

My Church Suite – Update Availability

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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 through indicating when you are “Unavailable” for doing Rota duties.

This process takes you through indicating when you are “Unavailable” for doing Rota duties. 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).

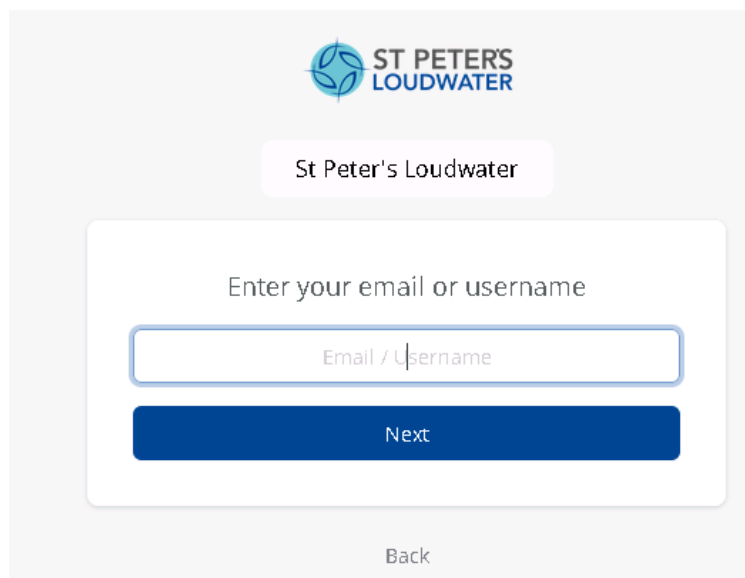
Please indicate when you know you are away (even dates far into the future) so that those scheduling the Rotas know when you are available.

My Church Suite – Update Availability

Log 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.

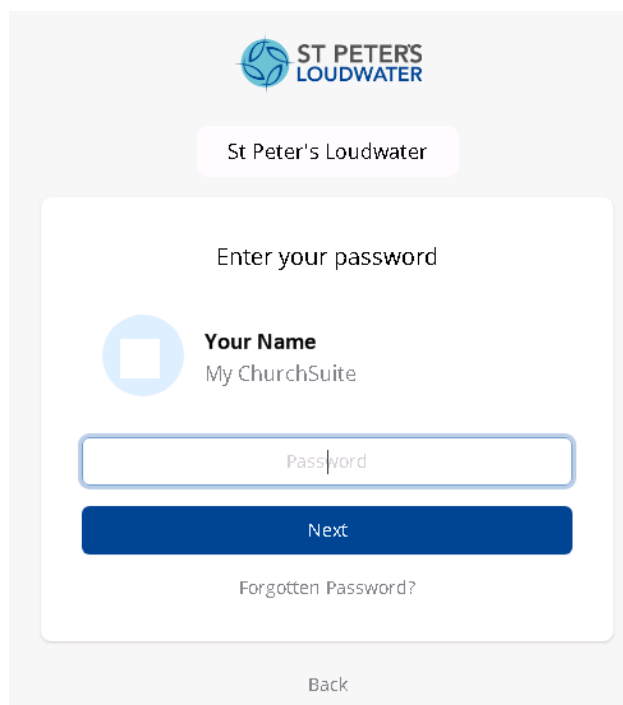
<https://stpeterschurchloudwater.churchsuite.com/my>



The screenshot shows the login page for St Peter's Loudwater Church Suite. At the top left is the church's logo. Below it is a white pill-shaped button with the text "St Peter's Loudwater". The main content area is a white rounded rectangle with the heading "Enter your email or username". Below the heading is a text input field with the placeholder text "Email / Username". Underneath the input field is a dark blue button labeled "Next". At the bottom of the white box is a "Back" link.

