



Why use My ChurchSuite?

My ChurchSuite is designed to help you access and engage with the life of your church. When you join My ChurchSuite you can check dates that you are serving on rotas, update your personal details (and those of any children), listen to talks and other podcasts, connect with core groups and much more. Your information is completely secure and you get to say what is shared and where.

Please note: My ChurchSuite is only available to over 18s for safeguarding reasons.

How can I join My ChurchSuite?

Access to My ChurchSuite is not automatic but requires an invitation via email. If you have not already received an invitation and are part of the St Johns Burscough family (or have recently joined us), please request an invitation by emailing office@sjb-burscough.church. This invitation email contains a unique login-link with instructions on accessing My ChurchSuite for the first time and setting a password. After setting your password, you can log in to MyChurchSuite via any web browser on your desktop or laptop, via <https://stjohnthebaptistburscough.churchsuite.co.uk/my> or simply Google 'Church Suite Login' and follow the instructions below.

N.B. You can also download the My ChurchSuite app via the Apple and Google App store, for use on both iPhone/iPad and Android devices.

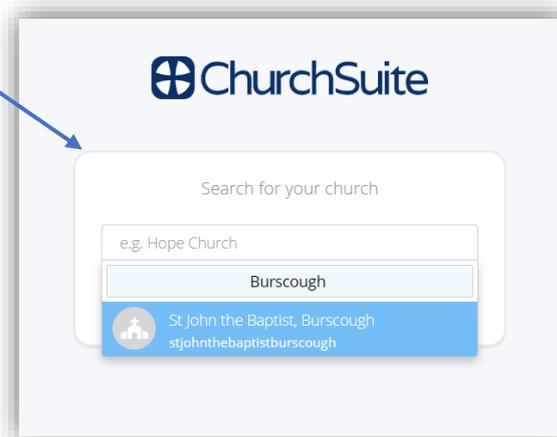
Once signed up, how do I login?

- Go to login.churchsuite.com (don't put www. at the beginning) OR simply Google 'Church Suite Login.'

Search for your church

Enter **Burscough** and click on **St John the Baptist, Burscough** when it comes up.

Then click 'NEXT' (if it doesn't automatically take you to the next stage)

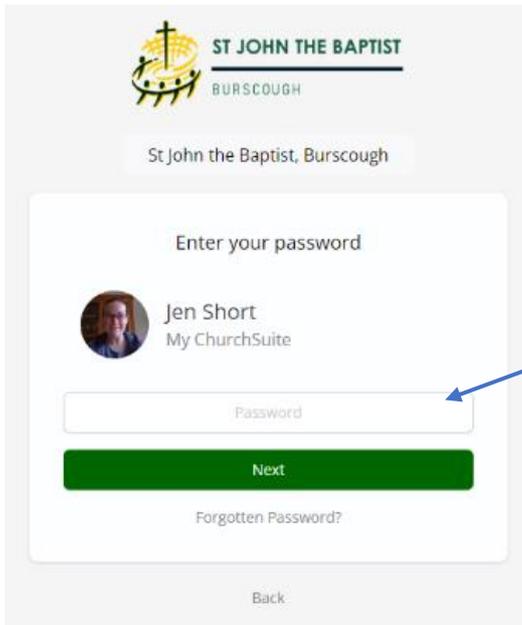


Enter your email or username

Enter **your email address**

Then click 'NEXT'

Then Click on your 'My ChurchSuite' Account (Your Name)



