

My Church Suite User Booklet

(For Personal Computers)




Home

- My Communication
- My Details
- My Children
- My Events
- My Rotas
- My Podcast
- Search for Others
- St James Church Website
- Log out

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

Bubbles and Baubles




Friday, 7 December
7:00pm - 9:30pm
Church Centre

Carols by Candlelight



Sunday, 16 December
6:30pm - 8:00pm
St James Church

Christingle



Monday, 24 December
4:00pm - 5:00pm
St James Church

John Smith

My Communication

[St James Styvechale] Rota swap: Model...

Contents

INTRODUCTION.....	Page 3
ACTIVATING MY CHURCH SUITE.....	Page 4
MY DETAILS	
- UPDATING YOUR DETAILS.....	Page 5
- SETTING YOUR PRIVACY PREFERENCES FOR OTHER CHURCH MEMBERS.....	Page 6
- MANAGING COMMUNICATIONS FROM THE CHURCH.....	Page 7
MY ROTAS:	
- INTRODUCTION.....	Page 8
- PROVIDING UNAVAILIBILITY.....	Page 9
- MAKING SWAPS.....	Page 9

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 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:

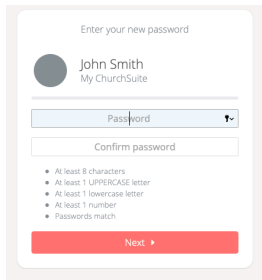
If you would like to receive reminders you will need to check the relevant boxes under communication. In time we will be activating text reminders, so if you would like to receive these for the rotes you are on please check this.

To access My ChurchSuite, go to the following address:

<https://login.churchsuite.co.uk/register?account=stjamesstyvechale&system=my&hash=6e7bb353773bc7225a614e2b64edfa6e>

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

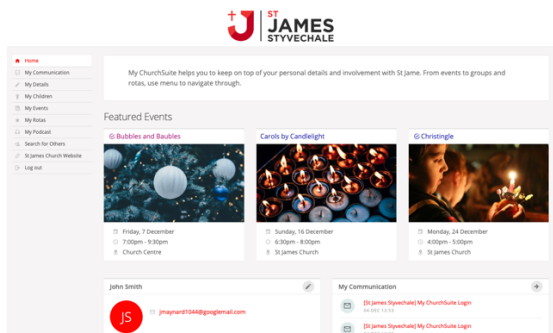
Create your password being sure to meet the bulleted requirements for password. Then click “next’



The screenshot shows a registration form titled "Enter your new password". At the top, it displays the user's name "John Smith" and "My ChurchSuite". Below this are two input fields: "Password" and "Confirm password". A red "Next >" button is at the bottom. A list of password requirements is provided:

- At least 8 characters
- At least 1 UPPERCASE letter
- At least 1 lowercase letter
- At least 1 number
- Passwords match

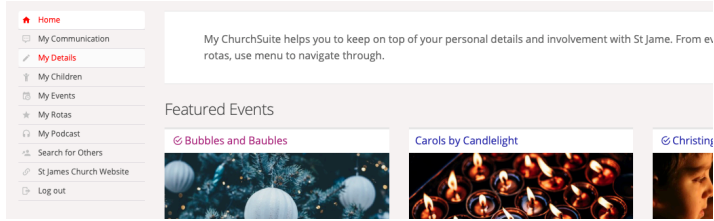
You should then come into your ‘My ChurchSuite’



The screenshot shows the user dashboard for John Smith. At the top, there is a navigation menu with options like Home, My Communication, My Details, My Children, My Events, My Roles, My Profile, Search for Others, St James Church Website, and Logout. The main content area features a welcome message and a "Featured Events" section with three event cards: "Bubbles and Bubbles", "Candy by Candlelight", and "Christingle". At the bottom, there is a user profile card for John Smith and a "My Communication" section with two login links for "St James Styvechale My ChurchSuite Login".

MY DETAILS: UPDATING YOUR DETAILS

Click on 'My details' tab on the left hand 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.

