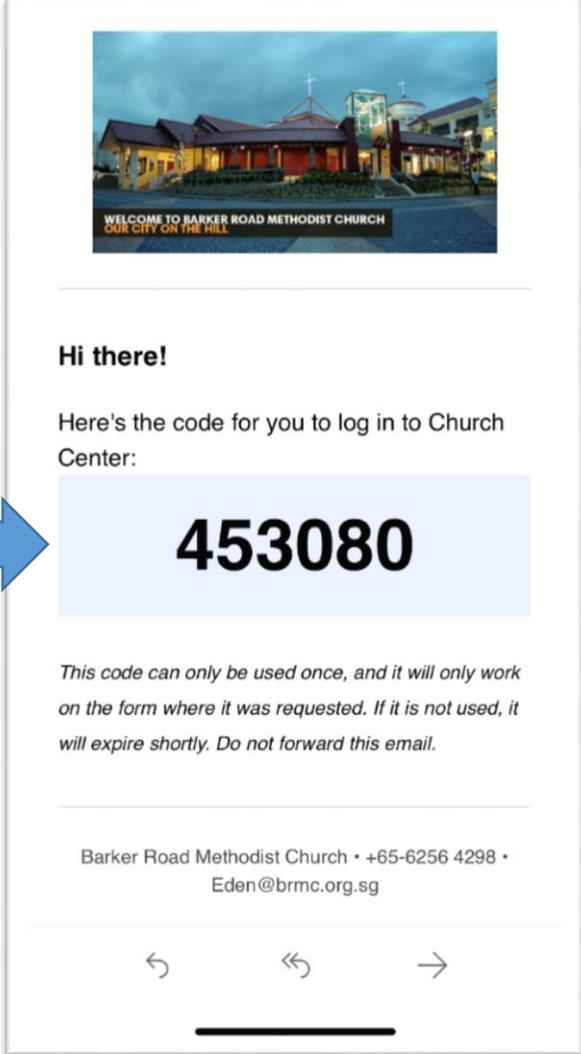
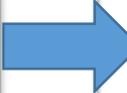
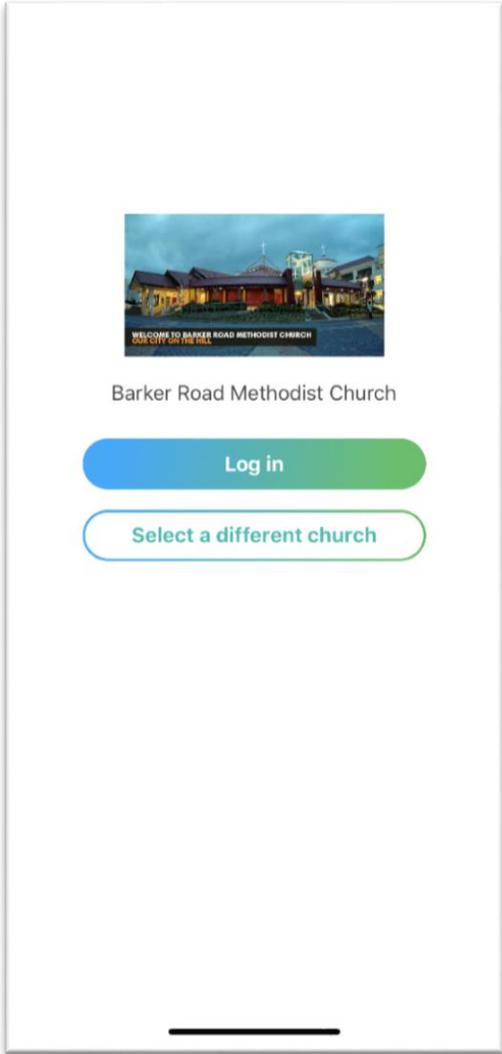
Group Directory
Find a community to join from your church's list of open groups.

Group Signups
Learn all the important details about each group.

Fast Check-in
Save the hassle of a check-in with the convenience of a QR code.

