

## MY CHURCHSUITE: USER GUIDE

### HOW TO LOGIN TO 'MY CHURCHSUITE'

**IMPORTANT:** It is not possible to login to My ChurchSuite until you have received an email invitation for you to set your password. Please email [admin@parklandschurch.org.uk](mailto:admin@parklandschurch.org.uk) to receive an invitation if you do not already have one. Once you have received your e-mail invitation you are ready to proceed with logging in.

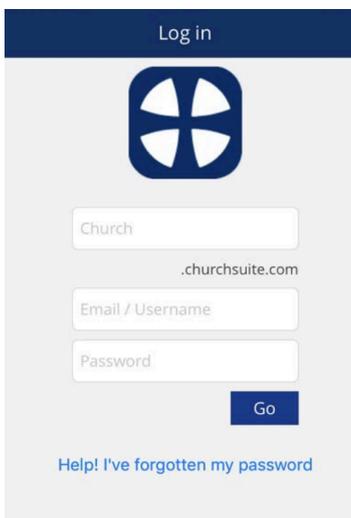
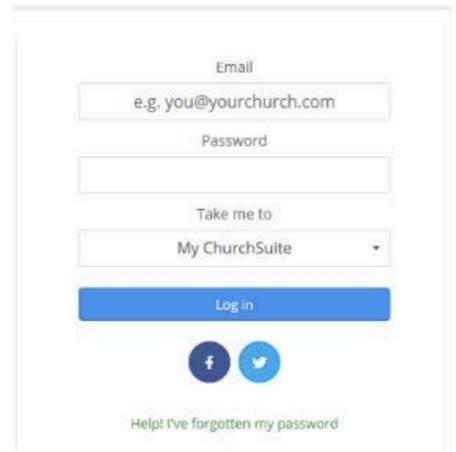
### LOGGING IN

It's possible to login to My ChurchSuite from either:

1. A web browser on a computer/tablet/smart phone
2. The ChurchSuite App on a smart phone/tablet (this can be downloaded from your relevant app Store)

#### How to log into My ChurchSuite from a web browser:

1. Go to <https://parklandschurch.churchsuite.co.uk>
2. Enter your e-mail address.
3. Then enter the password you created.
4. Make sure the final box says: 'Take me to My ChurchSuite'.
5. Finally, click login.



#### How to get My ChurchSuite on a smartphone or tablet app:

1. Head to the app store on your phone or tablet (App Store or Google Play).
2. Search for 'ChurchSuite' (all one word)
3. Download and open the app to bring up the log in screen
4. When choosing a church, search for Parklands Church and our logo should pop up!
5. Use your e-mail address and chosen password to login.

## AFTER YOU'VE LOGGED IN

Once you've successfully logged in, you're taken to the My ChurchSuite home page. You will always get a quick overview of the 'Featured Events' at Parklands Church, your profile and your 'My Communication' section. From here you can also access the user friendly menu, which provides access all the features of My ChurchSuite.

## CHECK YOUR DETAILS

A great place to start on My ChurchSuite is to check your details! You can always update your details if you want to add anything else or make changes. You do this by clicking on the grey pencil symbol in the top right hand corner of your profile section on the home page. Or you can access the 'main menu' and click on 'My details.' Feel free to add a picture of yourself!

## AMEND YOUR PRIVACY SETTINGS

When you first get My ChurchSuite all of your details are completely hidden from others. To get the most out of My ChurchSuite it's really helpful if everyone makes their name and at least one piece of communication (email or phone number) visible.

My ChurchSuite is a closed group of committed Parklands members so rest assured your details are only visible to those who have permission to access them.

To amend your privacy settings:

1. Click on the 'My Details' section
2. At the top of this page there are a series of tabs, click on 'Privacy'
3. Here you will see a list of the information you can make visible to others
4. Simply tick the relevant boxes for the information you want to be made visible (No other personal details, such as your DOB, marital status or job, are ever made visible to others).
5. Remember to click 'save changes.'