Enter your email address

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

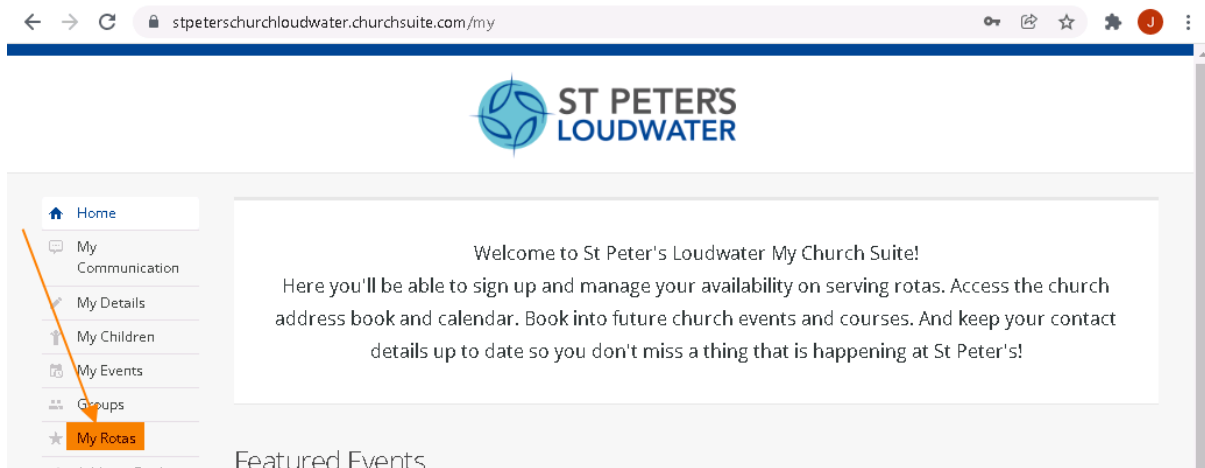


The screenshot shows the password entry step of the login process. It features the same church logo and "St Peter's Loudwater" button as the previous screen. The heading is "Enter your password". Below the heading is a profile card with a blue circle containing a white square, followed by the text "Your Name" and "My ChurchSuite". Underneath the profile card is a text input field with the placeholder text "Password". Below the input field is a dark blue button labeled "Next". At the bottom of the white box 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](#).

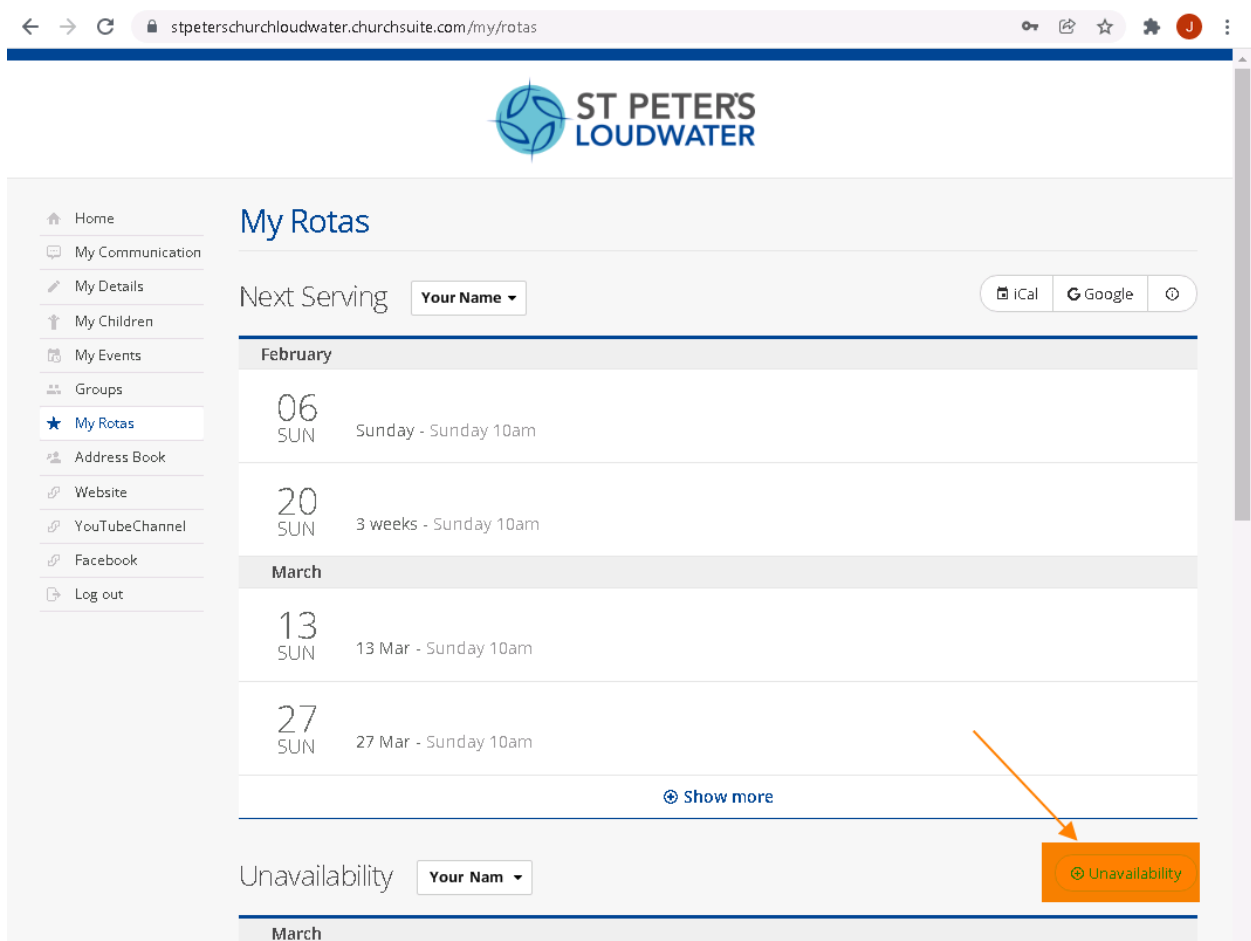
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Go into Rotas Area