Enter your password

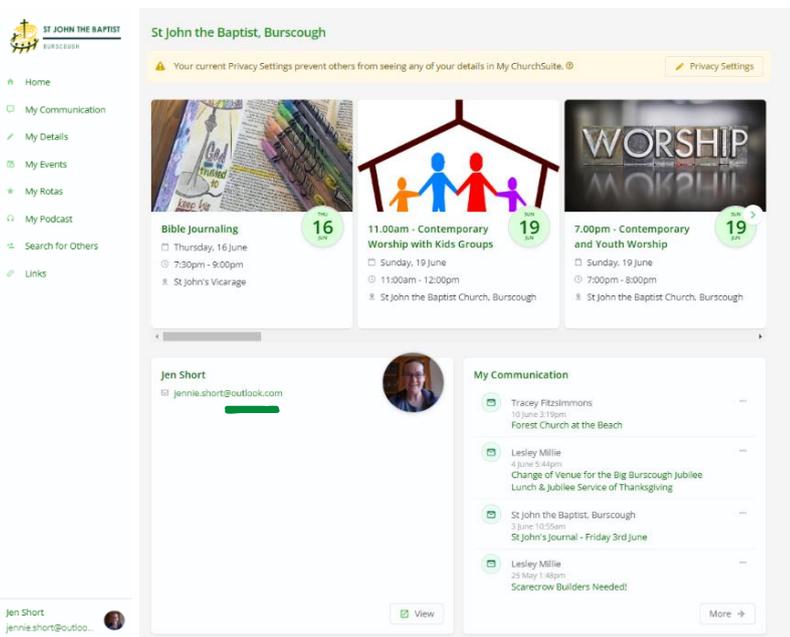
Enter the password you previously set up when registering.

Then click 'NEXT'

If you forget your password, click 'Forgotten Password' and then 'Password Reset', which will email you a new password.

The My ChurchSuite home page

The home page displays a brief welcome message, the next three upcoming featured events at St John's, a summary of your details and your most recent communications from us.



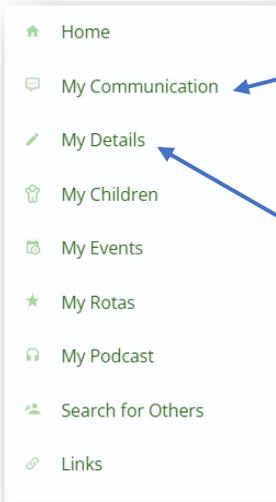
Featured Events

This shows the next 3 featured events coming up at St John's.

Clicking on a featured event will take you straight into the event page to see more information.

You can even sign-up for events there if applicable, and your contact details are pre-populated into the sign-up form, so you only need click 'sign up'!

Menu (if accessing My ChurchSuite through a phone or tablet, you may have to press 3 lines at the top to open the Menu)



My Communication

Here's a summary of recent communications (emails or texts) sent to you from St John's - perhaps a rota reminder, an email from your house group or information about an upcoming event.

My Details

A summary of the contact information held about you on the database.

Details

This section details any contact information we have for you which you can edit and update at any time. Please do keep this information up to date so that you receive key communications from St John's.

Your Photo

Here you can upload an image to go with your My ChurchSuite profile. This is a good way to help others get to know you (and put a face to a name), especially if you have a role in the church that requires you to be known.

Login

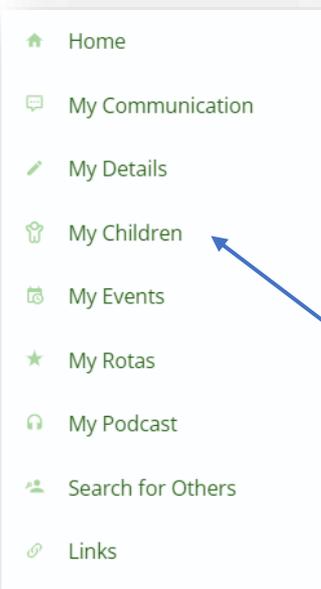
This is where you can change your password if you want to.

Privacy

Whilst **your contact details are never visible to anyone outside of St John the Baptist, Burscough**, you can still manage the level of information you want shared with other St John's church members.

Any information that is ticked, can be viewed by any member of St John's who is also signed up to My ChurchSuite, so think carefully about what information you would like to be available, but it's helpful to at least set a contact phone number and/or email address, for example. In the same way, you can only see contact details of others in your church based on their privacy settings.