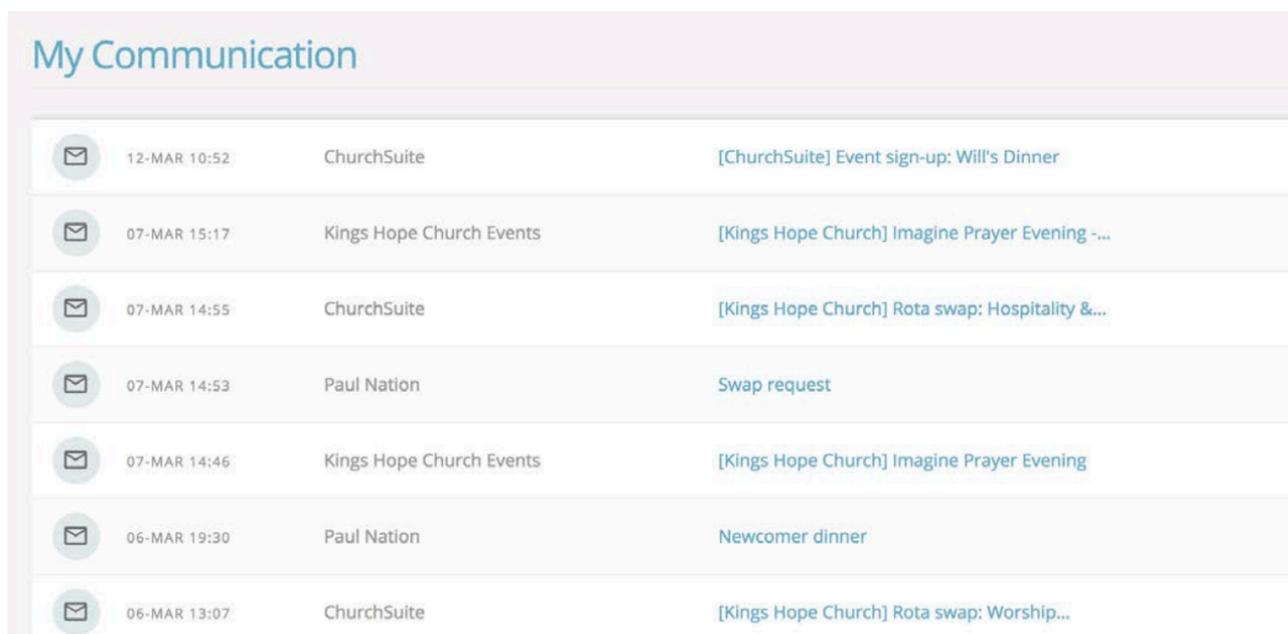
Details	Login	Communication	Privacy
<p>My ChurchSuite gives you the option to choose what information you make visible to others. Simply tick the boxes to make your details public in the 'Search for Others' module.</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Make my address visible</li><li><input checked="" type="checkbox"/> Make my telephone visible</li><li><input checked="" type="checkbox"/> Make my mobile visible</li><li><input checked="" type="checkbox"/> Make my email visible</li></ul>			

## HOW TO USE 'MY COMMUNICATION'

By clicking on the 'My Communication' section you can easily view previous emails that have been sent to you from Parklands. This may include things like your My ChurchSuite invitation, rota reminders etc.

Instead of spending valuable time searching through your email inbox, the My Communication page is a simple and quick way of viewing recent messages from Parklands. Click on any message to view the email, (which will also include the date and time it was sent).

Please note that My ChurchSuite is not an email client, so it's not possible to forward or reply to messages from your 'My Communications' page, you can only view emails here. To respond to these emails you would need to use your preferred email application.



The screenshot shows a 'My Communication' interface with a list of seven email messages. Each message row includes an envelope icon, a timestamp, the sender name, and a snippet of the email subject. The messages are as follows:

Timestamp	Sender	Subject Snippet
12-MAR 10:52	ChurchSuite	[ChurchSuite] Event sign-up: Will's Dinner
07-MAR 15:17	Kings Hope Church Events	[Kings Hope Church] Imagine Prayer Evening -...
07-MAR 14:55	ChurchSuite	[Kings Hope Church] Rota swap: Hospitality &...
07-MAR 14:53	Paul Nation	Swap request
07-MAR 14:46	Kings Hope Church Events	[Kings Hope Church] Imagine Prayer Evening
06-MAR 19:30	Paul Nation	Newcomer dinner
06-MAR 13:07	ChurchSuite	[Kings Hope Church] Rota swap: Worship...

