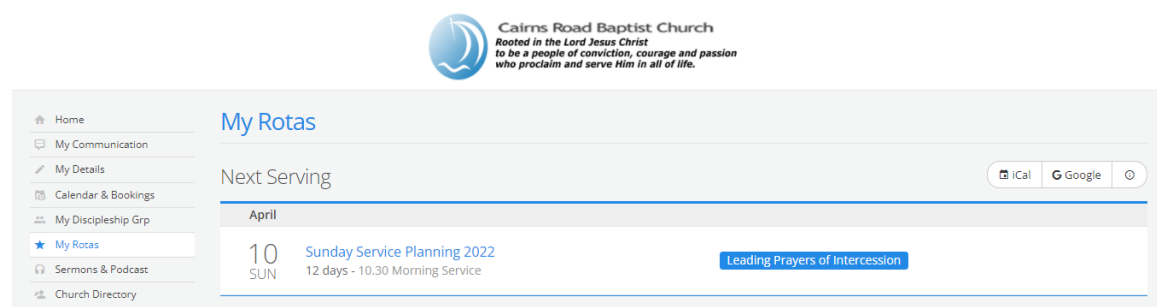


User Guide - My Rotas

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.



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

My Rotas

Next Serving

April

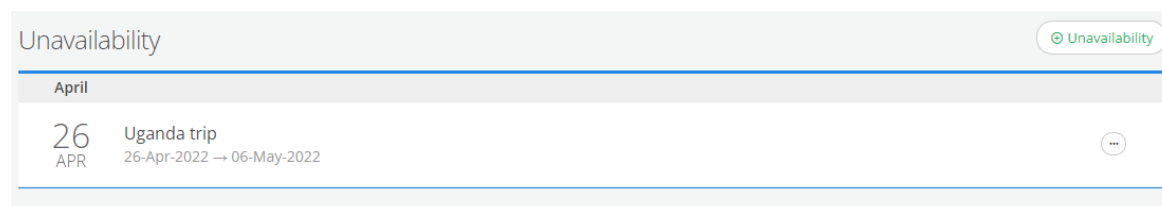
10
SUN

Sunday Service Planning 2022
12 days - 10.30 Morning Service

Leading Prayers of Intercession

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.



Unavailability

Unavailability







April

26
APR

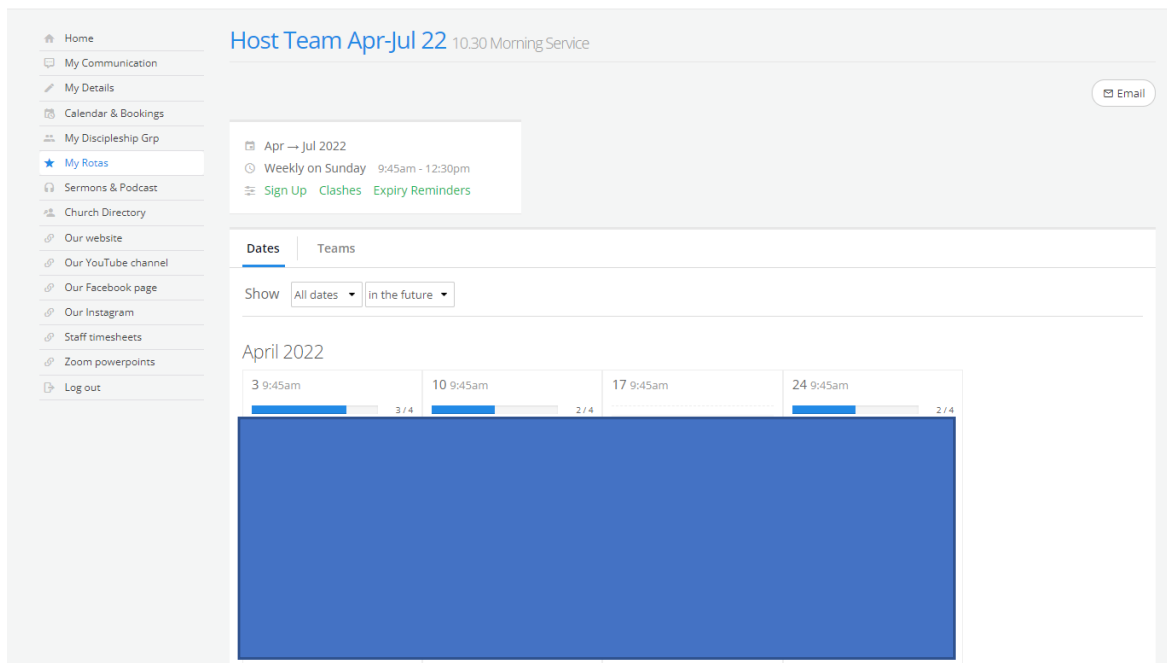
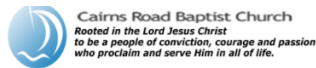
Uganda trip
26-Apr-2022 → 06-May-2022

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 above) 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.











Rotas

	Audio, Visual, Zoom rota Jan-April 2022 Jan → May 2022 - 10.30 Morning Service	
	Host Team Apr-Jul 22 Apr → Jul 2022 - 10.30 Morning Service	
	Sunday Service Planning 2022 Jan 2022 → Jan 2023 - 10.30 Morning Service	

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**.

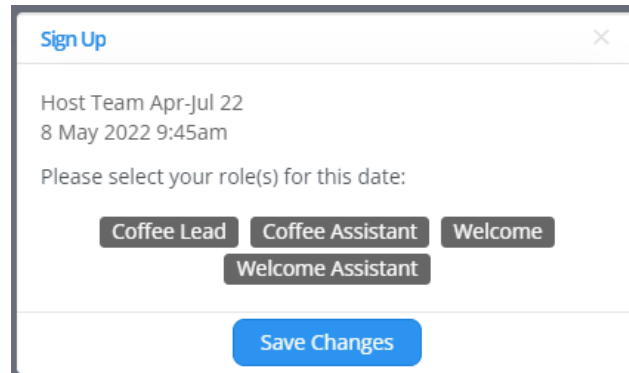


Some rotas might have sign-up enabled – you'll see a **Sign-Up** button at the top of each rota date with spaces available...

May 2022				
1 9:45am	8 9:45am	15 9:45am	22 9:45am	29 9:45am
				
				
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:



The image shows a 'Sign Up' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'Host Team Apr-Jul 22', '8 May 2022 9:45am', and 'Please select your role(s) for this date:'. Below this text are four buttons: 'Coffee Lead', 'Coffee Assistant', 'Welcome', and 'Welcome Assistant'. At the bottom of the dialog is a blue button labeled 'Save Changes'.