



## 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.

## 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](mailto: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.**

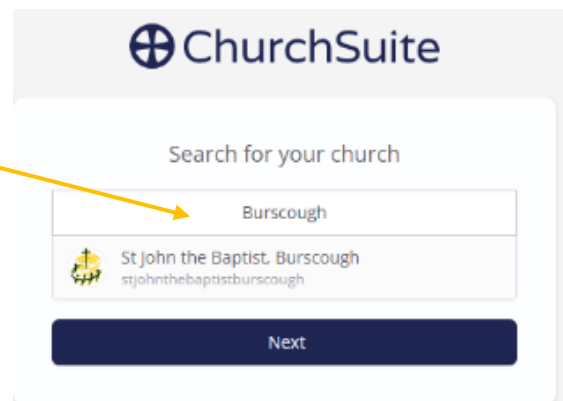
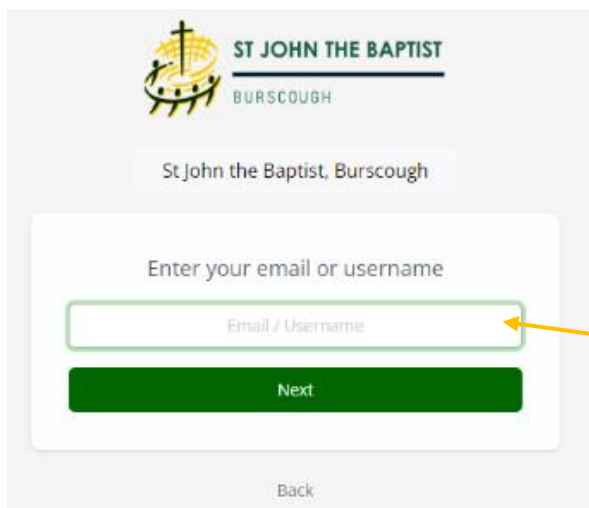
## Once signed up, how do I login?

- Go to [login.churchsuite.com](https://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)

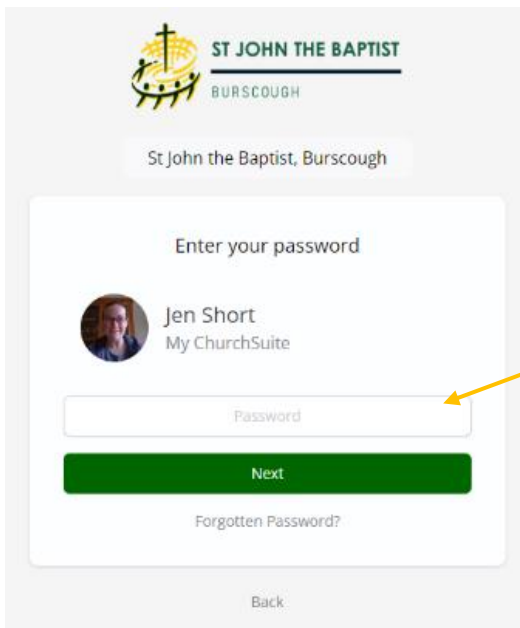
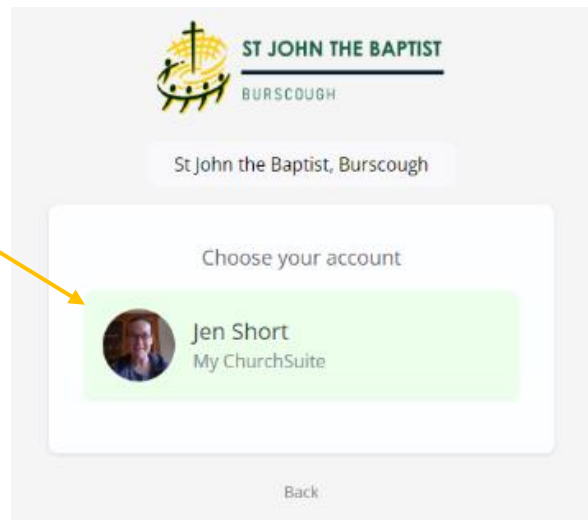



Enter your email or username

Enter **your email address**

Then click 'NEXT'