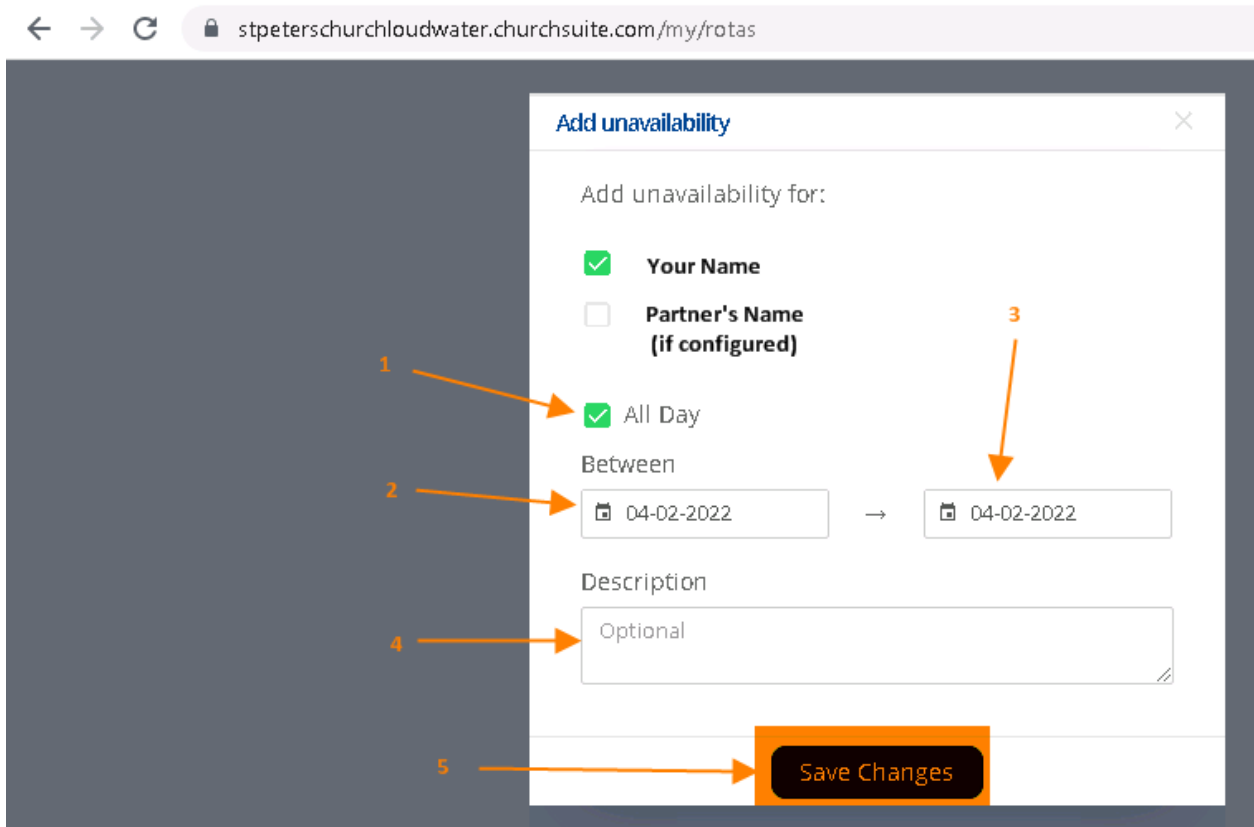
Click on “My Rotas”

Add in new Unavailable period



Scroll down to “Unavailability” and then click on “Unavailability” to add in a new unavailable time / date.