If for some reason you do not want us to hold any contact information for you, you can click **Delete Account** and any information that St John the Baptist, Burscough holds on you will be removed. If you simply do not want to receive emails or texts, but don't mind us holding your information in case we need to get hold of you, **PLEASE DON'T DELETE YOUR ACCOUNT**, just alter your communication preferences (in the next section).



Communication

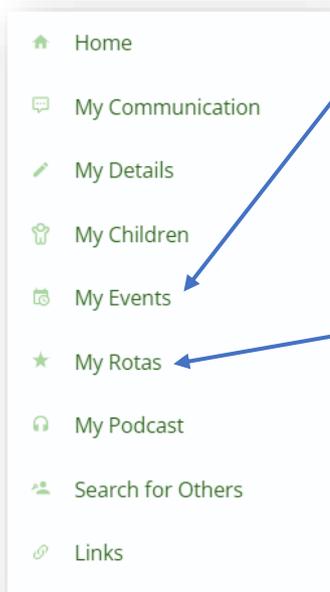
This is where you confirm whether you are happy to receive emails, texts and/or rota reminders from us, or not.

It **not recommended** that you opt out of SMS text messages or emails through ChurchSuite, as you will no longer receive things like rota reminders, group emails or updates from St John's. If you want to opt out of specific mailing lists (such as the weekly newsletter), you can do this within individual emails.

My Children

If you have any children who are under 18 linked to you in the database, they will appear here, where you can edit their information by clicking the pencil icon. You may want to update their medical information, or confirm your permissions for photo/video consent etc.

If you do not have any children linked to you, this section will not appear.



My Events

This is where you can view all upcoming events at St John's. The next three featured events are displayed at the top, but you can either click on a particular date in the calendar, or scroll down to see what events are coming soon. Alternatively, type the name of an event you are looking for in the search bar and click the magnifying glass. If it doesn't come up, it may be because it is called something slightly different, so try some different words. Once you have found the event, click on it for more information about time, location, any notes and a map.

My Rotas

Next Serving

This displays all your upcoming serving commitments and rotas. You'll only see the My Rotas page if you have future serving dates on a published rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.

Rota names shown in red indicate a rota date clash, where you're scheduled to serve at the same time on other rotas. It's of course perfectly possible to be on multiple rota dates at the same time, but some clashes may require you to organise a swap. For rotas with **accept/decline** enabled you'll have the option to accept or decline. Accepts are shown with a green background. Rotas shown in red strikethrough on a red background indicate 'unavailability' - *unavailability* dates that you've specifically blocked out (affecting all rotas for the unavailable dates,) or a rota date that you've declined.

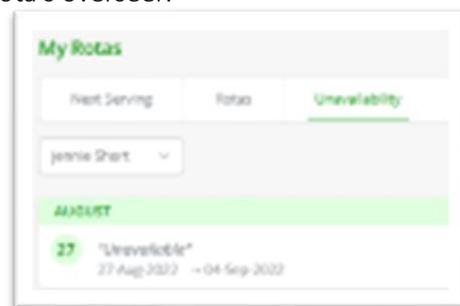
Rotas

This is a list of all your **Rotas**. Once the final date on a rota passes that rota will disappear from the list.

Clicking into a rota displays the **Dates** where you can see all the people serving on the rota and their roles. Depending on the rota's settings, it may also be possible for you to Sign Up to future dates on the rota, to Accept or **Decline**, to **Organise a swap** with others, or **Add unavailability**. Previously accepted serving can be declined, and vice-versa, without constraint. Declining a rota date will send a decline notification to the rota's overseer.

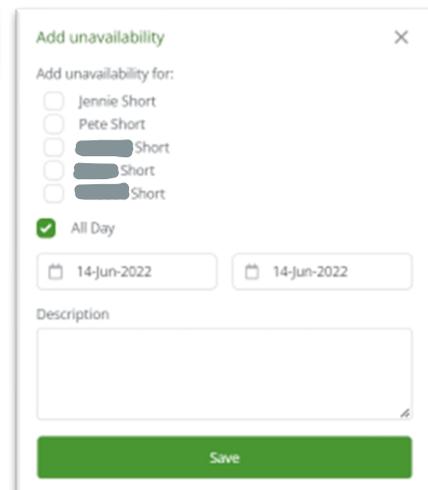
Unavailability

Here you can add any dates you are unavailable - perhaps for holidays, or known dates when you won't be around to serve on any rota. This sets you as unavailable for ALL rotas in that range of dates. Please add your unavailability as soon as possible, so that your rota overseers can more easily manage their rotas, planning ahead and identifying gaps ahead of time.



