

## Welcome to a new way of doing church!

We wanted to share some things that have changed so you know what to expect before you even step foot in the building.

## PART ONE: Pre-Registering

There are four main ways to access the link to pre-register:

1. On our website [www.mypac.tv](http://www.mypac.tv)
2. Social Media (PAC Weekly Email / Facebook / Instagram)
3. Through the Events Tab in the Church Center App (see instructions on pg.2)
4. Phone or email the PAC office (204-239-1112; [office@mypac.tv](mailto:office@mypac.tv))

### Pre-Registration for Regular Attendee / Guest:

- Using the link, or Church Center App (go to the 'events' tab), choose the service you want to attend and click register.
- Enter all the required information, add members of your household, and select the attendee type for each member (including infants under 1yr.).
  - *Your information is being collected in accordance with Manitoba government guidelines for contact tracing and will not be used for any other purpose unless otherwise authorized.*
- When you're done, click 'complete registration'. You'll receive a confirmation email with some instructions and tips for how to navigate a new way of church, including Checking in, and where to drop off and pick up your kids.
- Registration will be open during the week before Sunday morning **from 10am on Monday to noon on Friday.**
  - *For the time being, there is a maximum occupancy for in-building attendance. Services will remain accessible online through Youtube and Facebook.*

### Pre-Registering as a Volunteer:

If you are serving in one of the following ministries **that day**, you should **NOT** pre-register for church:

- a. Kids Ministry
- b. Usher/Greeter
- c. Band & Tech Teams
- d. **All children need to be pre-registered.**
- e. **All other teams need to pre-register.**

Note: All volunteers must maintain schedule confirmation through Planning Center as usual.

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### **Cancelling Your Pre-Registration:**

- If you need to make a change or cancel your registration, please contact the office ASAP via email or phone. If you need to cancel on Saturday or Sunday, contact [veronica.leonhardt@mypac.tv](mailto:veronica.leonhardt@mypac.tv).
- If you are not able to attend but have pre-registered, as a courtesy, please cancel your registration to make space for someone else to attend.

## **PART TWO: Checking In**

### **Checking in for Regular Attendees & Attendees with Children:**

**Following the social distancing markers**, head to one of the main doors where you will find a kiosk with volunteers ready to check you in.

There are two possible ways to check in:

- a. Select the 'Check in' tab on the Church Center app to open the QR code. A registrar will scan your code for instant check-in.
  - b. Provide your name or phone number to the registrar and they will check you in manually.
- If you have children being checked into Kids' Ministry, a security sticker will be printed for each child and one sticker for the parent/guardian.
  - Kids' ministry is available beginning September 13
    - In Portage: for Age 1 - Grade 6
    - In Neepawa: for Age 4 - Grade 6
  - **All** children need to be pre-registered, including children & infants not attending Kids' Ministry.

### **Checking In as a Volunteer:**

Please park in the area designated for volunteers and enter through the assigned doors:

- In Portage: park in the back parking lot and enter through the Southwest doors (into the High school Hallway).
- In Neepawa: park in the main lot and enter through the main doors.

There will be someone waiting to check you in.

Kids ministry security stickers are available at this kiosk.

**Note: When waiting in lines, please follow the markers on the floor and pay attention to the direction of traffic.**

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## **The Church Center App:**

1. Download the Church Center App from the App Store or Google Play
  - Apple Store: <https://apps.apple.com/ca/app/church-center-app/id1357742931>
  - Google Play: [https://play.google.com/store/apps/details?id=com.ministrycentered.churchcenter&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.ministrycentered.churchcenter&hl=en_CA)
2. After opening the app it will ask for your location and prompt you to choose a campus.
3. Choose “Prairie Alliance Church” and login using your Planning Center Account, or use your phone or email as prompted.
  - Using the same phone number or email each time saves your information for future registrations.
4. Your home screen will display the details of your campus. At the bottom you’ll notice two more tabs: Check-In, and Events.