

# My ChurchSuite User Guide

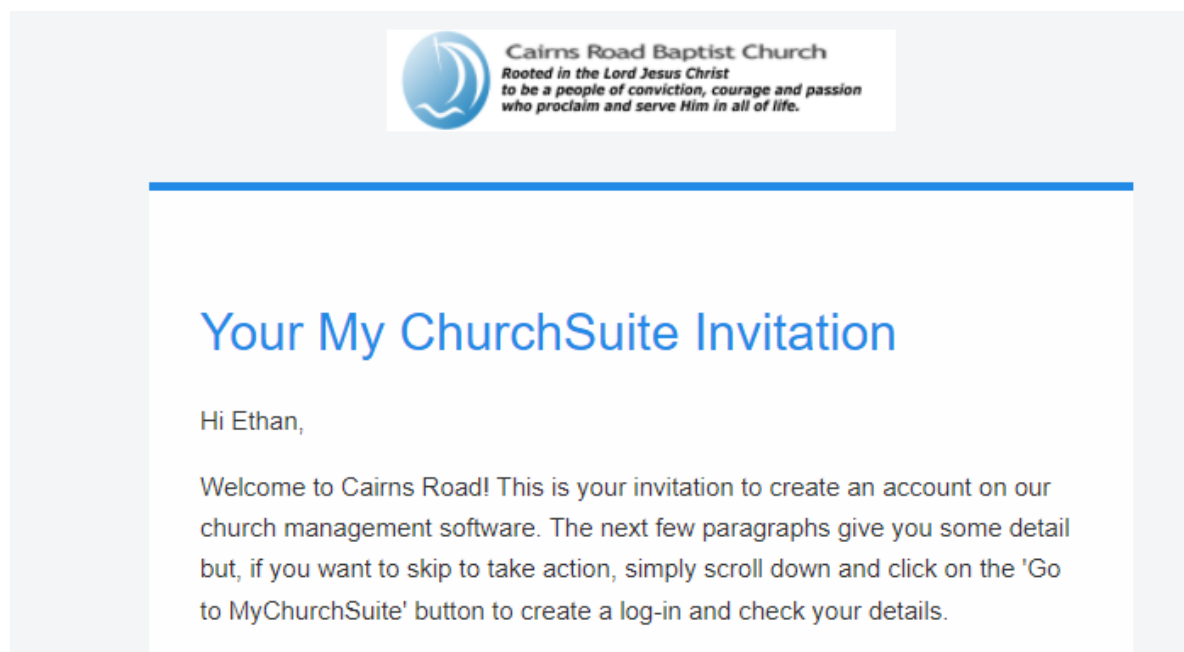
## Introduction

**MyChurchSuite is the member-facing side of ChurchSuite.**

1. [Getting started](#)
2. [Home](#)
3. [My Communication](#)
4. [My Details](#)
5. [My Children](#)
6. [Calendar & Bookings](#)
7. [My Discipleship Groups](#)
8. [My Rotas](#)
9. [Sermons and Podcast](#)
10. [Church Directory](#)
11. [Custom Links](#)

## 1. Getting started

It's important to say at the outset that access to My ChurchSuite for any member is granted by invitation only; a process that begins with you being sent an email invitation; so, **it's important we have your correct email address**. If you've not received your invitation, get in touch with the church office. The invitation email contains a unique login-link that is used to access My ChurchSuite for the first time and to set your password. The email will look like this:



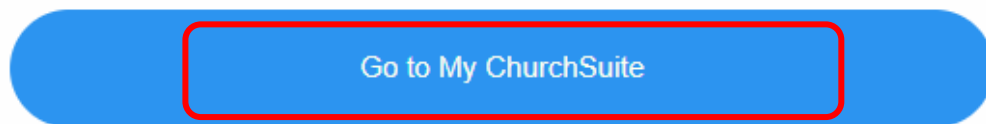
Scroll down to the bottom to find the link to My ChurchSuite (click the link).

### [So, what do I need to do?](#)

Below is a button to click that will take you to set a password to log in to the system. You can then explore the different sections and, in particular, update your details. ChurchSuite have created [a helpful guide](#) to MyChurchSuite that you can look at if you like but we hope it is fairly intuitive to find your way around. Please note that some of the menu options they talk about are called something slightly different and a few are not yet available to you.

If you have any questions or experience any issues please do get in touch with me.

To access My ChurchSuite for your church, Cairns Road Baptist Church, simply click the following button:



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

You should then come to this page:

Enter your new password

**EP** Ethan Palmer  
My ChurchSuite

Progress bar: 10% complete

Input fields:  
1. Password  
2. Confirm Password

- Between 8 and 32 characters
- At least 1 UPPERCASE letter
- At least 1 lowercase letter
- At least 1 number
- Passwords match


Next

Here you can choose your password and then you will be brought to the home page for the first time.

**My ChurchSuite is not available for children (under 18) contacts for data protection and safeguarding reasons.**

**For the purposes of this guide, screenshots taken from within a browser environment.**


To log in all subsequent times, click on or type this into your browser [login.churchsuite.com](https://login.churchsuite.com) and follow the on-screen instructions to search for Cairns Road Baptist Church. Next, enter your **email address**, and when prompted, your **password**. Click **Login**. Also note the option to request a password reset email by clicking **Forgotten Password**.