## HOW TO USE 'MY DETAILS'

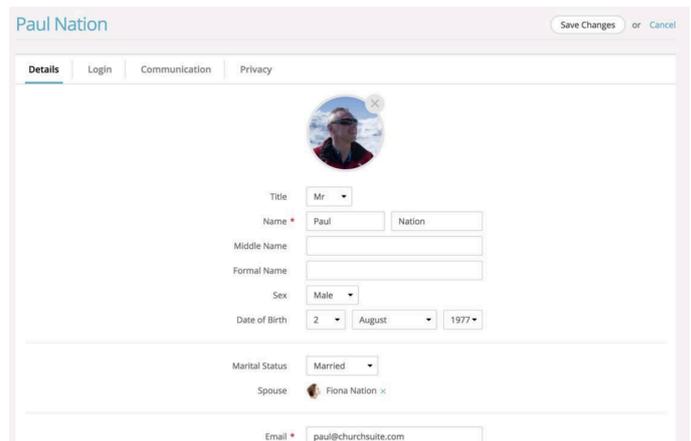
Clicking on the pencil icon in the top left corner of your details from the homepage, or selecting the 'My Details' menu option will open your profile page.

There are four tabs at the top of this page: 'Details'; 'Login'; 'Privacy'; 'Communications', all of which can be edited to amend your details and settings on My ChurchSuite.

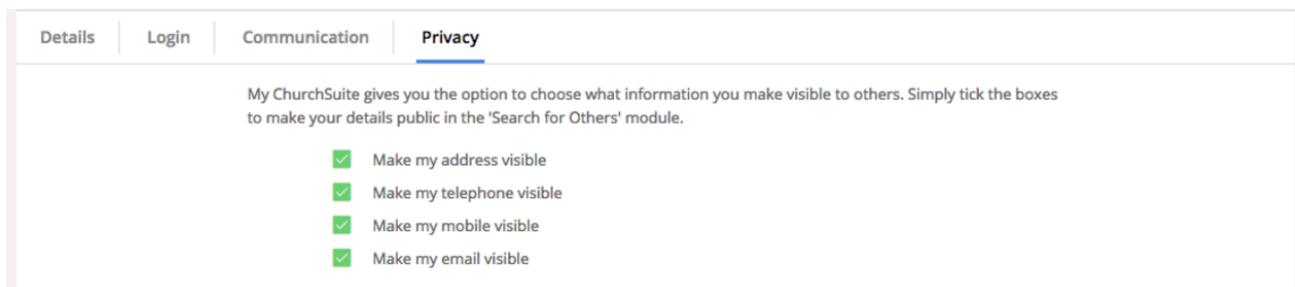
**Details:** Gives you an overview of your profile, here you can review or update your details to add any missing information. Why not add a photo of yourself? Rest assured that only you can see this information until you choose to make it visible to others.

**Login:** This tab allows you to change your password at any time.

**Privacy:** While your contact details are never visible to anyone outside of Parklands, you can easily manage the level of personal contact information you are happy to have visible to other members in My ChurchSuite. We would strongly recommend that you allow at least a contact phone number and/or 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 ever visible to others.



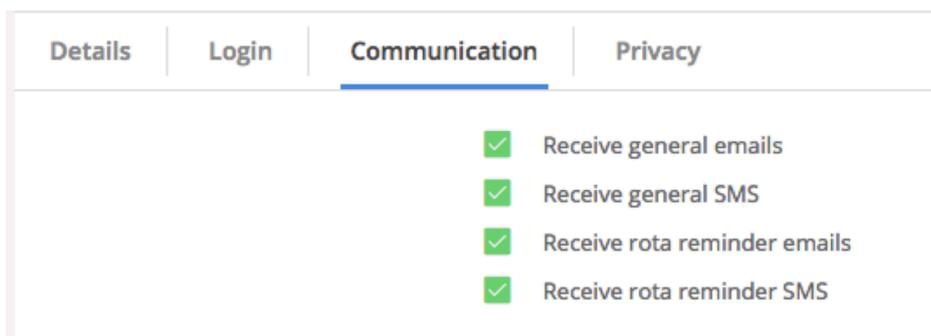
The screenshot shows the user profile for Paul Nation. The 'Privacy' tab is selected. The profile includes a profile picture, a title dropdown set to 'Mr', and name fields for 'Paul' and 'Nation'. There are also fields for 'Middle Name' and 'Formal Name'. The 'Sex' is set to 'Male' and the 'Date of Birth' is '2 August 1977'. The 'Marital Status' is 'Married' and the 'Spouse' is 'Fiona Nation'. The 'Email' field is 'paul@churchsuite.com'. At the top right, there are 'Save Changes' and 'Cancel' buttons.



