

# My ChurchSuite

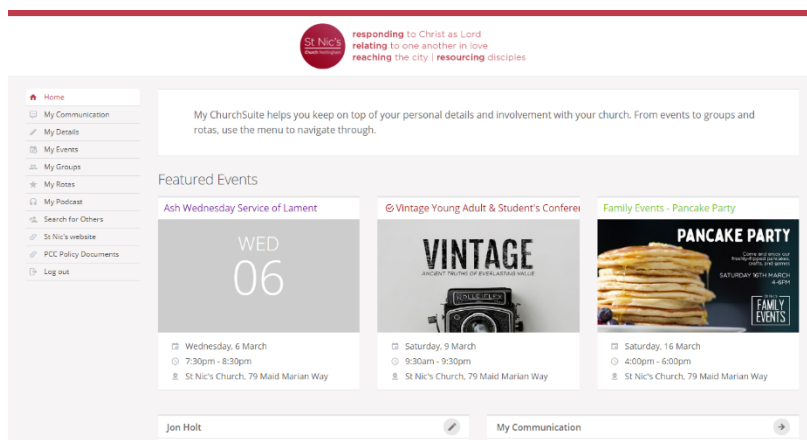
## 1 Overview

**My ChurchSuite** is a piece of software, available as an app or online, which we use to help organise church life. You can view the church calendar, sign up for events, access the St Nic's address book, keep track of communications and see all your rota dates in one place.

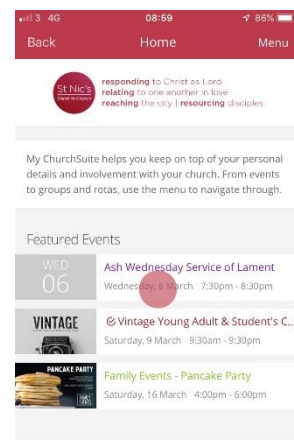
If you haven't yet got a login please email [operations@stnics.org](mailto:operations@stnics.org) to request one.

This document provides a quick overview of some of the main features. The images shown below are from the online version and the app. The home screen looks like:

WEB

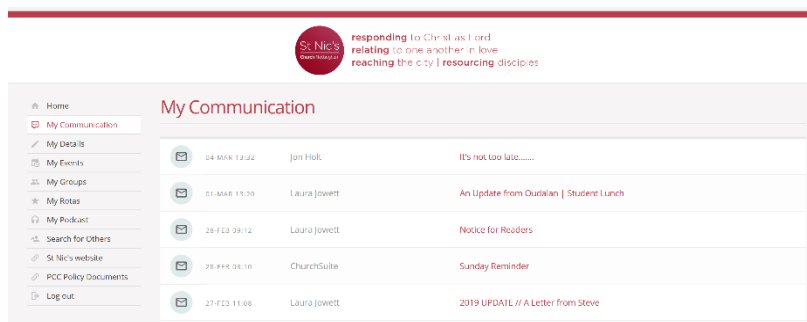


APP



## 2 My Communication

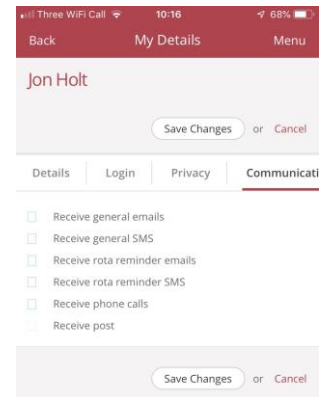
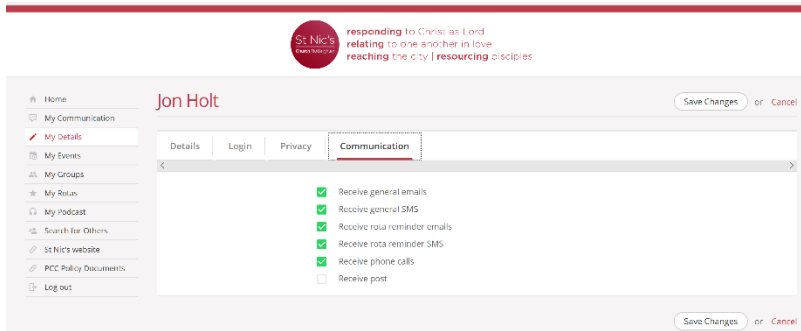
Here you can access all communications that have been sent out to you via **My ChurchSuite**.