**Cairns Road Baptist Church**  
*Rooted in the Lord Jesus Christ  
to be a people of conviction, courage and passion  
who proclaim and serve Him in all of life.*

Cairns Road Baptist Church

Enter your password



Ethan PALMER  
My ChurchSuite


.....

Next

Forgotten Password?

Back

Once you've successfully logged in, you'll be taken to the My ChurchSuite **Home** page.



**Cairns Road Baptist Church**  
*Rooted in the Lord Jesus Christ  
to be a people of conviction, courage and passion  
who proclaim and serve Him in all of life.*

Home

My Communication

My Details

Calendar & Bookings

My Discipleship Grp

My Rotas

Sermons & Podcast

Church Directory

Our website

Our YouTube channel

Our Facebook page

Our Instagram

Staff timesheets

Zoom powerpoints

Log out

Featured Events

SAT  
02

Fundraiser Walk for Bulgarian Partners ...

Saturday, 2 April  
11:00am - 1:30pm  
St John the Evangelist

Sunday Service


Sunday, 3 April  
10:30am - 11:45am  
Online - Zoom

PRAYER

One Church, One Day

Thursday, 21 April 8:00pm  
→ Friday, 22 April 8:00pm  
In Church & on Zoom

Ethan PALMER



Lives in Bristol. Born on 10 March 2002. Sex is Male.

My Communication

Update from Cairns  
25 MARCH 10:45AM

Update from Cairns  
25 MARCH 10:41AM

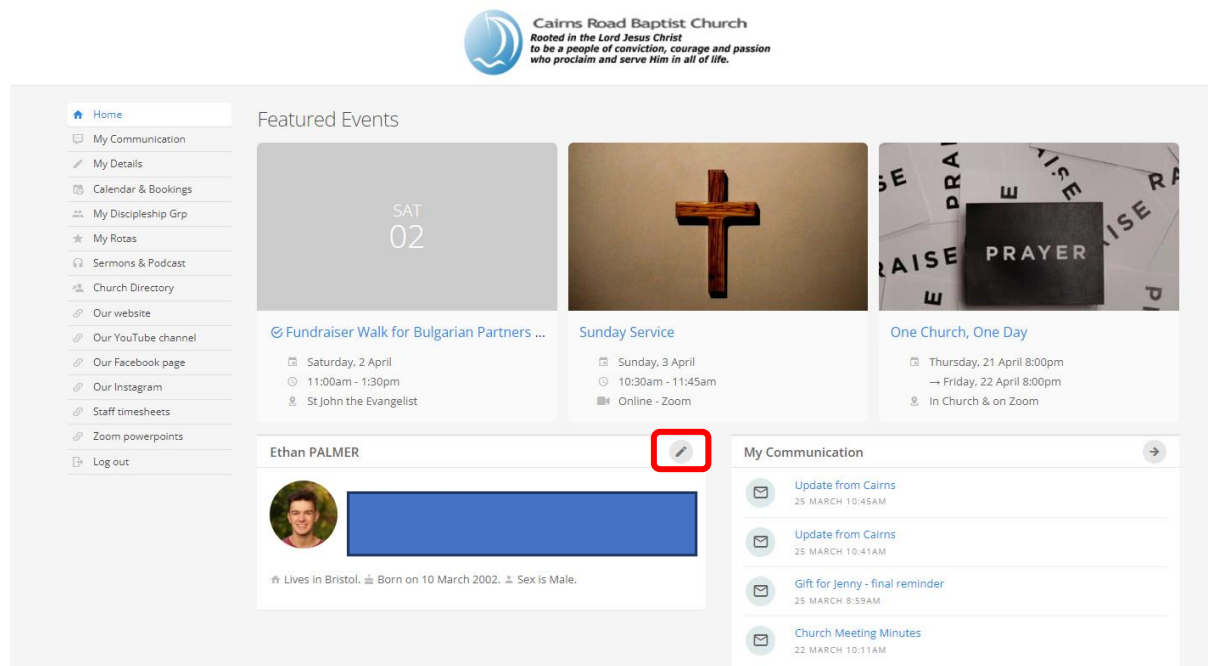
Gift for Jenny - final reminder  
25 MARCH 8:59AM

Church Meeting Minutes  
22 MARCH 10:11AM

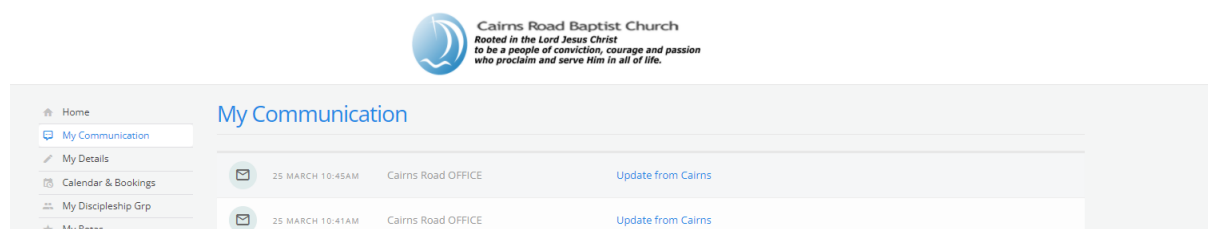
Navigation in a web browser is via the **Menu** on the left-hand side of the screen. We'll now work through each of the menu options in turn.

