Fleet Parish Quick Guide to MyChurchSuite

MyChurchSuite Login.

1. Log into MyChurchSuite (the church name is 'Fleet PCC' if you need it). The URL is: https://login.churchsuite.com/3?account=parishoffleet. Or use the App on a phone or tablet.
2. Choose 'My Rotas' from the left-hand menu
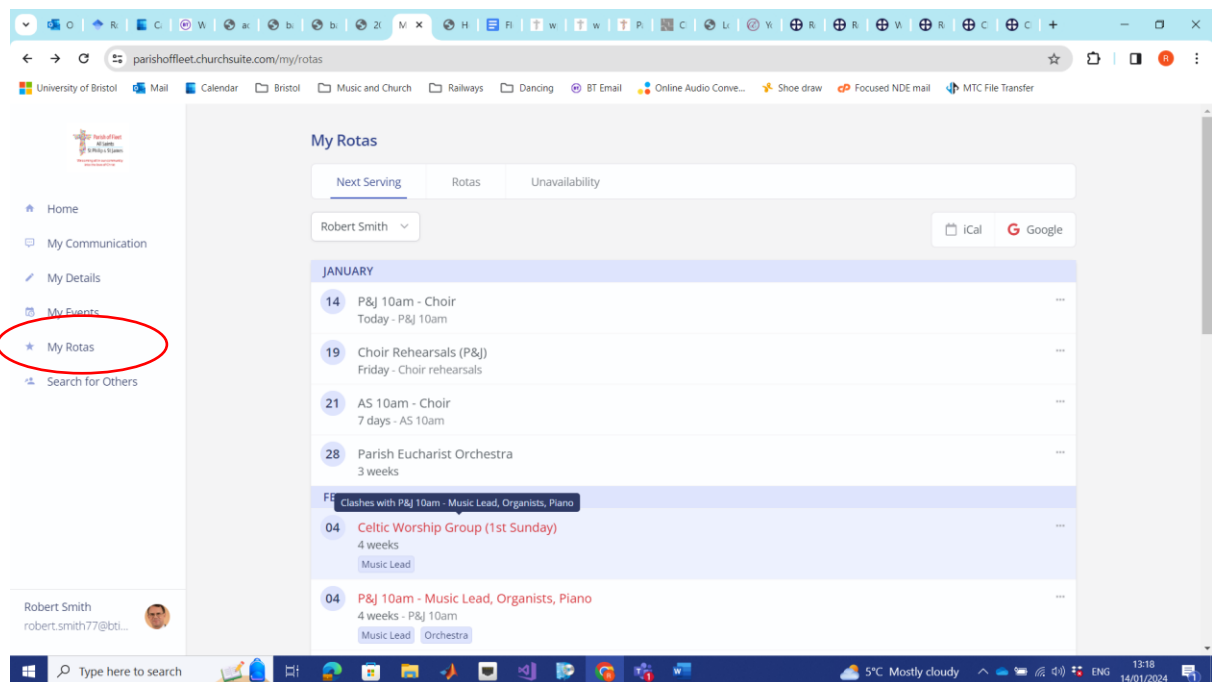
Your rota duties

3. You will see the 'Next Serving' display (see above), showing your list of duties and the rota each one is on. Any in RED are potential clashes and you can hover the cursor over these to see what they clash with. It may be a clash you can deal with; for example, I have to miss Worship Choir in order to play in the Celtic Worship Group. If not, you may have to arrange a swap.
4. You can click the ellipsis '…' on the right of an entry to see the whole rota and 'Overseers' of rotas can edit the rota here.

