

# My Church Suite User Booklet

*(For mobiles and tablets)*


The screenshot shows the mobile app interface for St James Styvechale. At the top is a red navigation bar with 'Back', 'Home', and 'Menu' options. Below this is the church's logo, which features a red cross and a stylized 'J' followed by the text 'ST JAMES STYVECHALE'. A grey horizontal bar contains the text: 'My ChurchSuite helps you to keep on top of your personal details and involvement with St James. From events to groups and rotas, use menu to navigate through.' Below this is a 'Featured Events' section with three event cards. The first card is for 'Carols by Candlelight' on Sunday, 16 December, from 6:30pm to 8:00pm, with a photo of people singing. The second card is for 'Christingle' on Monday, 24 December, from 4:00pm to 5:00pm, with a photo of a child holding a candle. The third card is for 'Christmas Day 10am' on Tuesday, 25 December, from 10:00am to 11:00am, with a graphic that says 'CHRIST THE SAVIOUR IS BORN'. At the bottom of the app, the user's name 'John Smith' is displayed next to a profile icon.


Back Home Menu


**ST JAMES STYVECHALE**


My ChurchSuite helps you to keep on top of your personal details and involvement with St James. From events to groups and rotas, use menu to navigate through.

Featured Events

 **Carols by Candlelight**  
Sunday, 16 December 6:30pm - 8:00pm

 **Christingle**  
Monday, 24 December 4:00pm - 5:00pm

 **Christmas Day 10am**  
Tuesday, 25 December 10:00am - 11:00am

John Smith 

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## INTRODUCTION MY CHURCHSUITE

This booklet is designed to help you get started on My ChurchSuite at St James.

My ChurchSuite is the ideal way for you to stay connected to other church members and stay up to date on all that's going on in the life of St James.

Through My ChurchSuite, you are able to:

- update and manage your own personal details and those of your children,
- sign-up for events,
- keep on top of the rotas you're serving on
- access Sunday sermons

My ChurchSuite is accessible from any web browser, or using the free iOS or Android apps.

**As special note about rotas:** before using the rotas feature and particularly the swap feature, please read through the guidelines we have set around this. Thanks.



## ACTIVATING MY CHURCH SUITE

You will first need to be sent an email inviting you to sign up to My ChurchSuite. If you have not received this yet please email the church office [office@stjam.es](mailto:office@stjam.es) and ask to be sent a “my church activation email”.

You will then receive the following message. You need to click on the link provided:

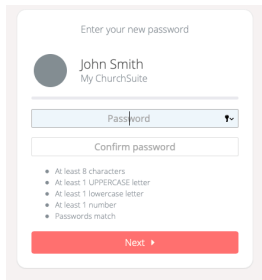
If you would like to receive reminders you will need to check the relevant boxes under communication. In time we will be activating text reminders, so if you would like to receive these for the rotes you are on please check this.

To access My ChurchSuite, go to the following address:

[https://login.churchsuite.co.uk/register?  
account=stjamesstyvechale&system=my&hash=6e7bb353773bc7225a614e2b64  
edfa6e](https://login.churchsuite.co.uk/register?account=stjamesstyvechale&system=my&hash=6e7bb353773bc7225a614e2b64edfa6e)

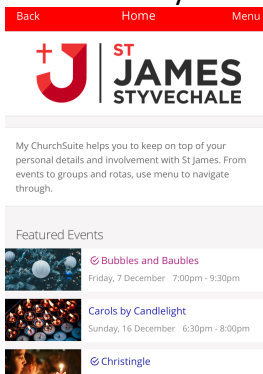
When you click on the link, you'll be asked to set up a password which you will then use for future logins.

Create your password being sure to meet the bulleted requirements for password. Then click “next’



The screenshot shows a mobile app interface for creating a new password. At the top, it says "Enter your new password". Below this is a profile card for "John Smith" with "My ChurchSuite" underneath. There are two input fields: "Password" and "Confirm password". Below the fields is a list of requirements: "At least 8 characters", "At least 1 UPPERCASE letter", "At least 1 lowercase letter", "At least 1 number", and "Passwords match". A red "Next >" button is at the bottom.