## 2. Home

The **Home** page (as shown above) displays a brief welcome message and shows the next three upcoming featured events at our church (if any). Clicking on a featured event will take you straight into the event page to see further information about the event. You can even sign-up (if it's a sign-up event). It also shows your details – click on the edit button (in the red box in the picture below) to edit your details and add a picture!

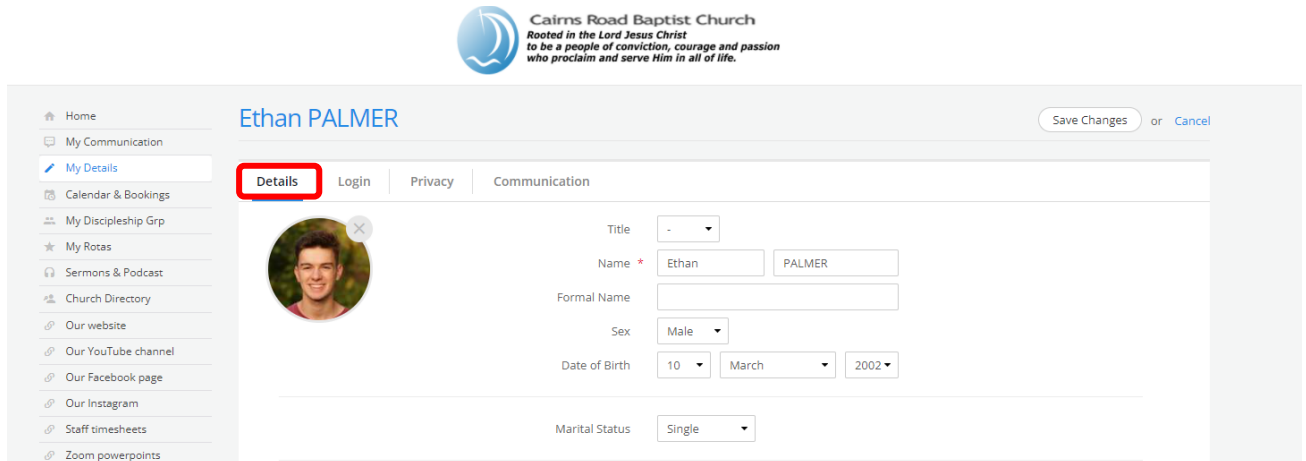


3. **My Communication** is a summary of all the recent communications sent to you from the church – perhaps a rota reminder.



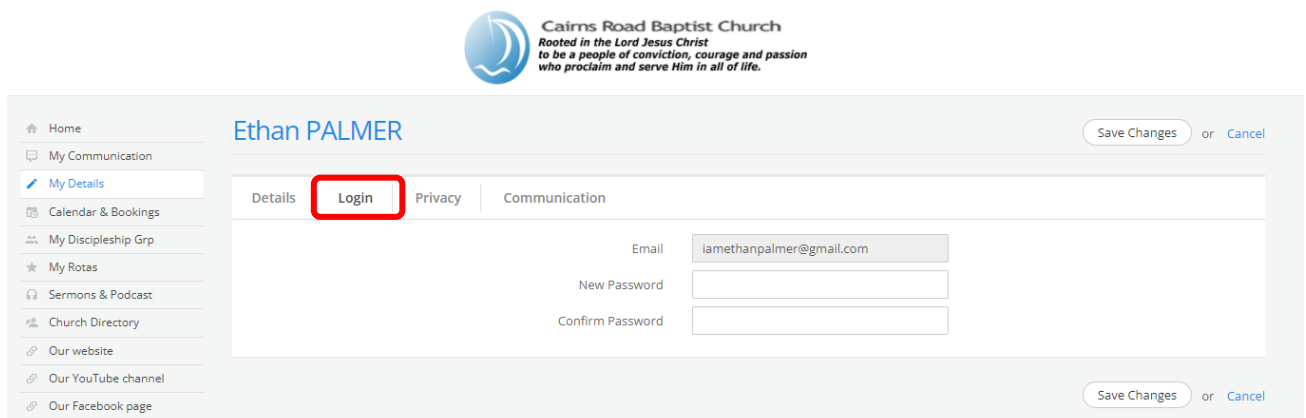
4. **My Details** shows a summary of the main contact information the church holds about you on its database. This information is only visible to you unless you choose to set some

of your basic contact details visible to others in the church through your privacy settings (see below). It enables you to review or update your personal information, perhaps adding missing information – that's always helpful to the church.



