


## Entering Unavailability into MyChurchSuite Rota Quick steps guide

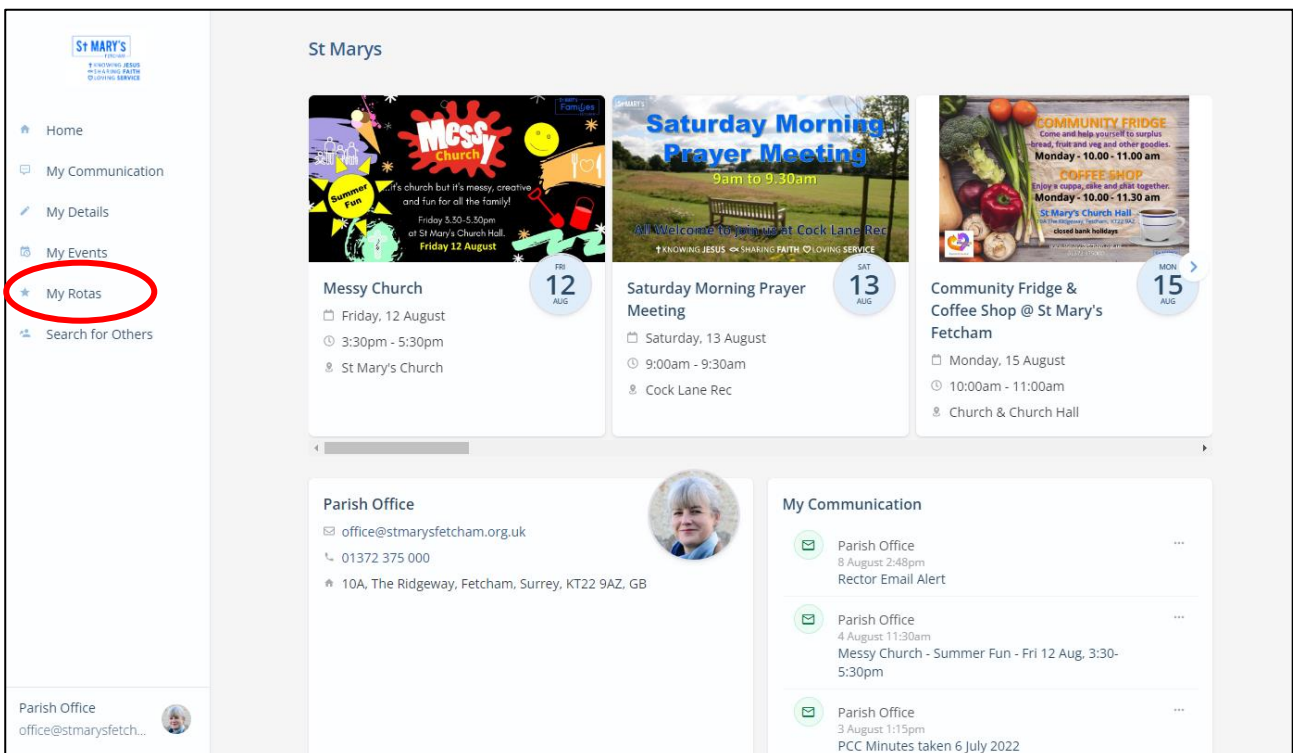
MyChurchSuite Rota helps us to co-ordinate all the rotas across all the services and into the groups we organise at St Mary's.

This document will show you how to enter your unavailability so that the rota overseers can build the rotas you are involved with. It will mean that any clashes will be highlighted so just enter the dates you can't help

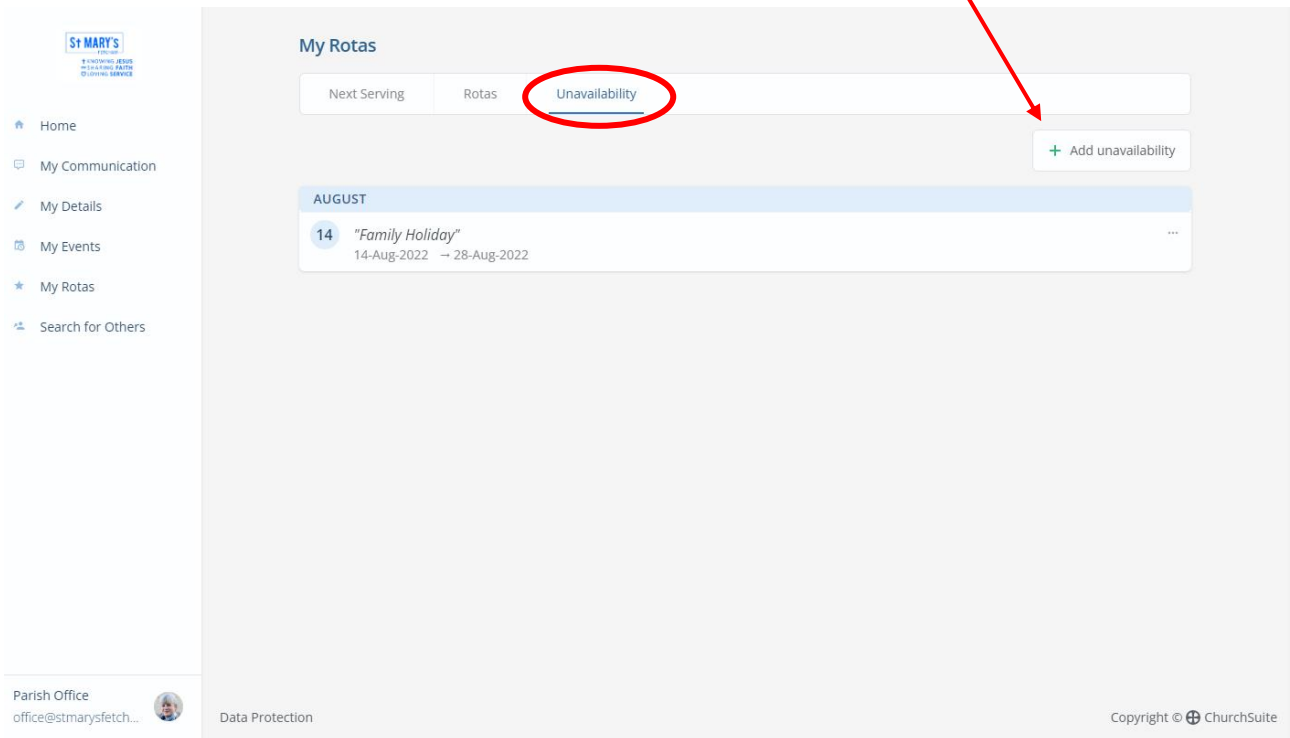
To use MyChurchSuite you will need to have access to your personal login details. If you require a password reset or additional assistance in getting logged into your MyChurchSuite account please contact the Parish Office