A screenshot of the 'My Details' form for John Smith. The form is titled 'John Smith' and has a 'Save Changes' button and a 'Cancel' button. The form is divided into sections: 'Details', 'Login', 'Privacy', and 'Communication'. The 'Details' section includes fields for Title (Mr), Name (John Smith), Formal Name (John), Sex (Male), Date of Birth (1 January 1970), Marital Status (Married), Spouse (Search...), Email (johnsmith@jjs.co), Mobile (07777777777), Telephone, Work Phone, Address (25 John Smith Street), Address 2, Town/City (Coventry), County, and Postcode (CV3 200).

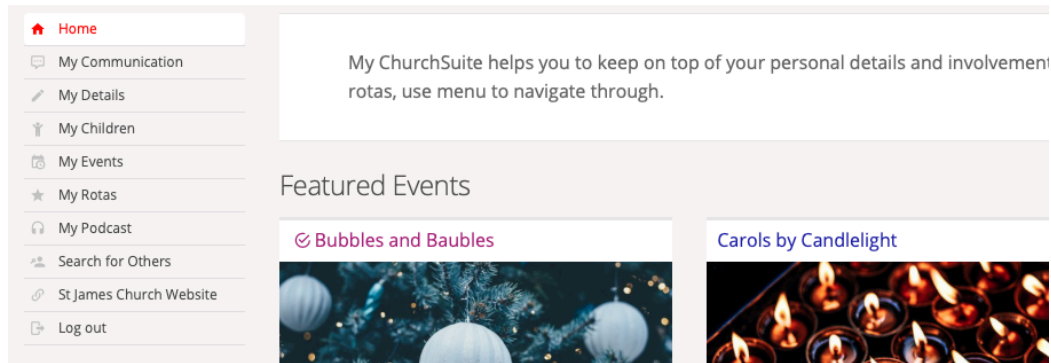
Then make sure that you click the **Save Changes** or **Cancel** in the top or bottom right corners



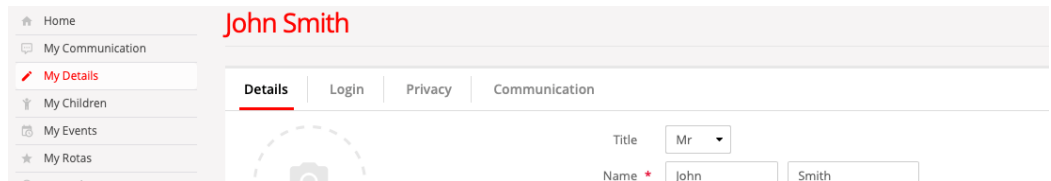
MY DETAILS: SETTING YOUR PRIVACY PREFERENCES FOR OTHER CHURCH MEMBERS

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

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

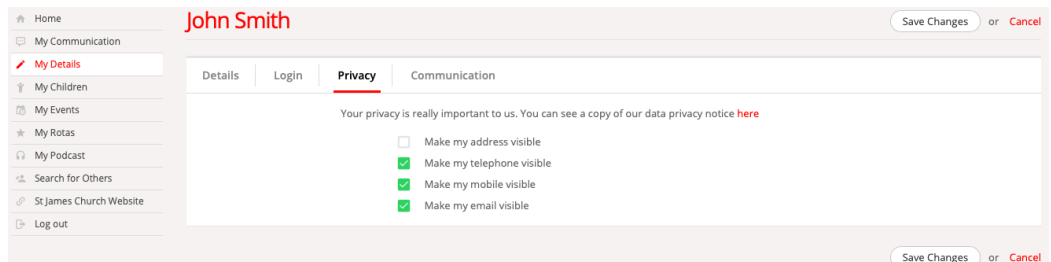


Then just below your name you will see the four tabs of Details, Login, privacy and communication. Click on privacy



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.