The screenshot shows the 'Privacy' settings page. It has tabs for 'Details', 'Login', 'Communication', and 'Privacy', with 'Privacy' being the active tab. Below the tabs, there is a heading: 'My ChurchSuite gives you the option to choose what information you make visible to others. Simply tick the boxes to make your details public in the 'Search for Others' module.' Below this heading, there are four checkboxes, all of which are checked:

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

**Communication:** This is where you'll manage how we contact you - opting in or out of receiving general church communications and/or rota reminder communications. We recommend that you don't opt out of SMS or emails through My ChurchSuite as you will no longer receive rota reminders, emails or important updates from Parklands.



The screenshot shows the 'Communication' settings page. It has tabs for 'Details', 'Login', 'Communication', and 'Privacy', with 'Communication' being the active tab. Below the tabs, there are four checkboxes, all of which are checked:

- Receive general emails
- Receive general SMS
- Receive rota reminder emails
- Receive rota reminder SMS

**DON'T FORGET TO SAVE ANY CHANGES YOU MAKE!**

## HOW TO USE 'MY EVENTS'

The 'My Events' page in My ChurchSuite shows an overview of the Parklands Church calendar, listing our upcoming and featured events. Simply select a date from the calendar and this will filter a list so you can see what is happening on this date.

### Signing up for events:

Clicking on an event will bring up details such as time and location, as well as a short description about the event. Events that have a small tick in a circle mean that you can sign up to this event. Simply click on the events 'Sign Up' button and this will take you through to the sign up page. My ChurchSuite will even enter your personal details into the form for you!

### Record of sign ups:

As well as sending a confirmation email to your 'My Communication' when you sign up for an event, My ChurchSuite will put a small tick next to events you have signed up to attend (see below). This serves as a handy reminder, so at a quick glance you can see if you have successfully signed up for something!

## HOW TO USE 'MY CHILDREN'

The 'My Children' menu is only visible to parents who have registered their children at Parklands. It's a fantastic tool for allowing parents to manage the information we have for their child[ren]. You can even add new children without needing to ask someone in the church office to do it for you!

### Updating your child's information:

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 so that they can update or add missing information, such as medical conditions, allergies or special needs. There are different tabs which can be used to navigate through different categories of information. Only a child's parents (and a very limited number of the Parklands Staff and Children's team) can see this information - it's never made visible to other members.

**Visibility:** Importantly, no children's contact details are ever displayed in My ChurchSuite. Parents may be able to see and manage their own children's details, but it is never possible to view the details of other children - the only exception to this is if a child is serving on a rota - in this case only their name is visible to other rota team members and ministry overseers.

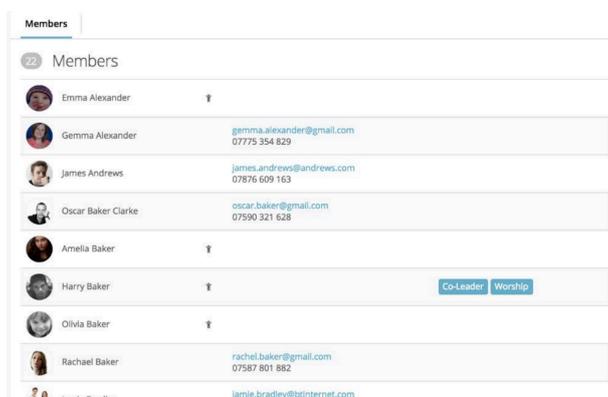
## HOW TO USE 'MY GROUPS'

My Groups My Groups is all about the Circles and groups at Parklands.

at St Catherine's. The top of the page, shows the Circle or group(s) that you are already a member of or are signed up to. Click on a group to see an overview of the key details, such as time and meeting location. You are only able to view groups that you are a part of from within My ChurchSuite.