The screenshot shows the 'My Details' tab of a user profile for Ethan PALMER. The page header includes the church logo and name: 'Cairns Road Baptist Church' with the tagline 'Rooted in the Lord Jesus Christ to be a people of conviction, courage and passion who proclaim and serve Him in all of life.' The user's name 'Ethan PALMER' is displayed. The 'Details' tab is selected and highlighted with a red box. The profile includes a circular profile picture and a list of links on the left: Home, My Communication, My Details (active), Calendar & Bookings, My Discipleship Grp, My Rotas, Sermons & Podcast, Church Directory, Our website, Our YouTube channel, Our Facebook page, Our Instagram, Staff timesheets, and Zoom powerpoints. The main content area contains fields for: Title (dropdown), Name (first name 'Ethan', last name 'PALMER'), Formal Name (text field), Sex (dropdown set to 'Male'), Date of Birth (dropdowns for '10', 'March', and '2002'), and Marital Status (dropdown set to 'Single'). 'Save Changes' and 'Cancel' buttons are at the top right.

On the **Login** tab you can change your password.



The screenshot shows the 'Login' tab of the same user profile. The 'Login' tab is selected and highlighted with a red box. The main content area contains fields for: Email (text field with 'iamethanpalmer@gmail.com'), New Password (text field), and Confirm Password (text field). 'Save Changes' and 'Cancel' buttons are at the top right and bottom right.

A key area of interest will be your **Privacy** settings. While your contact details are never visible to anyone outside of our church, you can easily manage the level of basic contact information you are happy to be visible to other members in our church within My ChurchSuite. It's helpful for at least a contact number and email address to be made visible, so that people can organise things like rota swaps.

Details | Login | **Privacy** | Communication

While your contact details are never visible to anyone outside of the church, you can easily manage the level of basic contact information you are happy to be visible to other members in your church within My ChurchSuite. For example, it's helpful for at least a contact number and email address to be made visible, so that people can organise things like rota swaps.

Note that only your **address, telephone, mobile** and **email** can be set visible (or not) – no other personal details, such as your date of birth or marital status, are visible to others.

- ☒ Make my address visible
- ☐ Make my telephone visible
- ☒ Make my mobile visible
- ☒ Make my email visible

Save Changes or Cancel

The **Communication** tab is where you'll manage your communication preferences – opting in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent the church from being able to keep in touch with you by these methods.

Details | Login | Privacy | **Communication**

The **Communication** tab is where you'll manage your communication preferences – opting in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent group leaders from being able to keep in touch with you by these methods, meaning you may miss out on important church communications!

- ☒ Receive general emails
- ☒ Receive general SMS
- ☒ Receive rota reminder emails
- ☒ Receive rota reminder SMS
- ☒ Receive phone calls
- ☒ Receive post

Save Changes or Cancel

Remember to save any changes you make. Then press **Home** to return to the Home page.

When first logging in to My ChurchSuite, you may see the following message on the **Home** page alerting you that none of your basic contact details, including your name, are visible to others in My ChurchSuite.

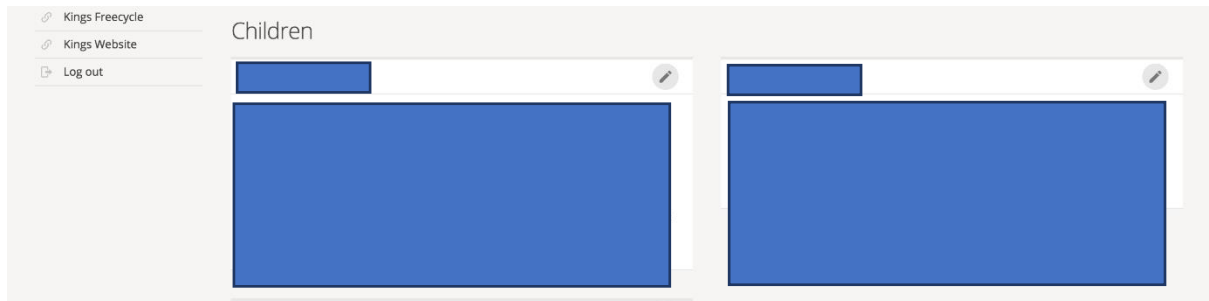
Home | My Communication | My Details | My Children

Warning: Your current Privacy Settings prevent others from seeing any of your details in My ChurchSuite. [Privacy Settings](#)