Clicking on a line will open up that communication

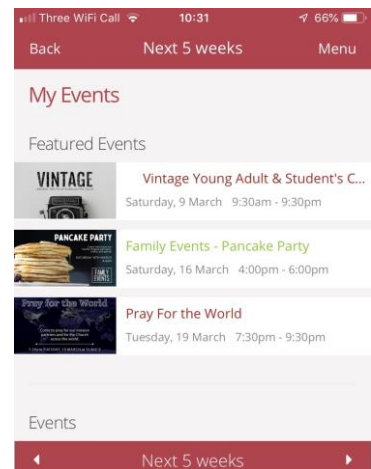
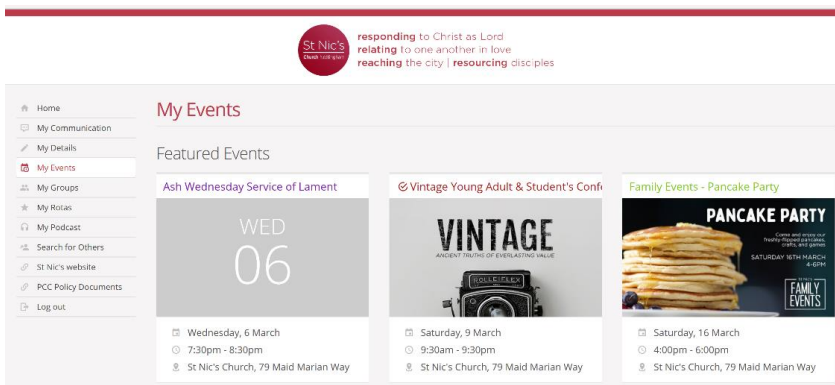
### 3 My Details

Under this section you can see and change your personal information held in **My ChurchSuite**, change your password, change which data is visible in the address book (under the privacy tab) and change your communication settings.



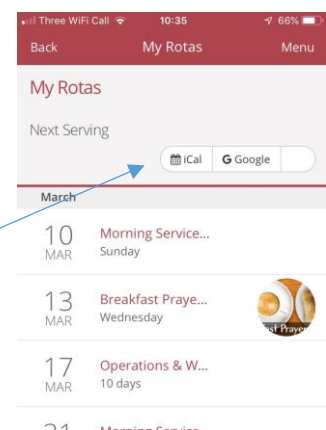
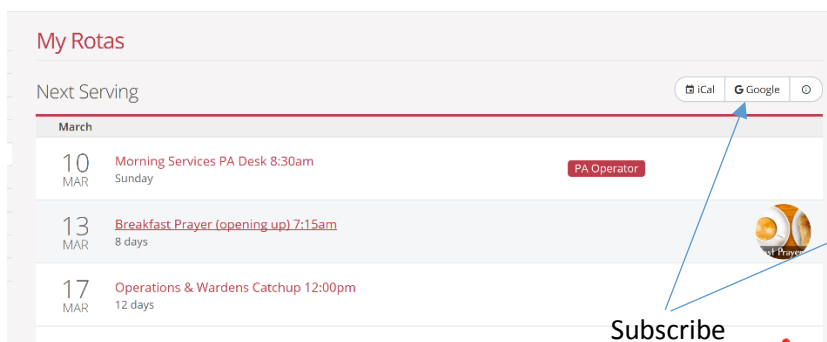
### 4 My Events

This is where the whole church diary is kept. By default it shows three 'featured' events followed by a list for the next 5 weeks but you can select dates to be shown. Clicking on an event will open up a window with more information about the event. If it is an event you need to book in to then a 'booking' page will open and you can sign up as necessary.