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



Enter your password

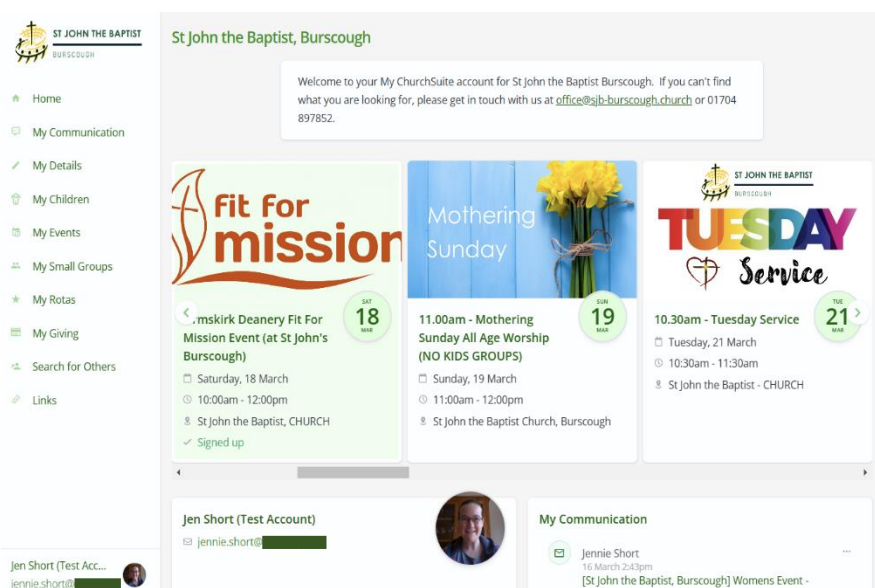
Enter the password you previously set up when registering.

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, upcoming featured events at St John's, a summary of your details and your most recent communications from us.



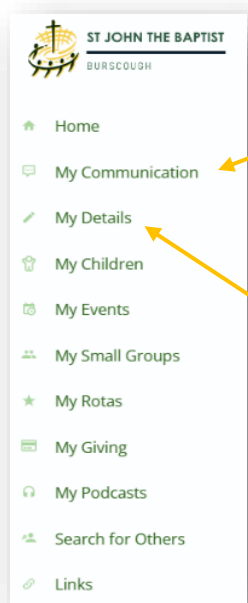
### Featured Events

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 (on 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**

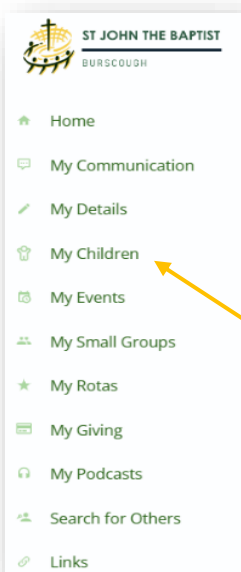
This is where you can change your password if you want to.

### **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**

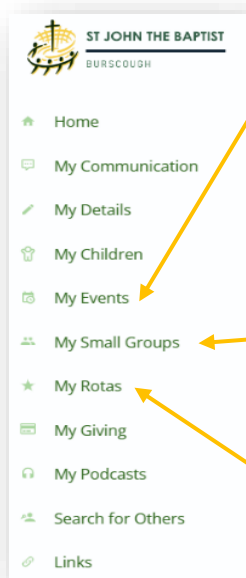
This is where you confirm whether you are happy to receive emails, texts and/or rota reminders from us, or not.

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 for example.

*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 about the event and a map.

## My Small Groups

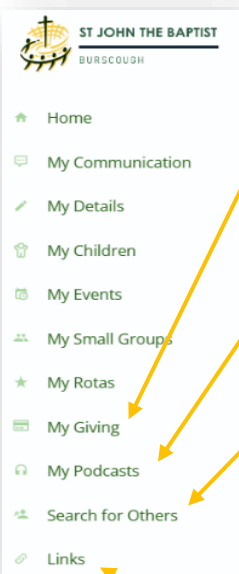
Here you can view any small groups you are signed up to and see other group members details (if they have given permission). If you are a group leader you can also update group information and register and manage attendees. *(You won't see this category if not signed up to a group.)*

## My Rotas

This section 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 published rotas that you can sign up to, or if you are a ministry overseer.)*

Within this section you can **Accept** or **Decline** personal serving dates, **view 'All Rotas'** to see who is serving in different roles (at a particular service, for example), **log swaps** that you have made with team members and add your **unavailability**.

*\* More detailed instructions on how to use 'My Rotas' are available if required, please contact the office.*



## My Giving

Here you can make one off, or regular donations to St John the Baptist, Burscough using a credit/debit card. This shows a summary of any recent personal **Donations** (that have been made through ChurchSuite), and the Gift Aid that is claimable on each donation.

## My Podcasts

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.

## Links

Here you will find various web links to things like our church website or YouTube channel, or items such as the St John's Journal or Small Group Bible Notes.

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## Problems?

If you have any problems using My ChurchSuite, please get in touch via [office@sjb-burscough.church](mailto:office@sjb-burscough.church)