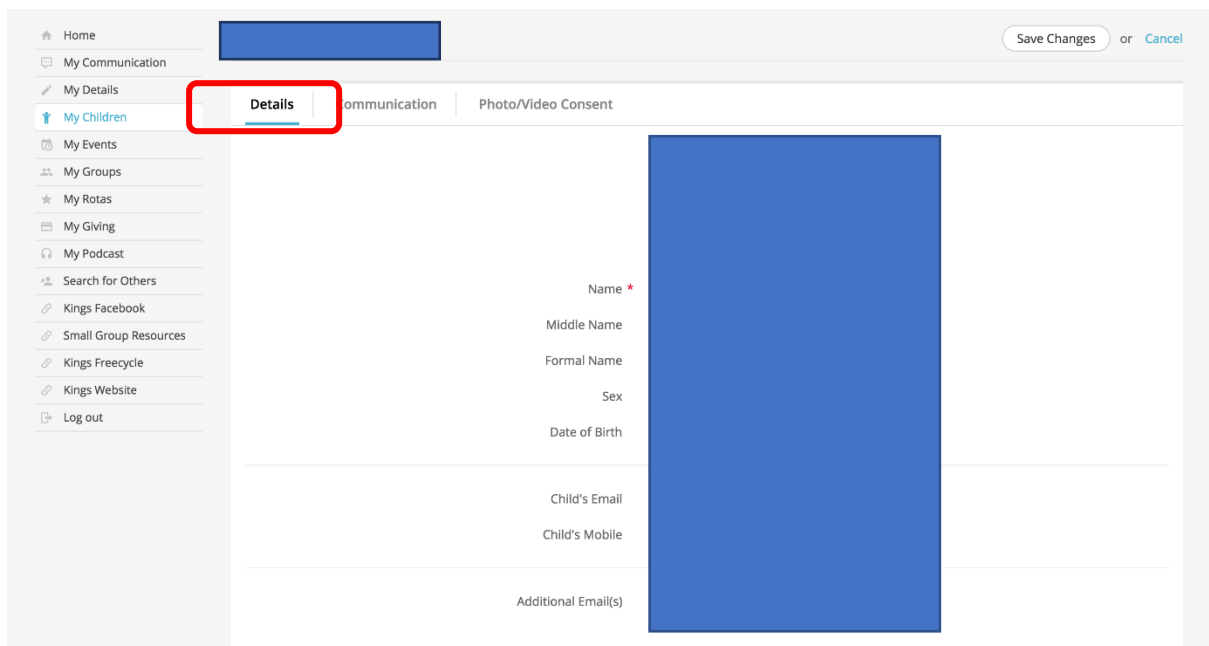
We encourage you to review your **Privacy Settings** and set your **name** and at least allow email communication. You can be reassured that your name and any other basic contact details that you do choose to set visible to others can only be seen by those in the church.

## 5. My Children

The **My Children** menu is only visible to parents. The **My Children** page enables parents to manage the information for each of their children. Parents can even add new children without needing to ask someone in the church office to do it for them!



Just like the **My Details** page for adults, clicking on the pencil icon in the top-right corner of a child will take parents into the **Details** page for that child, where they can update or add missing information, such as medical conditions, allergies, or additional needs.



The child's **Communication** page is where parents manage their child's communication preferences – opting them in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent the church leaders from being able to keep in touch with the child by these methods.



The screenshot shows a user profile settings page with three tabs: 'Details', 'Communication' (highlighted with a red box), and 'Photo/Video Consent'. The 'Communication' tab contains a paragraph explaining that the user can choose how they are contacted. Below this, there are six checkboxes with their corresponding labels:

- ☒ Receive general emails
- ☐ Receive general SMS
- ☒ Receive rota reminder emails
- ☒ Receive rota reminder SMS
- ☐ Receive phone calls
- ☐ Receive post

Finally, the **Photo/Video Consent** page is where parents can manage their child's photo and video consents for internal and external presentations.

The screenshot shows the same user profile settings page, but with the 'Photo/Video Consent' tab highlighted with a red box. Above the tabs, there is a blue rectangular area and a 'Save Changes' button followed by 'or' and a 'Cancel' link. The 'Photo/Video Consent' tab contains the text 'I give photo/video consent for:' followed by two checkboxes with their corresponding labels:

- ☒ Internal presentation, e.g. Sunday services
- ☒ External presentation, e.g. online

## 6. Calendar and Bookings

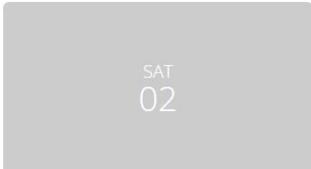
The **Calendar and bookings** section is our church's events **Calendar** showing upcoming featured events and a searchable calendar of future events. If you've signed up to a future event, if you oversee a future event, or if you've been sent an invitation to a future event, you'll see that information surfaced within two additional tabs as shown in the next image.

[Home](#)  
[My Communication](#)  
[My Details](#)  
[Calendar & Bookings](#)  
[My Discipleship Grp](#)  
[My Rotas](#)  
[Sermons & Podcast](#)  
[Church Directory](#)  
[Our website](#)  
[Our YouTube channel](#)  
[Our Facebook page](#)  
[Our Instagram](#)  
[Staff timesheets](#)  
[Zoom powerpoints](#)  
[Log out](#)


## Calendar & Bookings

[Calendar](#)
[My Events](#)
[My Invites](#)


### Featured Events



[Fundraiser Walk for Bulgarian Partners T...](#)  
 Saturday, 2 April  
 11:00am - 1:30pm  
 St John the Evangelist



[Sunday Service](#)  
 Sunday, 3 April  
 10:30am - 11:45am  
 Online - Zoom




[One Church, One Day](#)  
 Thursday, 21 April 8:00pm  
 → Friday, 22 April 8:00pm  
 In Church & on Zoom

### Events

Next 5 weeks

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10

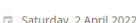


[Restore 2022: Read. Grow. Live.](#)  
 Tuesday, 29 March All Day

Clicking on any event in a list will open the event page to view, giving you further information about that event, and where applicable you may be able to **sign-up**, (and for 'pay' events, to pay for tickets online). All your details are pre-populated into an event's sign-up page, so it's easy to complete an event sign-up form with just a few clicks.