### 5 My Rotas

This page lists the rotas you are on as well as all rotas for all services.



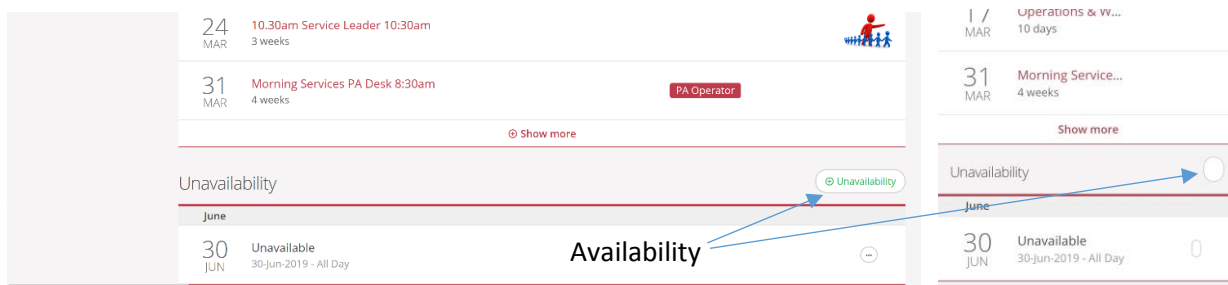
The initial screen displays your rotas coming up in the next few weeks.

If you click on a rota name it will take you to a screen showing the complete rota for this term.

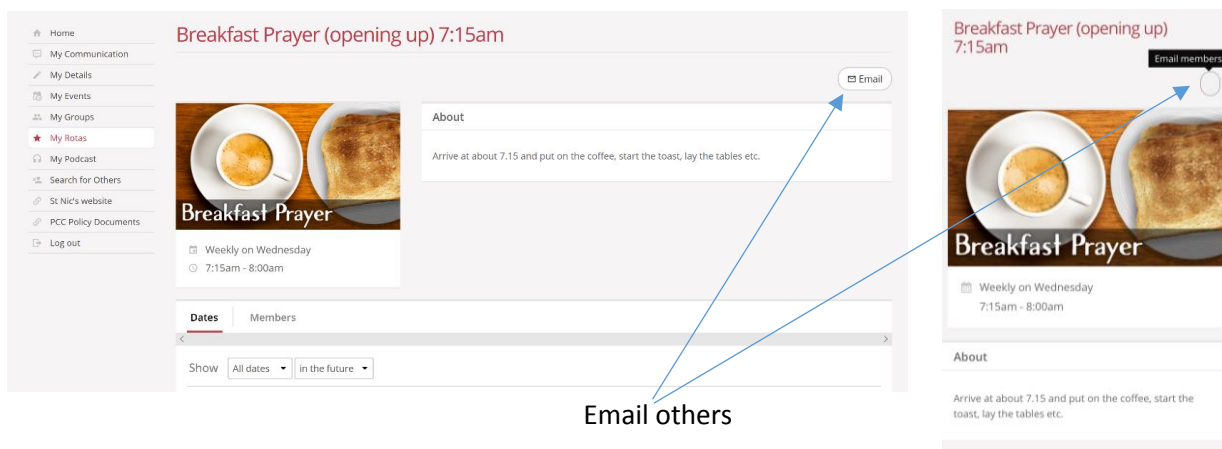
If you use an electronic diary or Google Calendar then you can subscribe to your rotas using the buttons top right. Your dates will then automatically appear in your diary.

