

My Rotas

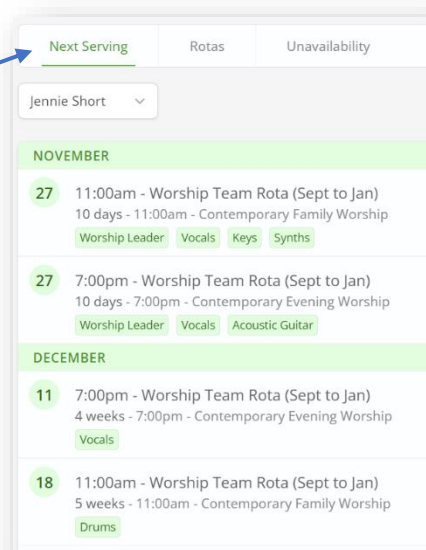
In the My ChurchSuite menu, click on 'My Rotas'. Here you can see any upcoming dates and ministries for which you are scheduled to serve. It also gives you access to view other Rota's, showing who is serving and in what role at each service.

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.

There are 3 tabs available to view.

Next Serving

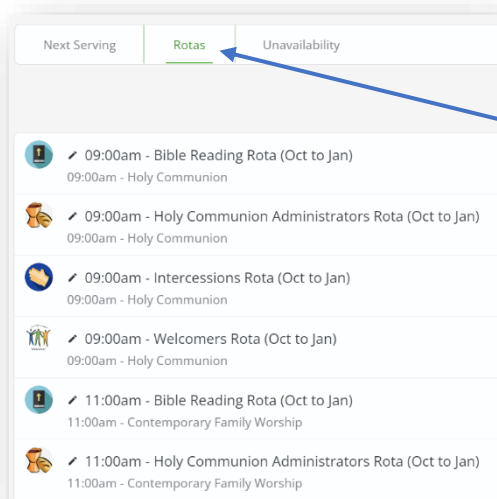
This tab lists your personal upcoming serving and that of your linked family members – the dates, rotas and roles assigned.



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 (e.g. Bible Reading and Refreshments), but some clashes may require you to organise a swap.

For rotas with **accept/decline** enabled you have the option to accept or decline the requested date. Accepts are shown with a green background.

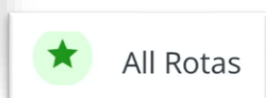
Rotas shown in red strikethrough on a red background indicate 'unavailability' - *unavailability* dates that you've specifically blocked out (affecting all rotas for those dates,) or a rota date that you've declined.



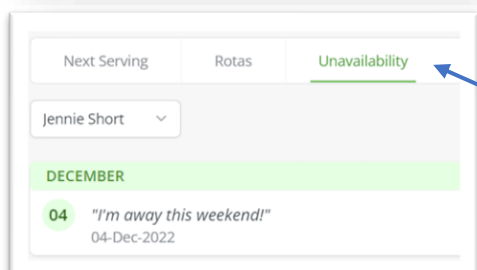
Rotas

This is a list of any **Rotas** that you are due to serve on, are an overseer for, or are available to sign up to. 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 that particular 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**, **Organise a swap** with others, or **Add unavailability**. Previously accepted serving can still be declined, and vice-versa, without constraint. Declining a rota date will send a decline notification to the rota's overseer.




If you wish to view everyone who is serving in all the different roles at a particular service, scroll to the bottom of your list and select 'All Rota's', then simply choose the date and service you require.

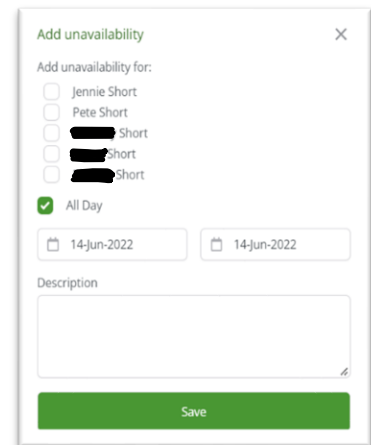


Unavailability

Here you can add any dates you are unavailable - perhaps for holidays, or known dates when you won't be around. 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 overseer can more easily manage their rotas, planning ahead and identifying gaps ahead of time.

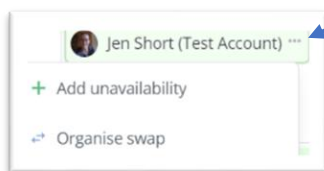
How to add your Unavailability dates

- 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.
- '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'.



Organising Swaps

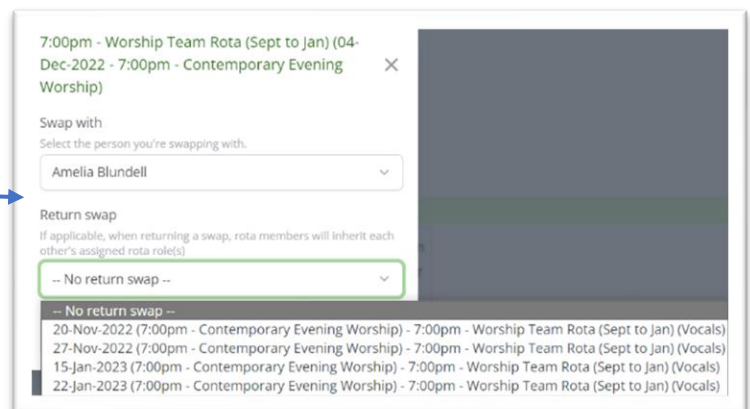
This enables you to record a swap with someone that you have already made arrangements to swap with – you shouldn't "inflict" a swap on someone, so please contact them first to request/confirm that they are available. Only as a last resort, if you absolutely cannot find someone to swap with, please inform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



Click on the Rota in question, find your name on the date you want to swap, click the 3 dots to the right hand side, then select '**Organise Swap**'.

Select the person who you have already arranged a swap with,

then click the date of any **Return swap** you may have agreed (*if applicable*). 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, and 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/ministry overseer and you would like more detailed information about managing Rota's within My ChurchSuite, please contact the office.