[Home](#)  
[My Communication](#)  
[My Details](#)  
[Calendar & Bookings](#)  
[My Discipleship Grp](#)  
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[Our Facebook page](#)  
[Our Instagram](#)  
[Staff timesheets](#)  
[Zoom powerpoints](#)  
[Log out](#)

## Fundraiser Walk for Bulgarian Partners Trust



Saturday, 2 April 2022  
 11:00am - 1:30pm  
 St John the Evangelist

### Sign Up

Sign Up

### About


Join us for a 6 mile walk raising funds for Bulgarian Partners Trust.

The walk will start at 11am at St John the Evangelist parish church in Slimbridge and will take approximately 2.5 hours.

There is parking at the church. Dogs welcome but may need to be on the lead in some areas.

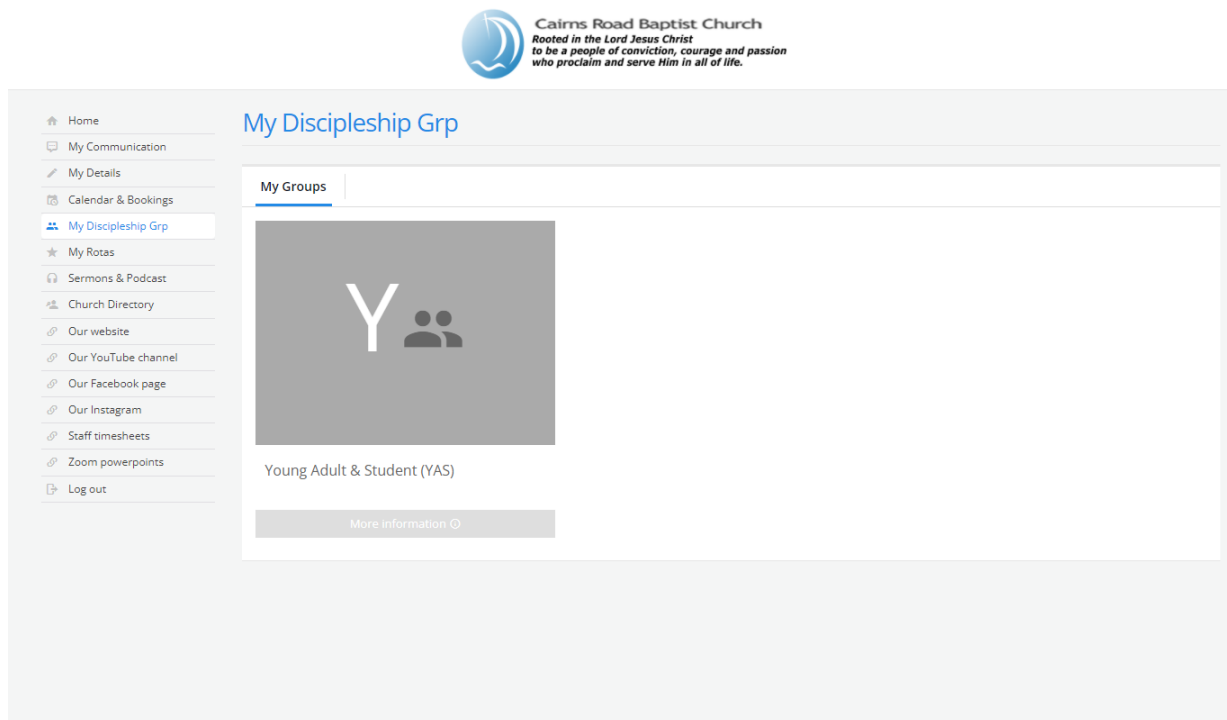
There is a cafe (Blackshed cafe, GL2 7BP) at the 5 mile point if non-walkers want to meet there!

### Location



## 7. My Discipleship Group

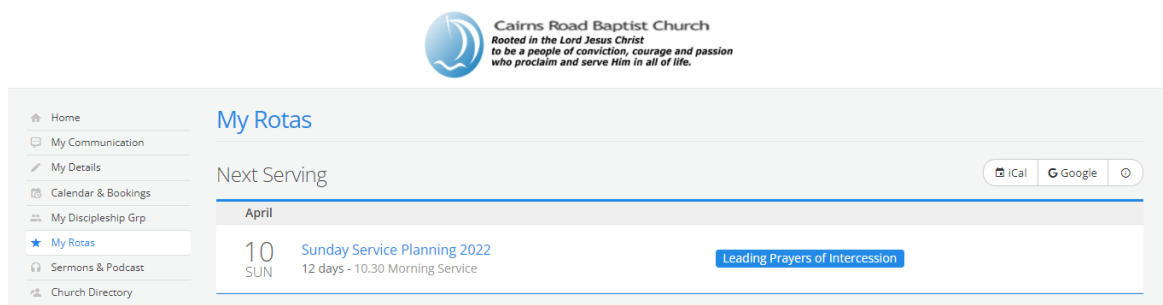
My Discipleship group gives you an overview of the discipleship groups that you are a part of. If you click on an individual group, you can see everyone who is in that group, along with being able to email all of them.