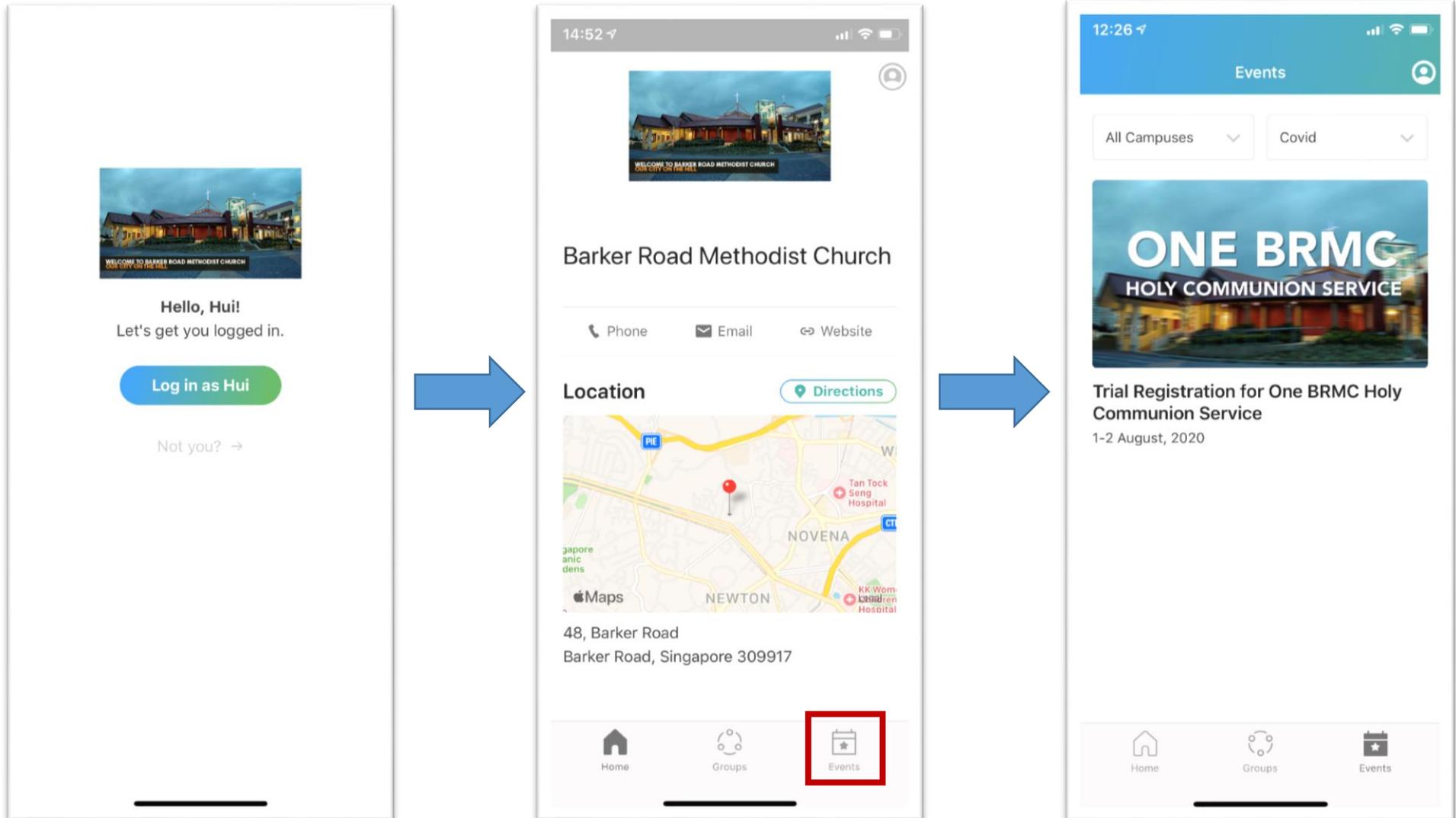
Event Directory
See a list of all your church's upcoming events and sign up.

STEP 2 Log in with your email address and enter the OTP that will be emailed to you



STEP 3

On logging in, select the “Events” icon at the bottom of your screen, then select the date of the service you will be attending.
(NOTE: Please note the event “Trial Registration” has been created for the purposes of this guide)



STEP 4 You may register yourself and other family members attending church with you by selecting “Add someone else”

The screenshot shows a web interface for church registration. At the top, there are navigation links for Home, Groups, and Events. The main heading is "Registration for One BRMC Holy Communion Service". Below this, there is a "Select attendees" section. A user named "Me (Hui HUANG)" is listed with a checked box. A dropdown menu for service times is open, with "Sun 8.30am" selected and highlighted by a red box. A red callout box points to this selection with the text "Select **ONE** service timing". Below the dropdown is a button labeled "+ Add someone else".

On the right side, the registration details for three attendees are shown. The first two are "Ah Meng NG" and "Ah Kao NG", both with checked boxes and "Sun 8.30am" selected. The third attendee is "Ah Mao", also with a checked box. A red box highlights the "Ah Mao" entry, and a red callout box points to it with the text "Providing the personal information of family members is optional". Below the name, there is a field for "Last name" and an "Email address (optional)" field. A checked box indicates "This person is in my household". A dropdown menu for service times is open, with "Sun 8.30am" selected and highlighted by a red box. At the bottom right, there is a button labeled "+ Add someone else".

Select **ONE** service timing

Providing the personal information of family members is optional

STEP 5 Declare your travel history (if any). Repeat this for any other registered family members.