View rotas

5. Choose 'Rotas' from the 'My Rotas' menu (top-centre). This shows the rotas that you are involved with.
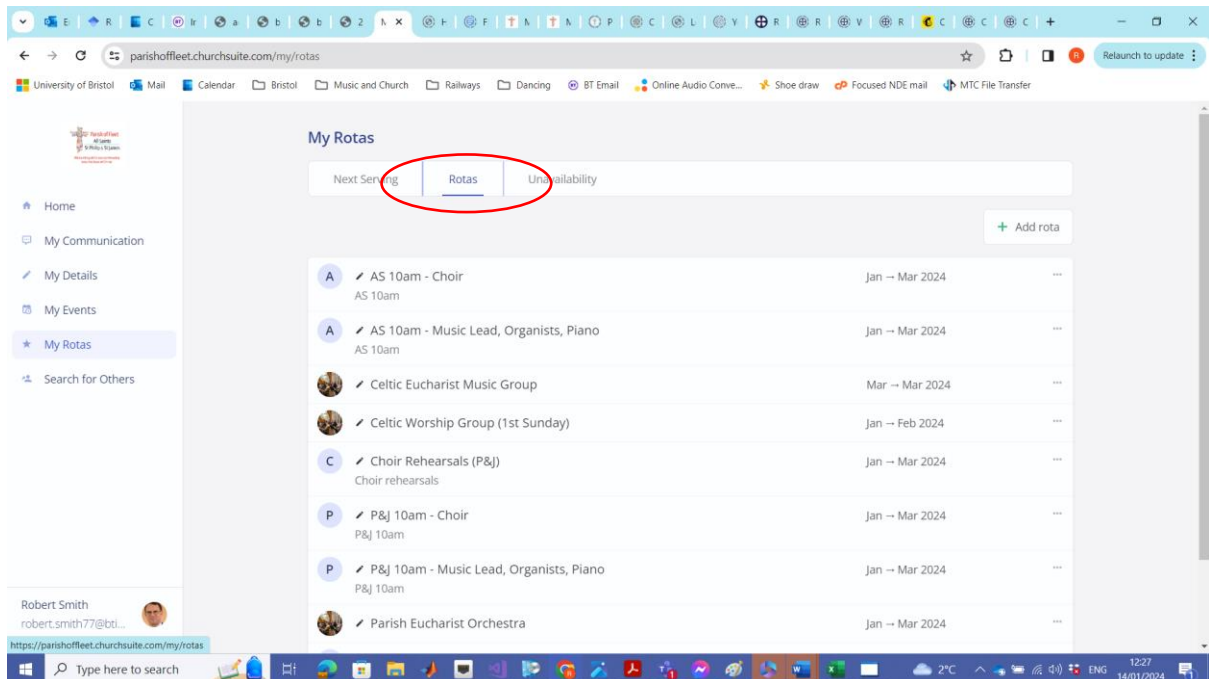
6. You can click the ellipsis '…' on the right of an entry to see the whole rota and 'Overseers' of rotas can edit the rota here.
7. You can also scroll to the bottom of the list and click 'All Rotas' to see all the rota entries for a given date, which you enter at the top. This is useful for the Minister before a service to see who is doing what.

Enter Unavailabilities

8. Choose 'Unavailability' from the 'My Rotas' menu.
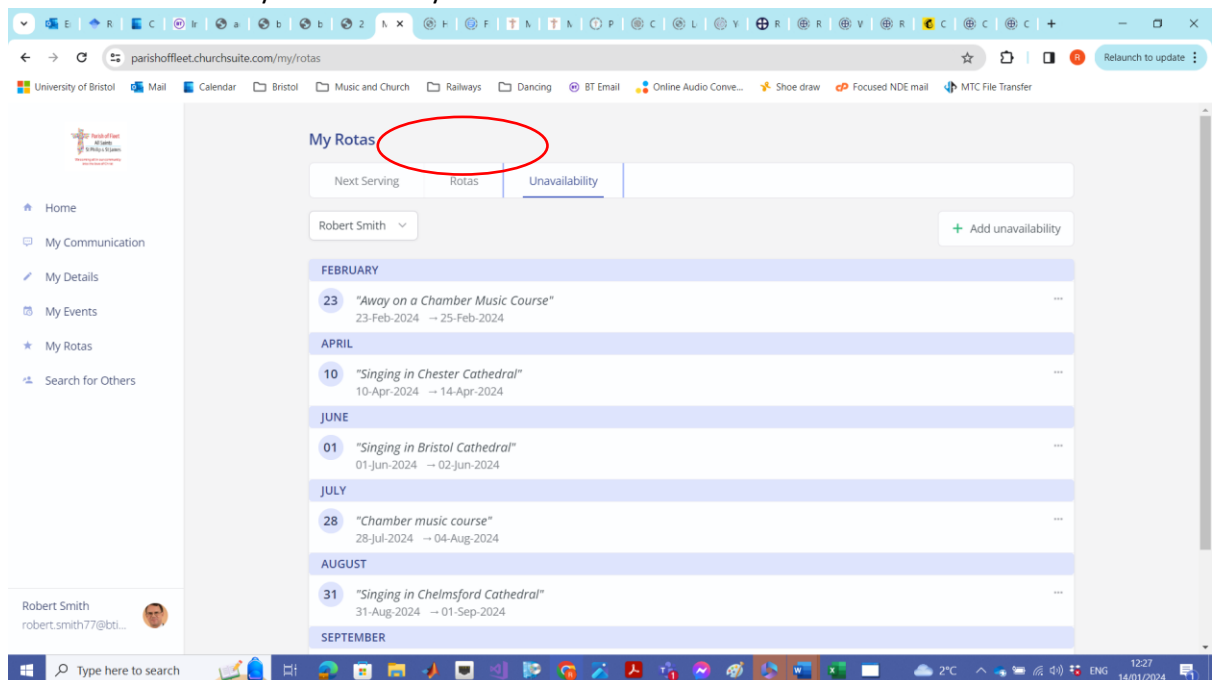
9. Here you can add series of dates when you are unavailable for any rota duties using the '+ Add unavailability' button (top-right).