

My Church Suite - Communications

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Summary

Well done! You have successfully set up a My Church Suite account. Here is a handy guide to help you change your communications settings (how and by what methods you want us to contact you).

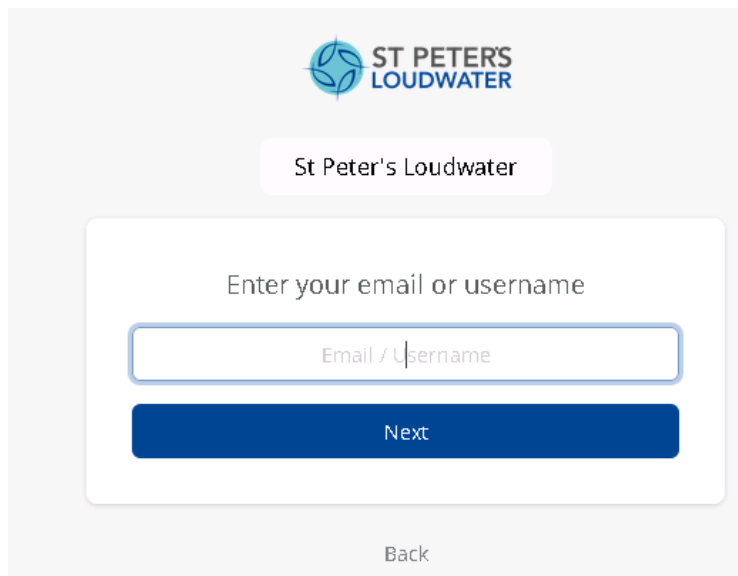
This process takes you through updating your Communication Settings. Screenshots may be slightly different with the app on a smart phone, but the principals are the same (make use of "Menu" navigation if needed).

My Church Suite - Communications

Logging into Church Suite

Caution: Do not click on the link below if you are already logged in to Church Suite – skip this and go to the next page.

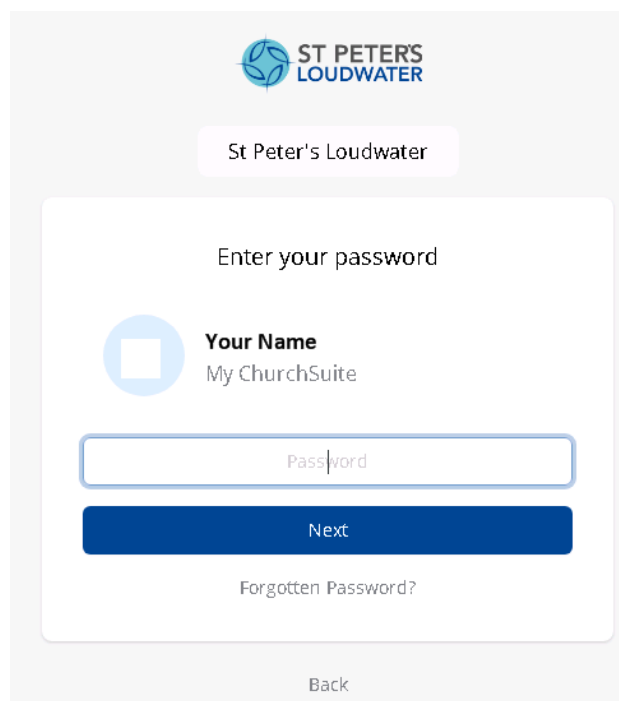
<https://stpeterschurchloudwater.churchsuite.com/my>



The screenshot shows the login interface for St Peter's Loudwater Church Suite. At the top is the church's logo and name. Below it is a white box containing the text "St Peter's Loudwater". The main login area is a white box with the heading "Enter your email or username". It features a text input field with the placeholder "Email / Username" and a blue "Next" button below it. At the bottom of the page is a "Back" link.

Enter your email address

[It is possible that on returning to Church Suite that this step may get skipped]