## 8. My Rotas

The My Rotas 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 current published rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

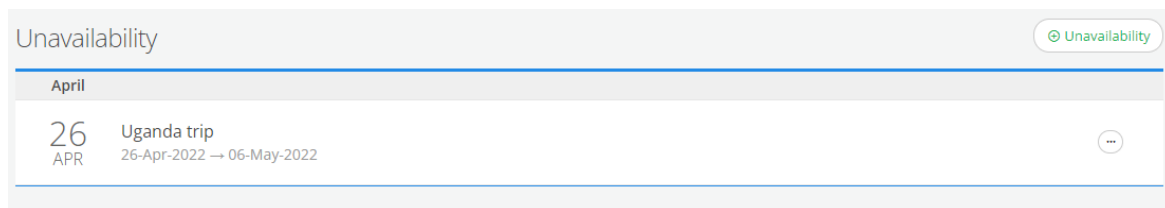
At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.



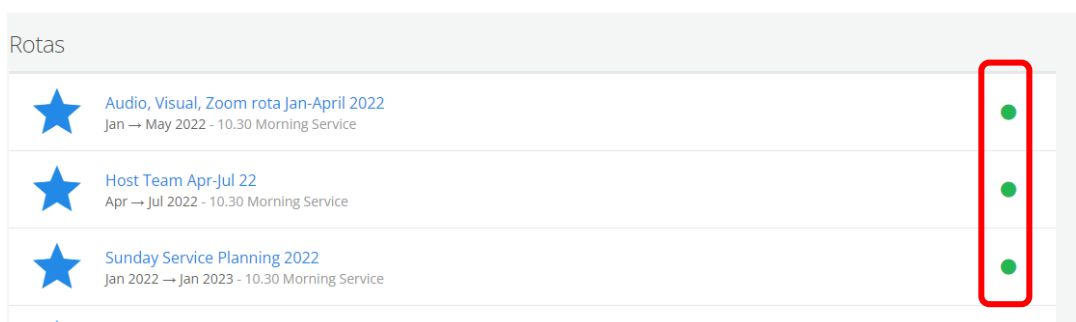
Rota names shown in red indicate a rota date clash, where you're scheduled to serve at the same date/time on other rotas. It's of course perfectly possible to be on multiple rota dates

at the same time, but some clashes may require you to organise a swap, or to ask to be removed from a rota. Rotas shown in red strikethrough on a red background indicate 'unavailability' - *unavailability* that you've specifically blocked out (affecting all rotas for the unavailable dates). You'll continue to see these rota dates listed if your ministry overseer hasn't yet replaced you on the rota; or you may be required to organise a swap.

Scrolling down the My Rotas page further is the **Unavailability** section. Here you can add your unavailability block out dates - perhaps for holidays or known dates when you won't be available to serve on any rota. Adding unavailability sets you as unavailable for all rotas in that range of unavailable dates. By adding unavailability your rota overseers can more easily manage their rotas, planning and identifying gaps ahead of time.



Finally, below the Unavailability section is a list of all your **Rotas**. Rotas with a pencil icon represent rotas that you oversee; those without a pencil icon are rotas that you belong to. Once a rota ends or your final date on a rota passes, that rota will disappear from the list. Rotas with a green traffic light (see image below) on the right-hand side are *published* rotas – the rota is live and visible to all rota members. Ministry overseers may also see their rotas with a red traffic light, indicating that the rota is still in *draft*. Draft rotas are only visible to overseers and not visible to rota members until they are published. Essentially overseers can plan, create rotas and work on them without them being visible to rota members until they are ready to be published.



Clicking into a rota displays the rota **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 or **Add unavailability**.

[Home](#)  
[My Communication](#)  
[My Details](#)  
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[Staff timesheets](#)  
[Zoom powerpoints](#)  
[Log out](#)

## Host Team Apr-Jul 22 10:30 Morning Service

Apr → Jul 2022

Weekly on Sunday 9:45am - 12:30pm  
[Sign Up](#) [Clashes](#) [Expiry Reminders](#)

Dates Teams

Show All dates in the future

### April 2022

3 9:45am 2/4	10 9:45am 2/4	17 9:45am	24 9:45am 2/4
-----------------	------------------	-----------	------------------

Some rotas might have sign-up enabled – you'll see a **Sign-Up** button at the top of each rota date with spaces available...

### May 2022

1 9:45am 2/4	8 9:45am 2/4	15 9:45am 2/4	22 9:45am 2/4	29 9:45am 2/4
<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>
Coffee Lead 0	Coffee Lead 0	Coffee Lead 0	Coffee Lead 0	Coffee Lead 0
Coffee Assistant 0	Coffee Assistant 0	Coffee Assistant 0	Coffee Assistant 0	Coffee Assistant 0

...so, overseers might publish empty or part-completed rotas, and then invite ministry members to sign up to future dates based on their availability. It's a great way of recruiting and helps team members too because they can manage their serving commitments based on their known availability. You can sign up to a rota date whenever you see **Sign up** on the rota.