Home Groups Events

Registration for One BRMC Holy Communion Service
Free

Details

HH Hui HUANG
Sun 8.30am

Personal information

Phone number

Mobile 98765432 ✕ Delete

[+ Add phone number](#)

Email address

Home july_delight@hotmail.com ✕ Delete

[+ Add email address](#)

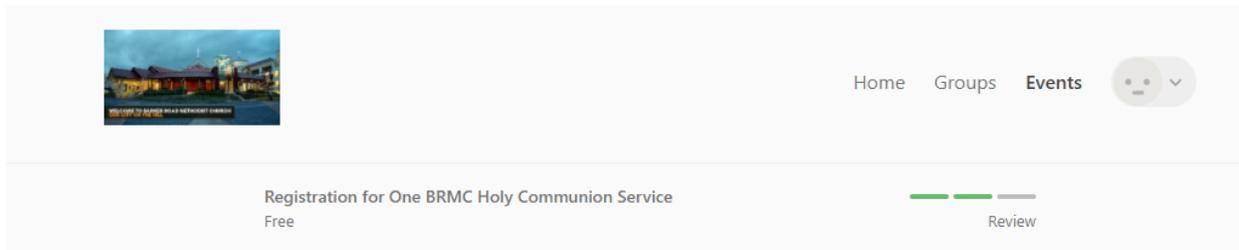
Questions

Have you been or will be overseas 14 days prior to the scheduled date? Please note that person who travelled recently are not allowed to join in the service. *

No

[Continue to Ah Meng](#)

STEP 6 Select "Complete Registration" to receive a confirmation email. Present your phone screen at the attendance taking station upon arrival at church



Registration for One BRMC Holy Communion Service
Free

Home Groups Events

Review

Review your registration



Hui HUANG

Sun 8.30am

View details

Edit Remove



Ah Meng NG

Sun 8.30am

View details

Edit Remove



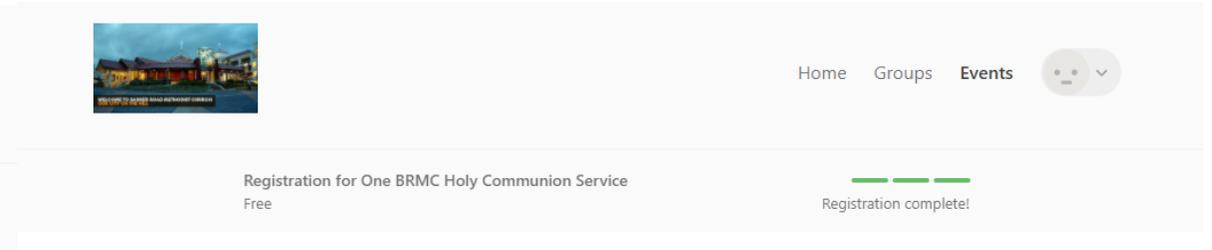
Ah Mao NG

Sun 8.30am

View details

Edit Remove

Complete registration



Registration for One BRMC Holy Communion Service
Free

Home Groups Events

Registration complete!

Thanks for registering for [Registration for One BRMC Holy Communion Service!](#)

A confirmation has been sent to july_delight@hotmail.com. Your registration details are below.



Hui HUANG

Sun 8.30am

View details

Edit



Ah Meng NG

Sun 8.30am

View details

Edit



Ah Mao NG

Sun 8.30am

View details

Edit

Need help? You can [cancel online](#) or contact [Stephanie TANG](#).

FAQ

1. Am I able to change or cancel my selected date / timeslot of registration?

You are only able to edit your particulars and responses to questions E.g. travel history declaration. If you wish to change or cancel your registration, please email wecare@brmc.org.sg for assistance.

2. Can I register on behalf of friends or non family members?

Yes, you may register for non family members E.g. friends, seniors, helpers etc without selecting them as family members in your registration form. Upon registration, please forward a copy of the confirmation email you will receive to the persons you have registered for.

3. Am I able to check if there are sufficient seats for me and my family to attend the same service timing together?

Registration is on a first come first serve basis. Service time slots that have reached full capacity will automatically be unlisted from the registration form. There is currently no way that the registration system allows for live tracking of remaining vacancies.

4. I registered myself and my family / friends using only my own email address. Can I use my confirmation email as one entry ticket for everyone I have registered for?

Each registered attendee must have their own copy of the confirmation email to present in person when they arrive at church. If you have registered for yourself and/or other attendees using your email address, please ensure that all registered attendees are given a copy of the confirmation email to serve as their personal entry ticket into the church premises.

As an email brief will be sent to you a few days prior to your allocated date of attendance, please also ensure that all attendees you have registered for also receive a copy of this email.

5. I have answered “yes” to the travel declaration question and was able to complete my registration. Does this mean I will be allowed to attend the service?

No. Registrants who declare recent travel will be contacted and unregistered.

The inclusion of “Yes” option in our travel declaration question is in keeping with the recommended precautionary measures and health guidelines from the authorities. However, the limitation of our registration system does not allow us to prevent registrants from completing the form when this option is selected.

CONTACT US

For further questions / guidance on the pre-registration process, you may contact the WECARE Helpline at 6592 4011 / 6592 4012 or wecare@brmc.org.sg