### Rota Unavailability and swaps:

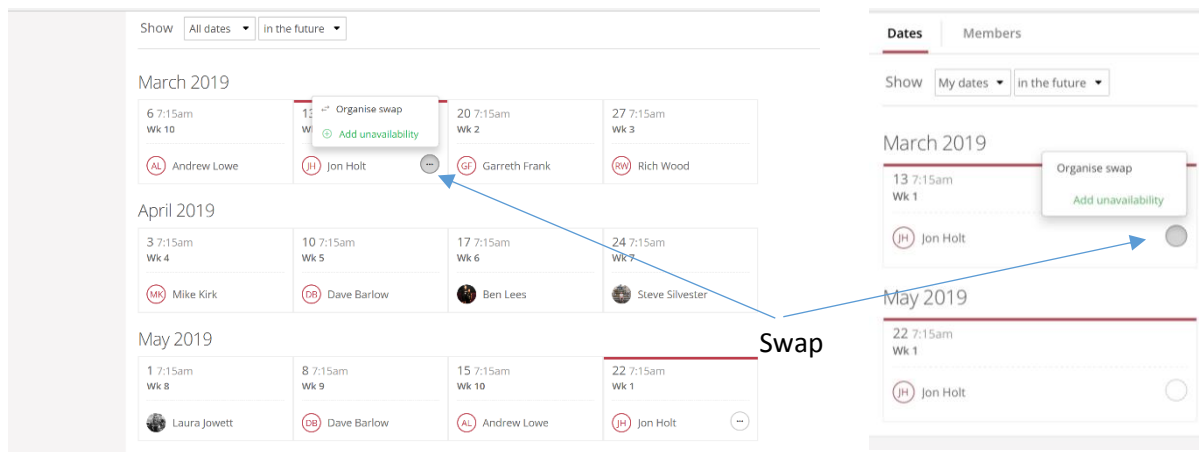
Scrolling down a few lines will give the opportunity to click on 'Unavailability' – this allows you to enter any dates that you are not available to be on a rota. Please note that you should only do this for dates that are not included in the current rota schedule. If you find you are not available for a rota date that has already been published **you** need to arrange a swap instead (see below).



Click on the rota you need to arrange a swap for:



If you need to ask who is available to swap then use the 'Email' button at top right to contact everyone. Once you have agreed a swap click on the 3 dots next to your name which will bring up a small window with the option to 'Organise swap'.



To view all rotas for a particular Sunday scroll down to the bottom of the screen and select 'All Rotas'. You can then select a specific date to view.

The image shows two screenshots of a web application interface for viewing church rotas. The left screenshot displays the full interface with a sidebar menu on the left containing options like Home, My Communication, My Details, My Events, My Groups, My Rotas (highlighted), My Podcast, Search for Others, St Nic's website, PCC Policy Documents, and Log out. The main content area is titled 'All Rotas' and shows a date selector set to '10-03-2019' and a service dropdown. Below this, there are two rows of rotas. The first row is for 08:00, with 'Prayer Focus Mission Partners' (Pauline Walker (PF)) and 'Prayer Focus Local Emmanuel House' (Graham Bowpitt). The second row is for 08:30, with 'Morning Services - Video 8:30am Team 2' (Sarah Holt) and 'Morning Services PA Desk 8:30am Team 1' (Jon Holt). The right screenshot is a zoomed-in view of the 'All Rotas' section for '10 Mar 2019', showing the same date and service dropdown, and a list of rotas for 08:00 and 08:30.

## 6 My Podcast

In this section you can listen to recent past sermons. Older talks/Sermons can be found on our website

## 7 Search for Others

As you'd expect! This is our address book that allows you to search for other church members. Each person can set their own parameters which govern the amount of personal detail shown here.

## 8 St Nic's website

A quick link to the church website

My ChurchSuite is highly customisable, so for some there may be other items in the menu – for example PCC members have a section where they can access PCC documents but this is not visible to non-PCC.

Any questions? Need help? Contact [jon@stnics.org](mailto:jon@stnics.org)