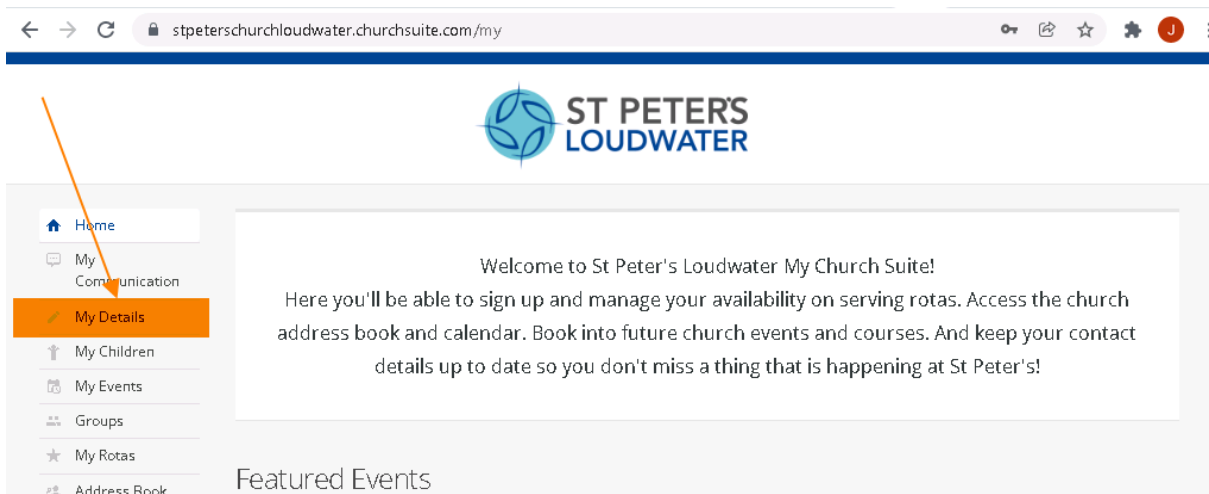
The screenshot shows the password entry step of the login process. It features the church logo and name at the top, followed by "St Peter's Loudwater". The main area is a white box with the heading "Enter your password". Below this is a user profile section with a blue circular icon containing a white square, the text "Your Name", and "My ChurchSuite". A text input field with the placeholder "Password" is positioned below the name. A blue "Next" button is located below the password field. At the bottom of the page is a "Forgotten Password?" link and a "Back" link.

Enter your password (Your Name should be displayed with the appropriate initials in blue circle). If your email address is not recognised, this could be that you have not previously been invited to register on Church Suite. Contact Alison (mailto: Alison@loudwater.org) if this is the case or register [here](#).

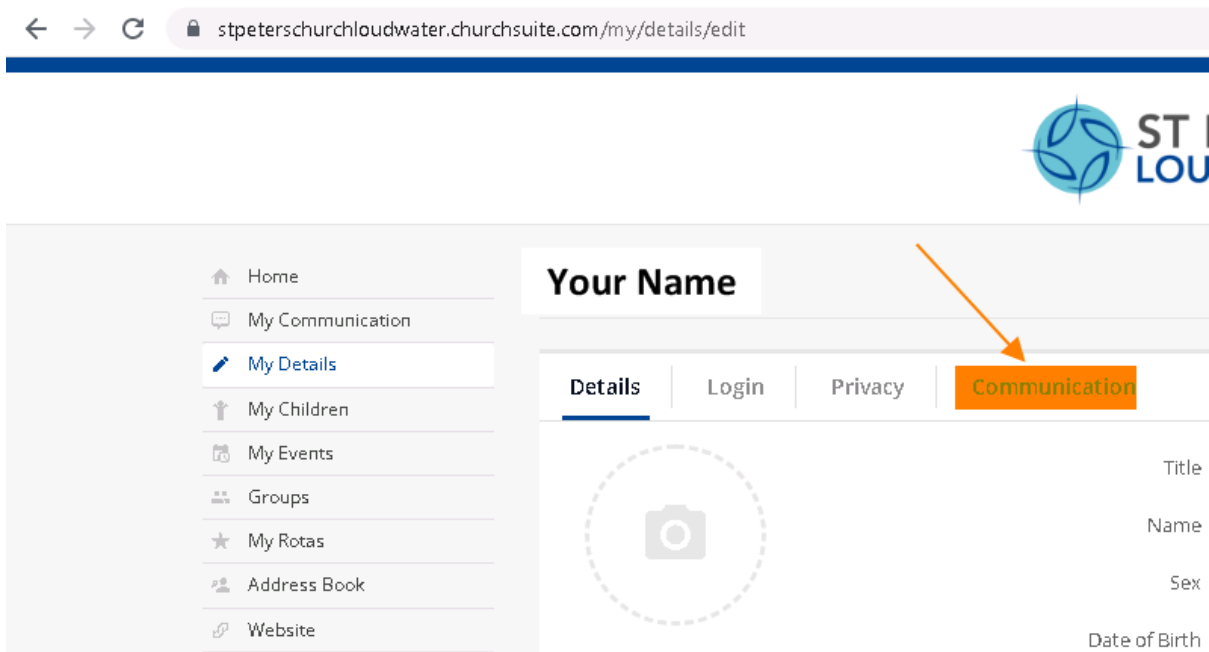
My Church Suite - Communications



Update your Communication Settings



Click on "My Details"



Click on "Communication"

My Church Suite - Communications



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ST PETER'S LOUDWATER

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My Rotas
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Log out

Your Name Save Changes or Cancel

Details | Login | Privacy | **Communication**

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

Save Changes or Cancel

Check each box indicating how you want us to communicate with you. The Rota reminders come out about 6 days before the event.

ST PETER'S LOUDWATER

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- Receive post

Save Changes or Cancel

Click on "Save Changes" (or "Cancel")