You should then come into your ‘My ChurchSuite’

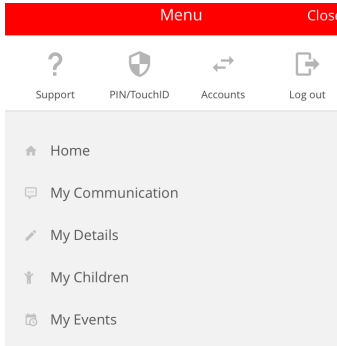


## MY DETAILS: UPDATING YOUR DETAILS

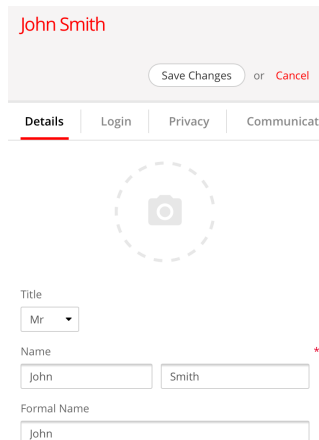
Click on 'Menu' tab in top right hand corner. This should then bring you through to the menu



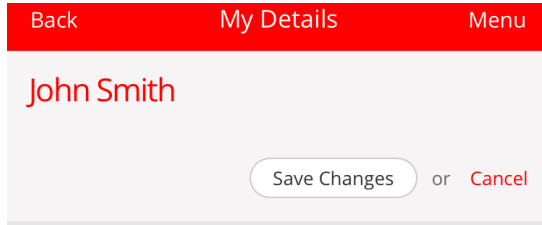
Click on 'My details' tab on the menu bar. This should then bring you through to your details page



Now you can update your details – please note that your details are by default not made available to other church members. If you want other church member to be able to contact you, you can chose which details you want to make visible to other church members. If you are on a rota we recommend that you at least allow others to view you email address in order for you to be able to make swaps. You can also add a photo by pressing the camera icon.

A screenshot of the 'My Details' page for John Smith. At the top, the name 'John Smith' is displayed in red. Below the name are two buttons: 'Save Changes' and 'Cancel'. Below the buttons are four tabs: 'Details' (which is selected and underlined), 'Login', 'Privacy', and 'Communicati'. Below the tabs is a camera icon inside a dashed circle. Below the camera icon are three input fields: 'Title' with a dropdown menu showing 'Mr', 'Name' with two input boxes containing 'John' and 'Smith', and 'Formal Name' with an input box containing 'John'. There is a red asterisk next to the 'Name' label.

Then make sure that you click the [Save Changes](#) or [Cancel](#) in the top or bottom right corners



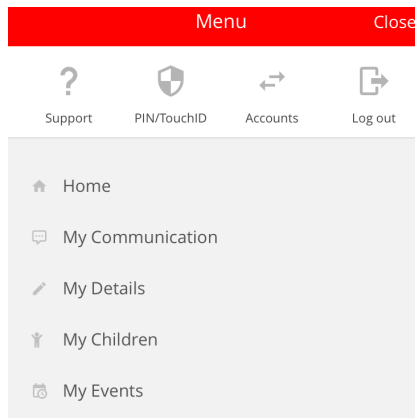
## MY DETAILS: SETTING YOUR PRIVACY PREFERENCES FOR OTHER CHURCH MEMBERS

In My ChurchSuite you are able to control whether others in My ChurchSuite are able to view your contact details

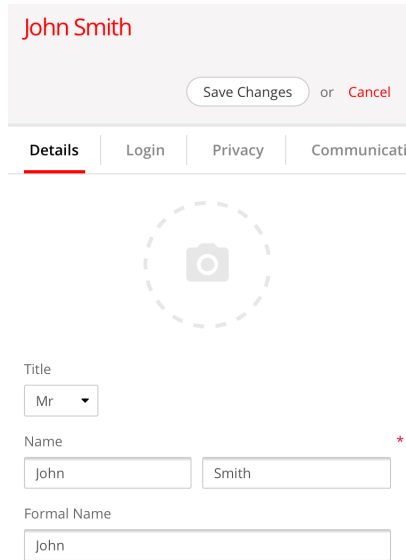
Click on 'Menu' tab in top right hand corner. This should then bring you through to the menu



Click on 'My details' tab on the menu bar. This should then bring you through to your details page



Then just below your name you will see the four tabs of Details, Login, privacy and communication. Click on privacy



John Smith

Save Changes or Cancel

Details | Login | Privacy | Communicati

Title

Mr

Name

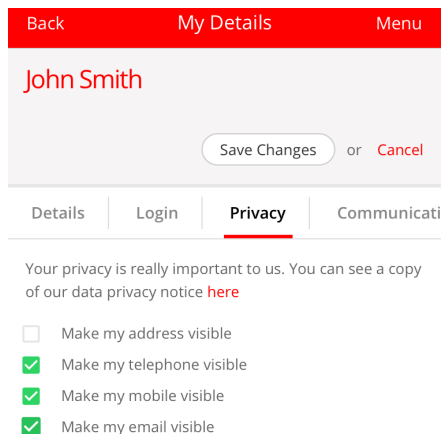
John Smith

Formal Name

John

You will then have a list of the different forms of communication – tick the ones that you are happy for people to contact you through.