Once logged in you should arrive at the MyChurchSuite home page where you will see in the top left of the screen one of the options is 'My Rotas'. If you are on a mobile phone click on the menu icon that looks like this. 

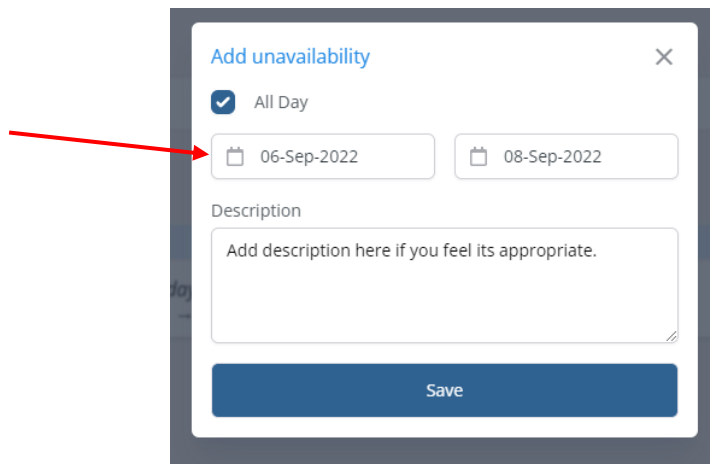
Go to 'My Rotas' from the menu.



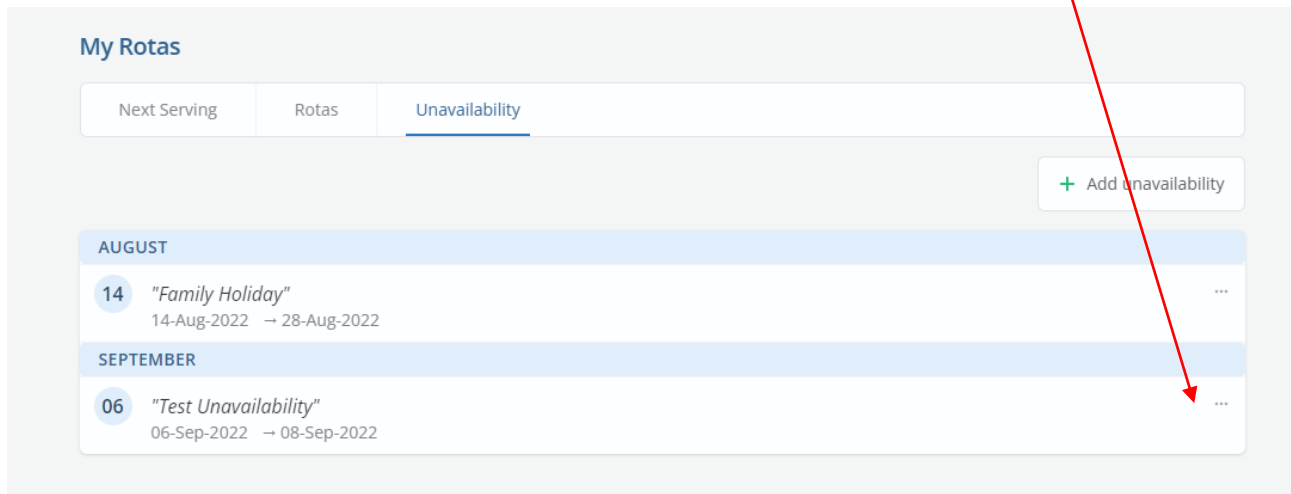
Click on the tab 'unavailability'. Then click on 'Add unavailability'



Click on the date calendars to enter the dates you are unavailable, and a description if you wish (but not necessary), then click on save.



Your entered details will be seen listed in chronological order. You can enter several dates. You can also edit or delete the details by clicking on the three dots.



**Well done! You have entered dates specifying when you cannot help.**

Other features in MyChurchSuite:

Use the menu on the left hand side of the screen to navigate through the menu as follows:

- **My Communication** – Review communications you have sent and received via ChurchSuite
- **My Details** – Manage the personal details held on the system, and privacy settings. This allows other St Mary’s ChurchSuite members to contact you
- **My Events** – See a schedule personalised to you based on the settings you have selected
- **Search for Others** – Search for other users of St Mary’s ChurchSuite (see My Details above).

You may explore more about MyChurchSuite including helpful articles and videos by going to <https://support.churchsuite.com/> and entering a keyword search term of interest.

Please contact the Parish Office for more help. Call 01372 375000 or email [office@stmarysfetcham.org.uk](mailto:office@stmarysfetcham.org.uk)

**Karen Jordan**  
**12 December 2022**