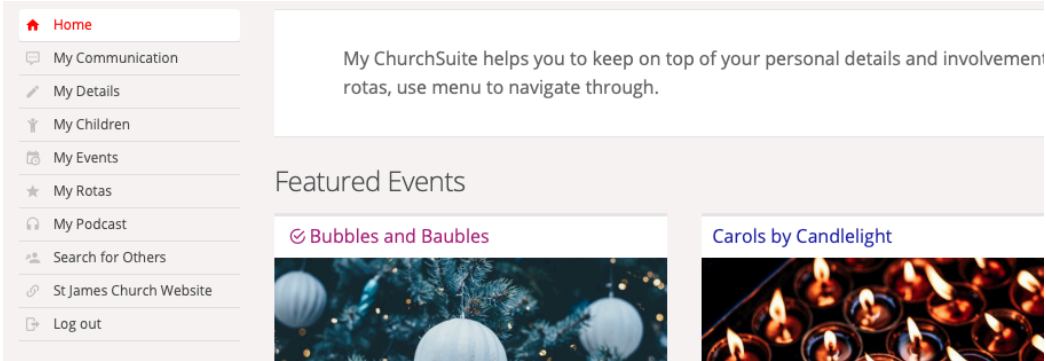
Then make sure that you click the **Save Changes** or **Cancel** in the top or bottom right corners



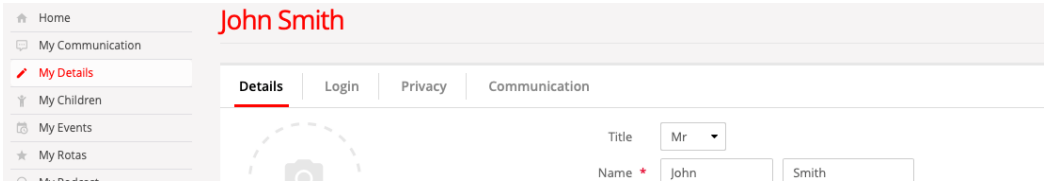
MY DETAILS: MANAGING COMMUNICATIONS FROM THE CHURCH

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

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

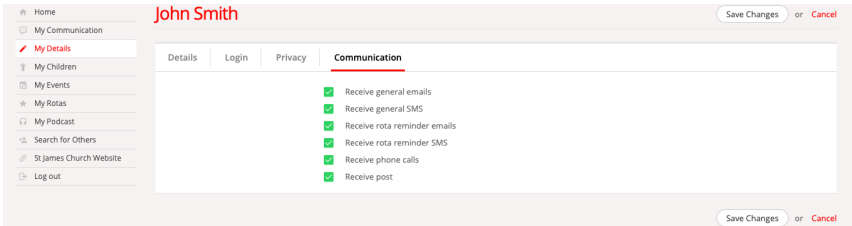


Then just below your name you will see the four tabs of Details, Login, privacy and communication. Click on communication.



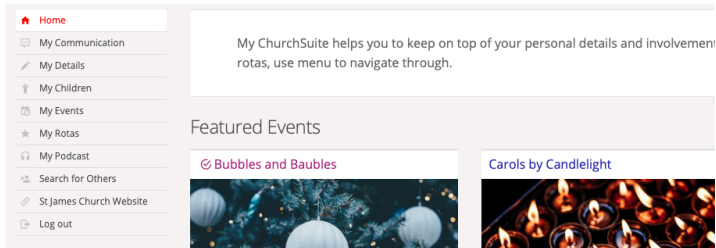
You will then have a list of the different ways in which the church could communicate with you – tick the ones that you are happy for the church to contact you through.

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



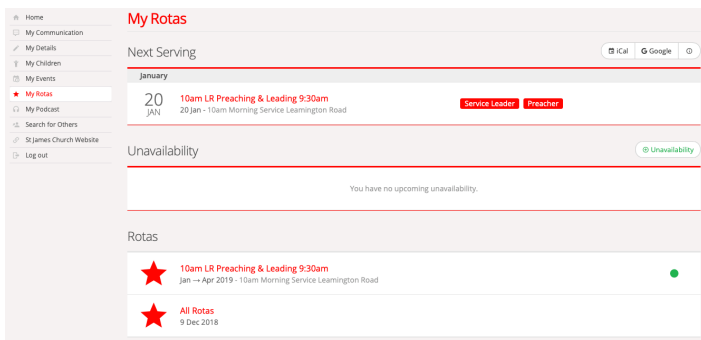
MY ROTAS: INTRODUCTION

Rotas are a really useful function on My ChurchSuite. You can access the rotas functions through clicking on 'My Rotas' tab on the left hand menu bar. This should then bring you through to the rota page.