Then make sure that you click the **Save Changes** or **Cancel** in the top or bottom right corners



Back My Details Menu

John Smith

Save Changes or Cancel

Details | Login | **Privacy** | Communicati

Your privacy is really important to us. You can see a copy of our data privacy notice [here](#)

- Make my address visible
- Make my telephone visible
- Make my mobile visible
- Make my email visible

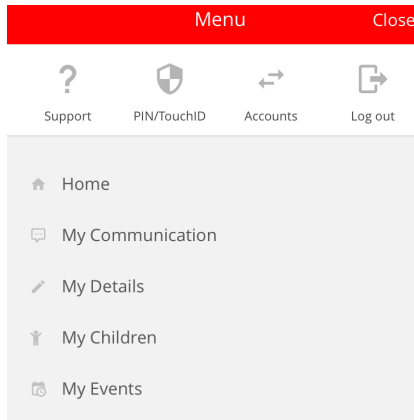
# MY DETAILS: MANAGING COMMUNICATIONS FROM THE CHURCH

This part of My ChurchSuite enables you to control how the church contacts you.

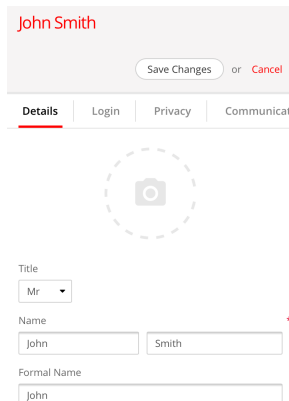
Click on 'Menu' tab in top right hand corner. This should then bring you through to the menu



Click on 'My details' tab on the menu bar. This should then bring you through to your details page



Then just below your name you will see the four tabs of Details, Login, privacy and communication. Click on communication.





You will then have a list of the different ways in which the church could communicate with you – tick the ones that you are happy for the church to contact you through.

Then make sure that you click the [Save Changes](#) or [Cancel](#) in the top or bottom right corners

The screenshot shows a mobile application interface. At the top, there is a red navigation bar with the text 'Back', 'My Details', and 'Menu'. Below this, the name 'John Smith' is displayed in red. Underneath the name, there are two buttons: 'Save Changes' and 'Cancel'. Below the buttons, there is a horizontal menu with four items: 'Details', 'Login', 'Privacy', and 'Communicat'. The 'Communicat' item is selected and has a red underline. Below the menu, there is a list of six communication preferences, each with a green checkmark in a box to its left:

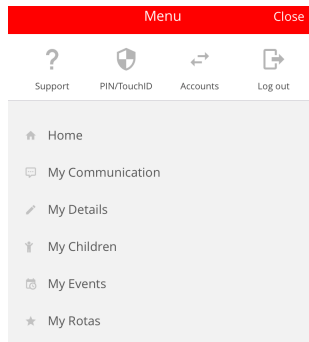
- Receive general emails
- Receive general SMS
- Receive rota reminder emails
- Receive rota reminder SMS
- Receive phone calls
- Receive post

## MY ROTAS: INTRODUCTION

Rotas are a really useful function on My ChurchSuite. You can access the rotas functions through clicking on the 'Menu' tab in top right hand corner. This should then bring you through to the menu

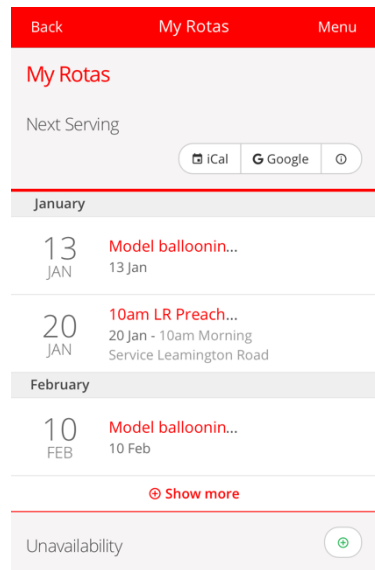


Click on 'My rotas' tab on the menu bar. This should then bring you through to your rotas page



You can then see various information under 'My Rotas'.

- At the top you can see the next time you are serving. In the case of the rota below you can see the next time the person is serving is the 20<sup>th</sup> January – preaching and leading.
- Below this you can see any unavailability you have given – you can add any additional unavailability here – see next section on adding unavailability.
- Below this you can view all the rotas you are on.



You have no upcoming unavailability.

## MY ROTAS: PROVIDING UNAVAILABILITY

My Church Suite allows you to log your unavailability. If you are serving on a serve 13 rota rather than logging your unavailability please arrange a swap.

To log unavailability please from the 'My Rotas' page click on the **Unavailability** tab

The screenshot shows the 'Unavailability' tab selected. At the top, it displays 'February' and a calendar view for the 10th of February, with a red star icon and the text 'Model balloonin...' and '10 Feb'. Below this is a red button labeled 'Show more'. The 'Unavailability' section shows a message: 'You have no upcoming unavailability.' Below this is the 'Rotas' section, which lists a rota: '10am LR Preaching & Leading 9:30am' with a red star icon, and 'Jan → Apr 2019 - 10am Morning Service' with a green dot icon.