When you select sign up, you will be able to click on the role(s) that you would like to do:

Sign Up

Host Team Apr-Jul 22  
8 May 2022 9:45am  
Please select your role(s) for this date:

Coffee Lead

Coffee Assistant

Welcome

Welcome Assistant

Save Changes

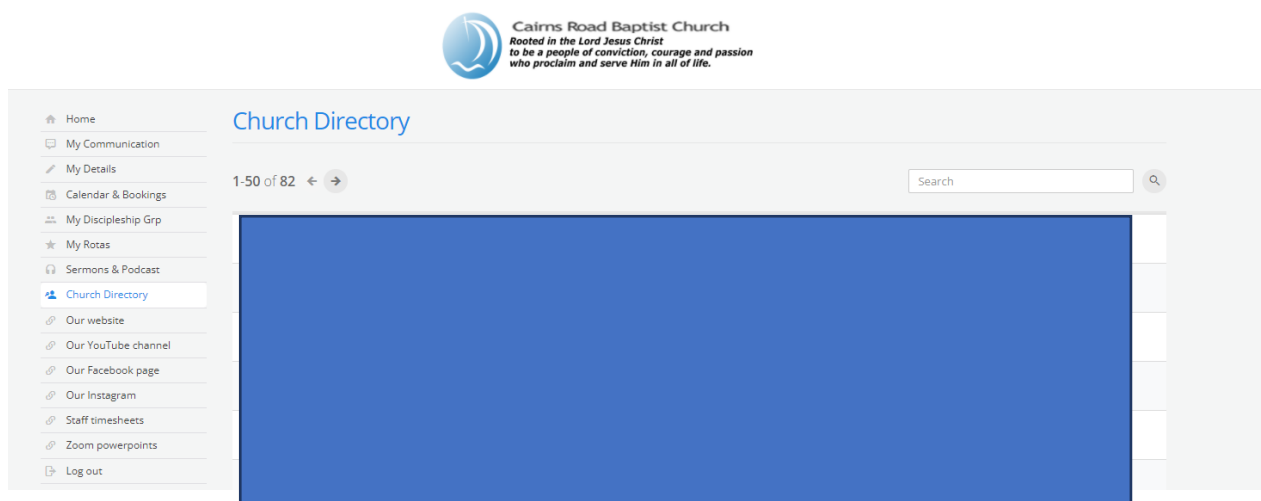
## 9. Sermons and Podcast

Here you can access all the previous sermons and podcasts that we have done – you can also do this through the church website.

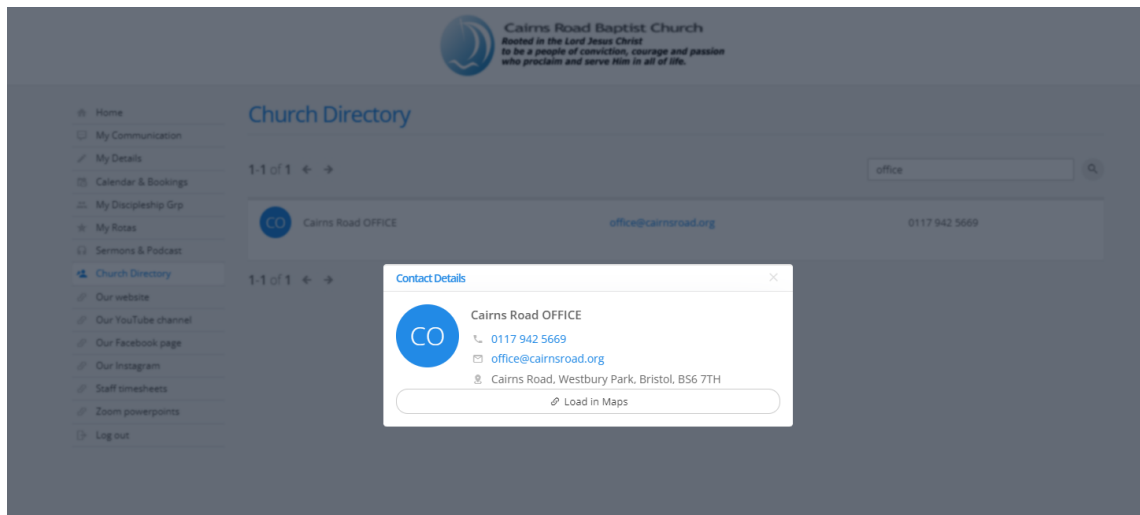


## 10. Church Directory

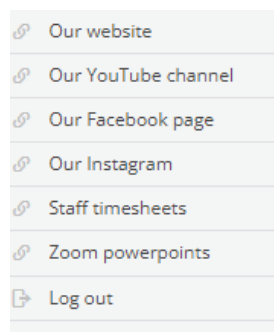
This is our church's contact directory provided for church members only.



Remember, you'll only be able to view the contact details of others based on their personal privacy settings, and they'll only be able to see your contact details based on your privacy settings. In the example below, Church Office (the contact) has chosen to display their phone number, email address and address. Clicking on a contact displays a pop-up contact card.



## 11. External Links



The remaining items you might possibly see on the My ChurchSuite menu after "Church Directory" are "external links". These are links to websites and resources that we have set up for you – some links are available to all and other links are just for people in certain roles/ministries. For example, the fire policy may be available to those who help on a Sunday morning, but not available to others. The links that you can see will periodically change.