### Members visibility:

If you're a member of a group, you'll be able to view a list of fellow group members on your group page. Clicking on a member's name in the list will pop up their contact details, this is of course subject to their privacy settings within My ChurchSuite. No children's contact details are ever shown.



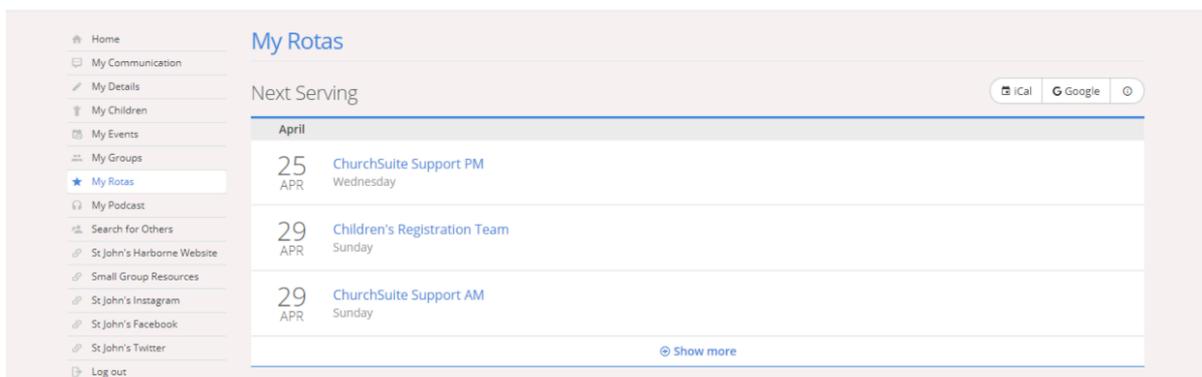
## HOW TO USE 'MY ROTAS'

### Overview:

The 'My Rotas' section displays all your upcoming serving commitments. You'll only see the 'My Rotas' page if you have future serving dates on a current published church rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

### Next serving:

At the top of the 'My Rotas' page, it will show you the dates of when you are next serving (see below), as well as your team and role position.



Dates shown in red indicate a rota date clash. Some clashes are legitimate - it's perfectly possible to be on multiple teams in a Sunday service! Some clashes, however, might require you to swap, or to ask to be removed from serving. Dates shown in red strikethrough indicate 'unavailability' that you're able to schedule in advance into My ChurchSuite and where your ministry overseer has not yet replaced you on the rota. When you add unavailability, you might see entries in your 'next serving' section change to red strikethrough - that happens when you're already on a rota and either you need to swap with someone else, or your ministry overseer now needs to remove/replace you on the rota.

## UNAVAILABILITY

Scrolling down the 'My Rotas' page further is the Unavailability section. Here you can add your unavailability, perhaps holidays or known dates when you won't be available to serve. Do this by clicking on the green (+) sign next to 'unavailability.' Adding unavailability sets you as unavailable for all rotas in that range of unavailable dates. It's not possible to set yourself unavailable for one rota but available for another - in that scenario you'd need to liaise with your ministry overseer.



By adding unavailability overseers can manage rotas much more effectively; planning ahead and identifying gaps and shortages ahead of time. Unless your overseer has already encouraged everyone to add their unavailability, we encourage you to still communicate with them to let them know if you have added unavailability, especially if added at short notice. Note that adding unavailability doesn't send a notification to the rota overseer. Also, you cannot edit unavailability once it has been added, but you can delete it and add new unavailability, if applicable.

## VIEWING ROTAS

Below the 'Unavailability' section is a list of all the rotas that you are set to serve on. Once a rota lapses or your final serving date on a rota passes, the rota will disappear from the list. Rotas with a green traffic light on the right-hand side are published rotas - the rota is live and visible to all rota members.