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← → ↻ 🔒 stpeterschurchloudwater.churchsuite.com/my/rotas

Add unavailability [X]

Add unavailability for:

- Your Name**
- Partner's Name (if configured)**
- All Day**

Between

📅 04-02-2022 → 📅 04-02-2022

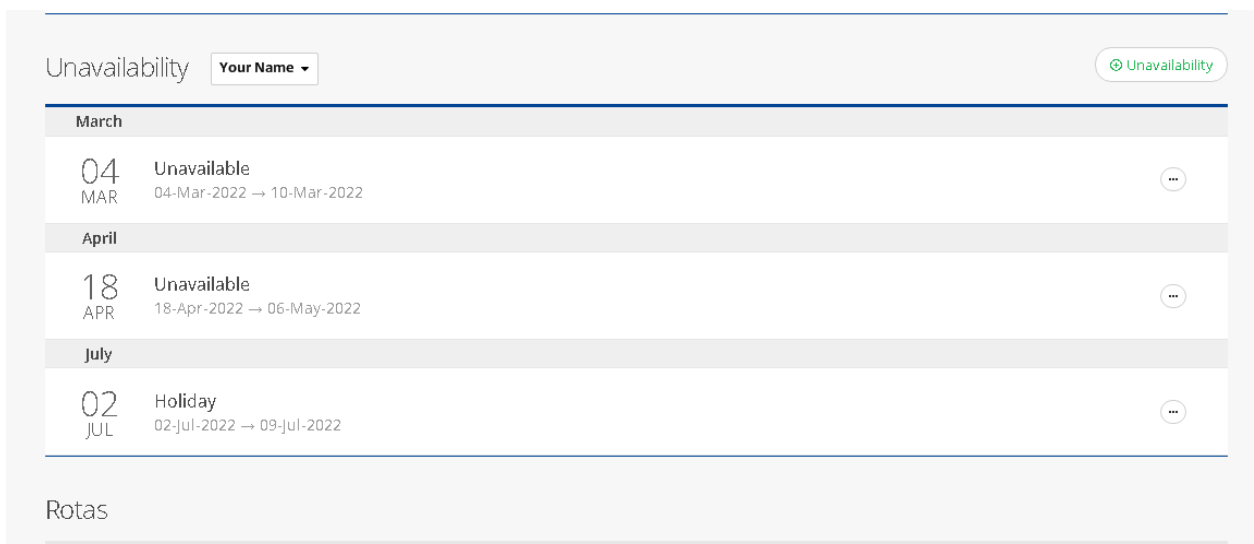
Description

Optional

Save Changes

1. Uncheck “All Day” if you need to specify times
2. Click on first date to enter start date
3. Click on last date to specific end date (if not the same as start date)
4. Update Description (optional)
5. Click on “Save Changes”

Review Unavailable Dates



Unavailability **Your Name** [Unavailability]

Month	Date	Type	Start Date	End Date	Action
March	04 MAR	Unavailable	04-Mar-2022	10-Mar-2022	⋮
April	18 APR	Unavailable	18-Apr-2022	06-May-2022	⋮
July	02 JUL	Holiday	02-Jul-2022	09-Jul-2022	⋮

Rotas

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Update / Delete Unavailable Dates

SHOW MORE

Unavailability Your Name ▾ Unavailability

March		
04 MAR	Unavailable 04-Mar-2022 → 10-Mar-2022	⋮
April		
18 APR	Unavailable 18-Apr-2022 → 06-May-2022	⋮
July		
02 JUL	Holiday 02-Jul-2022 → 09-Jul-2022	⋮

Rotas

Click on the circle with 3 dots in the centre to the right of the Unavailability Period you want to change.

Update Unavailable Dates

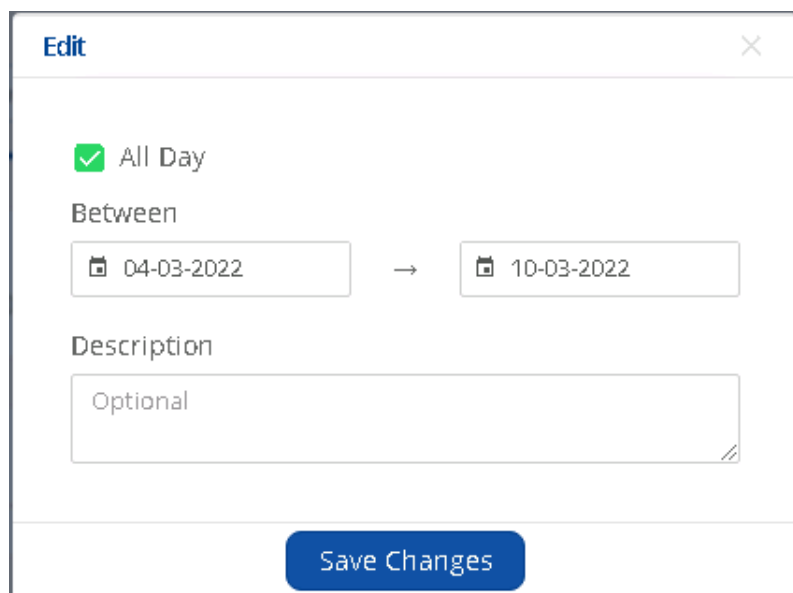
Unavailability Your Name ▾ Unavailability