How to add your Unavailability dates

- Click on this button (to the right hand side). 
- Yourself, and any family members linked to you are listed here, tick everyone that these dates will apply to.
- You will see that 'All Day' is automatically ticked. If you are only away for part of the day, untick this and enter the times you are unavailable for (e.g. You might not be available for the 11am service, but are available for the 7pm service).
- Description – This is optional, but if you want to add in a short note to explain why you are unavailable, that might be helpful to your team leader.
- Click 'Save Changes'.

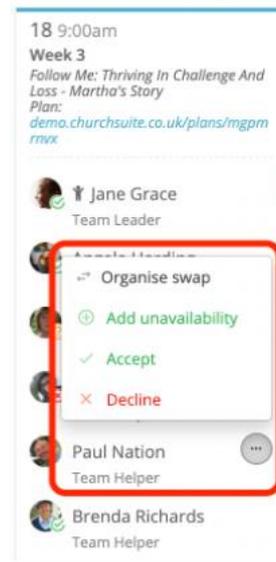


Organising Swaps

Selecting **Organise swap** enables you to record details of the person with whom you have already made arrangements to swap with – you shouldn't "inflict" a swap on someone, so please contact them first to request/confirm that they are available. Only as a last resort, if you absolutely cannot find someone to swap with, please inform your team leader or the church office.

You can only swap with another available rota member. Select their name from the **Swap with** drop-down list, and then select details of any **Return swap** you may have agreed. Saving the changes will update the rota immediately, adding swapped people to rota dates with an 'accepted' status.

After adding a rota swap, an email confirmation will be sent to *you* confirming you are no longer serving on that date, and to the *swapee* confirming to them that they are now serving on that date, including a note of their roles on that date. A further email is sent to the *ministry overseer* advising the swap transaction.

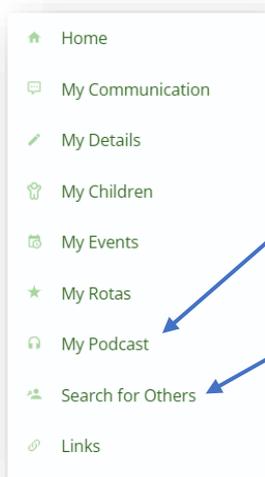


Rota Functionality for Ministry Overseers (Team Leaders)

Overseers have full rota management functionality in My ChurchSuite. If you're an overseer you'll be able to: -

- Manage teams, team members and roles within your ministry, including adding/removing members to teams and assigning roles to team members.
- Create draft rotas, publish and distribute them.
- Manage rota members on the rota page, including adding/removing people from rota dates, swapping people, accepting/declining on behalf of rota members and adding/removing dates on the rota.
- Add notes to dates on the rota to communicate important information for rota members about something happening on that date.
- Enable rota sign-up and manage maximum sign-up numbers for individual dates or the entire rota.
- Add and manage unavailability for all serving team members and themselves.
- Receive clash notifications for 'declines', unavailability, and date clashes.

If you are a team leader and you would like more detailed information about managing Rota's within My ChurchSuite, please contact the office. We will be running regular training sessions on Rota management.



My Podcast

Here you will be able to access and listen to any podcasts of talks from St John's, that have been uploaded.

Search for Others

This is the St John's address book (aka Parish Directory). So, if you need to contact someone in the church, you should be able to find their details here (unless they have requested for them not to be published).

You can either scroll down to find the person you are looking for, or use the search bar at the top.

Problems?

If you have any problems using My ChurchSuite, please get in touch via office@sjb-burscough.church