You should then get a pop-up tab from which you can then log your unavailability. Be sure then to click **Save Changes** so that your unavailability is saved

The screenshot shows a pop-up form titled 'Add unavailability'. It contains the following fields and options:

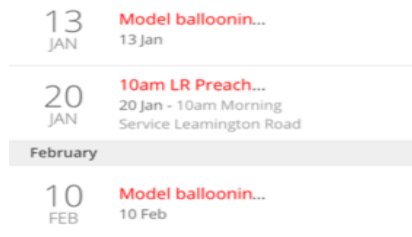
- A close button (X) in the top right corner.
- Text: 'Adding unavailability will apply to all ministries in the specified date range.'
- A checked checkbox labeled 'All Day'.
- A 'Between' section with two date pickers: '8 Dec 2018' and '8 Dec 2018', separated by an arrow.
- A 'Description' section with a text input field containing the word 'Optional'.
- A red button labeled 'Save Changes' at the bottom.

## MY ROTAS: MAKING SWAPS (not to be used for preaching and service leading)

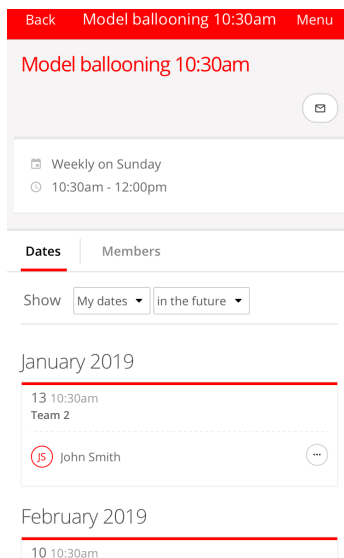
One of the really useful functions in My Rotas is that you can make swaps. At St James people are expected to make their own swaps – the only teams this does not apply to is preaching and leading (where preachers and leaders need to contact the office).


It is important that you do not simply apply a swap without agreeing this with someone else – this function works on a trust basis.

From the My Rotas page click on the rota that you want to make a swap for.



This will then bring up the relevant rota:



In the top right hand corner you need to click on the  tab. This will then bring you through to the screen on the next page. You can then write an email similar to as you can see has been written below

**Model ballooning 10:30am** Send Email or Cancel

From: John Smith [REDACTED]

To: Model ballooning 10:30am <stjamesstyvechale-r-txpv02u8@in.churchsuite.co.uk>

Subject:

Body

Hi All,

would anybody be happy to either cover me or swap with me on the 10th Feb for my balloon modelling rota commitment.

Thanks,  
John

Replies  Send replies just to me  
 Send replies to me and all other members

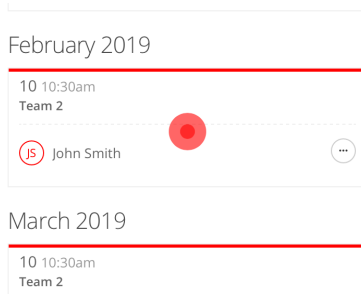
Send Email or Cancel

Once you have written your email make sure that you check the circle send replies to me and other members. This ensures that everyone is aware of whether you have been able to find someone to swap with or not.

Replies  Send replies just to me  
 Send replies to me and all other members

Once you have done this press Send Email or Cancel in the top right hand corner. Once you receive an email back from someone saying that they are happy to swap, you can then update the rota to reflect this. Please note it is possible to change the rota without getting someone's permission – please do not do this as it is important to obtain permission from that person before changing their rota commitments, thank you.

Once you have received an email and someone has agreed to do a swap you need to go to the My Rotas page and click on the relevant rota.



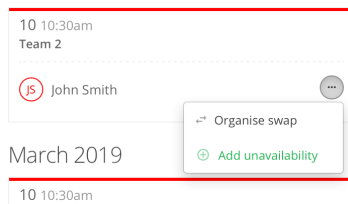
In the example below the vicar has very kindly offered to swap with John Smith and cover the 10<sup>th</sup> of February.

The vicar has asked John Smith to cover him on the 3<sup>rd</sup> of February which John Smith is happy to do. So now John Smith needs to update the rota.

To update the rota go to the relevant date and click the circle with the 3 dots on it



You will get the following menu pop up:



Click on the organise swap:

Organise swap

Team	Model ballooning 10:30am
Date	10-Feb-2019
Swap with	-- Select person -- Select the person you're swapping with.
Return swap	-- Select person -- If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)

Then enter the relevant information – in this case the following

Date

10-Feb-2019

Swap with

Josh Maynard

Select the person you're swapping with.

Return swap

03-Feb-2019 - Model

If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)

Then click save changes  or  and your swap is complete.