March		
04 MAR	Unavailable 04-Mar-2022 → 10-Mar-2022	⋮
April		
18 APR	Unavailable 18-Apr-2022 → 06-May-2022	⋮
July		
02 JUL	Holiday 02-Jul-2022 → 09-Jul-2022	⋮

Rotas

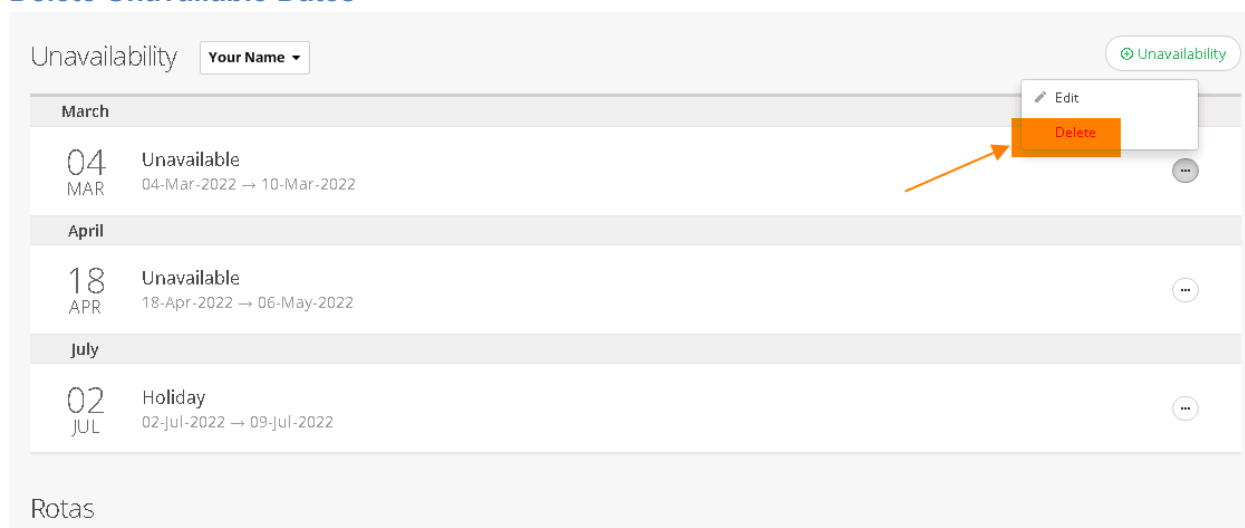
Click on “Edit”

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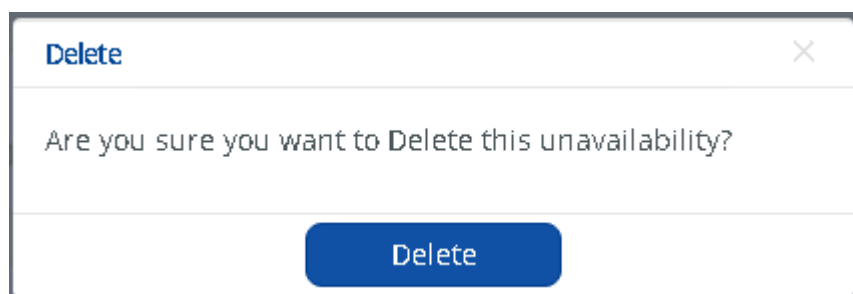
Update Dates, Description etc. Click on “Save Changes”. Otherwise, click on the “X” on top right of dialog box to cancel.

Delete Unavailable Dates



Month	Date	Description	Range	Actions
March	04 MAR	Unavailable	04-Mar-2022 → 10-Mar-2022	Edit, Delete, ...
April	18 APR	Unavailable	18-Apr-2022 → 06-May-2022	...
July	02 JUL	Holiday	02-Jul-2022 → 09-Jul-2022	...

Click on “Delete”



Click on “Delete” if you are sure that you want to delete this set of dates. Otherwise, click on the “X” on top right of dialog box to cancel.