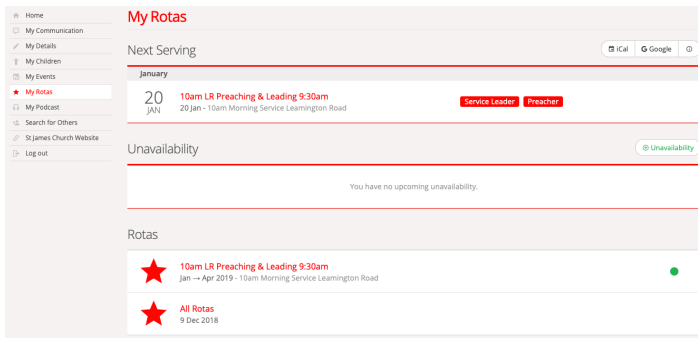
You can then see various information under 'My Rotas'.

- 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 20th 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.

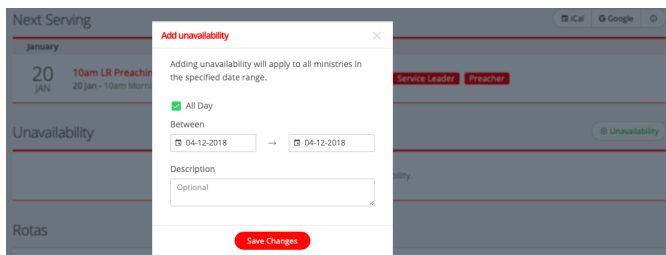


MY ROTAS: PROVIDING UNAVAILABILITY

From the 'My Rotas' page click on the  tab



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



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.

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.

Rotas

- ★ 10am LR Preaching & Leading 9:30am
Jan → Apr 2019 - 10am Morning Service Leamington Road
- ★ Model ballooning 10:30am
Jan → Apr 2019
- ★ All Rotas
9 Dec 2018

This will then bring up the relevant rota:

Model ballooning 10:30am

Weekly on Sunday
 10:30am - 12:00pm

Email

Dates Members

Show All dates in the future

January 2019

6 10:30am Team 1 Josh Maynard	13 10:30am Team 2 John Smith	20 10:30am Team 3 All Maynard	27 10:30am Team 4 Jonny Dant
-------------------------------------	------------------------------------	-------------------------------------	------------------------------------

February 2019

3 10:30am Team 1 Josh Maynard	10 10:30am Team 2 John Smith	17 10:30am Team 3 All Maynard	24 10:30am Team 4 Jonny Dant
-------------------------------------	------------------------------------	-------------------------------------	------------------------------------

In the top right hand corner you need to click on the Email tab. This will then bring 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 <stjamesstyechale-r-tpv02u8@in.churchsuite.co.uk>

Subject Rota swap

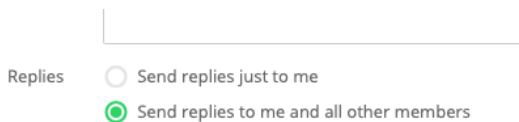
Body

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

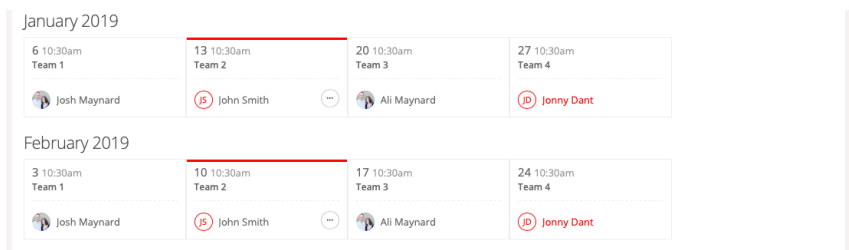
Send Email or Cancel

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.



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.

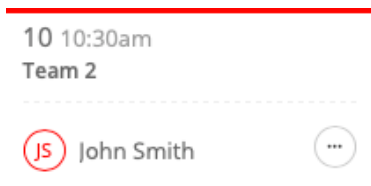
Once you have received an email and someone has agreed to do a swap you need to go to the My Rotas page and click on the relevant rota.



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

The vicar has asked John Smith to cover him on the 3rd 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 the get the following menu pop up:

February 2019

3 10:30am
Team 1
Josh Maynard

10 10:30am
Team 2
John Smith

Organise swap
Add unavailability

March 2019

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

Organise swap

Team Model ballooning 10:30am

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.