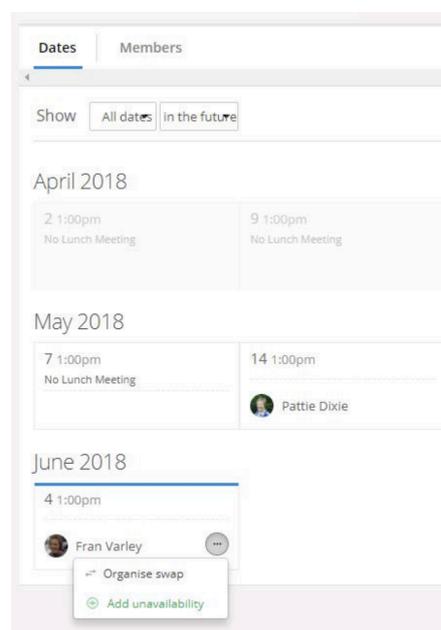


Clicking into a rota displays the rota dates and the members and roles serving on those dates. It is also possible for rota members to sign up to future dates on the rota, to organise swaps with others and to add your unavailability.

## ORGANISING A SWAP

Selecting 'Organise swap', allows you to record details of the person with whom you have already made arrangements to swap with - you can't 'inflict' a swap on someone! Also, you can only process a swap with people who are an existing rota member or member of the underlying ministry. Select their name from the 'Swap with' drop-down list, and then add details of any 'Return swap' you may have agreed. Saving the changes will update the rota immediately.

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 other person confirming to them



that they are now serving on that date, including a note of their role(s) on that date. A further email is sent to the ministry overseer advising the swap transaction.

Note that it's not possible for rota members to edit their roles - this is an overseer function that must be amended on a rota by them. When swapping, each person will inherit the same role. If in doubt, contact your overseer to advise them what is happening and let them update the rota for you, as they have further functionality that allows them to manage team member roles from within My ChurchSuite. Some rotas will have sign-up enabled 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 for this date" on the rota.

## **HOW TO USE 'MY GIVING'**

Use the 'My Giving' section to make a regular donation (weekly or monthly) or a one off donation to Parklands Church. You can do this simply by pressing the green (+) next to Donate.

In this section, you'll also find a record of any previous donations that you've made using MyChurchSuite. There are many ways you can give to Parklands, for more details visit: <https://www.parklandschurch.org.uk/give/>

## **FAQS**

### **What is 'My ChurchSuite' and why bother?**

My ChurchSuite is your way of accessing all aspects of church life, with it you can:

- Keep your personal details up to date.
- Keep all emails and communication in one place.
- Keep up to date with all of our events.
- Communicate with your Circle or group
- See when you are next serving on a rota (and make swaps).

My ChurchSuite isn't just about how it benefits you – our aim is that it will help to build community and communication within Parklands. We think it's totally worth it!

### **How secure is My ChurchSuite?**

It's roughly as secure as your bank – but if you want the technical stuff, read on! All of ChurchSuite uses SSL encryption, meaning that all the data passing between your device and the ChurchSuite server does so using 256-bit military grade encryption. SSL is an industry standard technology and one you're probably familiar with if you use

online banking; it's the same technology used by all the major UK and international banks.

### **Can I ask for my details to remain confidential?**

Yes, of course. When you first login to My ChurchSuite, the default setting will not show any of your details to other church members (not even your name). Until you tick the relevant boxes and make them visible, other church members will not be able to see your details.

### **How confidential are my personal details?**

Church members may access their own individual details and have the option of making their name, address and contact details (email and telephone) available to other members. A small number of the Staff Team are designated administrators for ChurchSuite and therefore have wider-access to personal data on the main database. Collectively this group maintain ChurchSuite and act as system managers. Parklands Church and ChurchSuite themselves, are continually working to ensure ongoing compliance with GDPR (General Data Protection Regulations 2018).

### **What's so great about My Rotas?**

My Rotas allows you to instantly find out when you are next serving for any given ministry you are involved in. A significant benefit of My Rotas is that it identifies clashes clearly, which can so easily be overlooked by volunteers with busy lives. Equally you can add in your unavailability in advance to help your ministry leader when scheduling rotas. And if you ever find you need to swap with someone you can quickly and easily arrange this; my ChurchSuite will even email the ministry leader for you!

### **How about Church members who do not have a smart phone, iPad, access to a computer or an email address?**

Existing communication routes will continue for members who cannot, or prefer not to receive emails. One of the many advantages of ChurchSuite is that we can easily identify church members who do not have email addresses and make sure that they receive information in another form.

### **What if we only have a shared email address?**

Families who share an email address can still use My ChurchSuite. Each family member is sent a My ChurchSuite email invitation, which will have a unique login link, so each individual can set their own personal password (just make sure it's different from the rest of your family).