

## Why use My ChurchSuite?

My ChurchSuite is designed to help you access and engage with the life of your church. When you join My ChurchSuite you can check dates that you are serving on rotas, update your personal details (and those of any children), listen to talks, connect with core groups and much more. Your information is completely secure and you get to say what is shared and where.

*Please note: My ChurchSuite is only available to over 18s for safeguarding reasons.*

## How can I join My ChurchSuite?

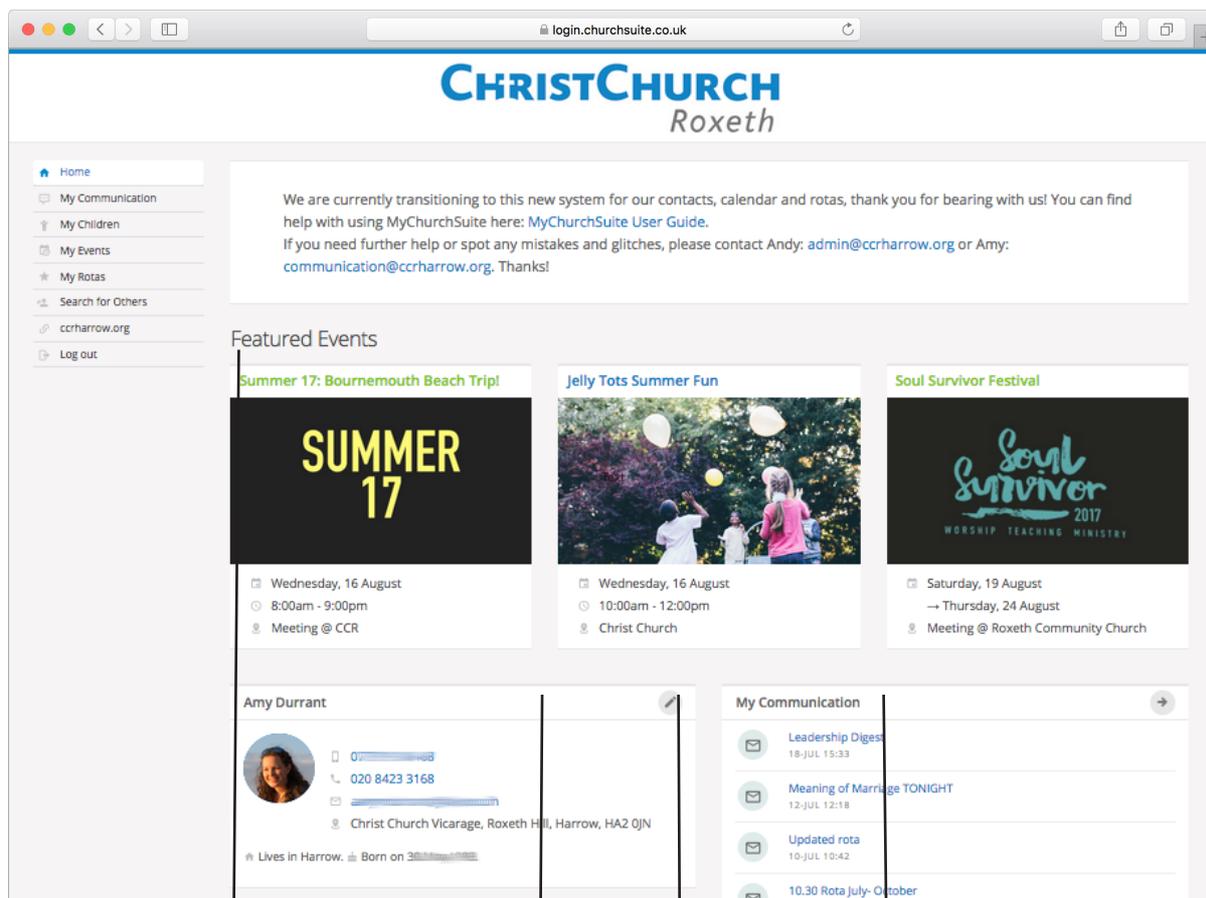
Access to My ChurchSuite is not automatic but requires an invitation via email. If you have not already received an invitation and are part of the CCR family (or have recently joined us), please request an invitation by emailing [admin@ccrharrow.org](mailto:admin@ccrharrow.org). This invitation email contains a unique login-link with instructions on accessing My ChurchSuite for the first time and setting a password.

After setting your password, you can log in to MyChurchSuite via any web browser on your desktop or laptop, via <https://ccrharrow.churchsuite.co.uk/my>

*NB. You can also download the MyChurchSuite app via the Apple and Google App store, for use on both iPhone/iPad and Android devices – see the alternative 'how to sheet' for more details.*

# The My ChurchSuite home page

The home page displays a brief welcome message and displays the next three upcoming featured events at Christ Church.



## Featured Events

Clicking on a featured event will take you straight into the event page to see more information. (You can even sign-up there, if applicable - your contact details are pre-populated into the sign-up form, so you only need click 'sign up!')

## My Communication

Here's a summary of recent communications sent to you from Christ Church - perhaps a rota reminder or an email from your core group.

*Learn more about this on page 4.*

## My Details

A summary of the contact information held about you on the database.

*Learn more about this on page 3.*

## Update your details

Clicking the pencil icon here will open the page to allow you to edit or update your details. Please do keep this information up to date so that you receive key communications from Christ Church.

*Learn more about this on page 3.*

# How to update your personal details

After clicking on the pencil icon in *My Details*, you'll see a screen with these elements.

The screenshot shows a form with two main sections. The left section contains personal details: Title (Mrs), Name (Amy Durrant), Sex (Female), Date of Birth (with a calendar icon), Marital Status (Married), and Spouse (Simon Durrant). The right section is titled 'Privacy Settings' and includes a heading 'Decide what details are visible to others in the church.' Below this are four checkboxes: 'Make my address visible' (checked), 'Make my telephone visible' (checked), 'Make my mobile visible' (unchecked), and 'Make my email visible' (checked). At the bottom of the privacy settings is a 'Job' field.

## Privacy Settings

While your contact details are never visible to anyone outside of Christ Church, you can still manage the level of information you want shared with other My ChurchSuite members at CCR.

## Make my email visible

Your email is set by default to be visible to other members of CCR. However, you can set which contact information you will allow others to see. It's helpful to at least set a contact phone number and/or email address, for example. In the same way, you can only see contact details of others in your church based on their privacy settings too.

## Receive SMS through ChurchSuite

It **not recommended** that you opt out of all SMS text messages or emails through ChurchSuite, as you will no longer receive things like rota reminders, group emails or updates from Christ Church. If you want to opt out of specific mailing lists (such as the bulletin), you can do this within individual emails.

The screenshot shows a form with three rows: 'Telephone' (020 8423 3168), 'Mobile' (with a blurred field), and 'Email' (with a blurred field). Below the 'Mobile' field are two radio buttons: 'Yes' (selected) and 'No', followed by the text 'Receive SMS through ChurchSuite?'. Below the 'Email' field are two radio buttons: 'Yes' (selected) and 'No', followed by the text 'Receive emails through ChurchSuite?'.

The screenshot shows a form with three sections. The top section is for 'Password' and 'Confirm Password', each with a text input field and a small circular icon to the right. The middle section is for 'Photo', featuring a circular profile picture of a woman and a 'Browse...' button with the text 'No file selected.' and 'Image must be in JPEG/PNG format. 40MB maximum file size'. The bottom section is for 'Social Logins', containing two buttons: 'Connect to Facebook' and 'Connect to Twitter'.

## Password

In this area you can manage your own password.

## Your Photo

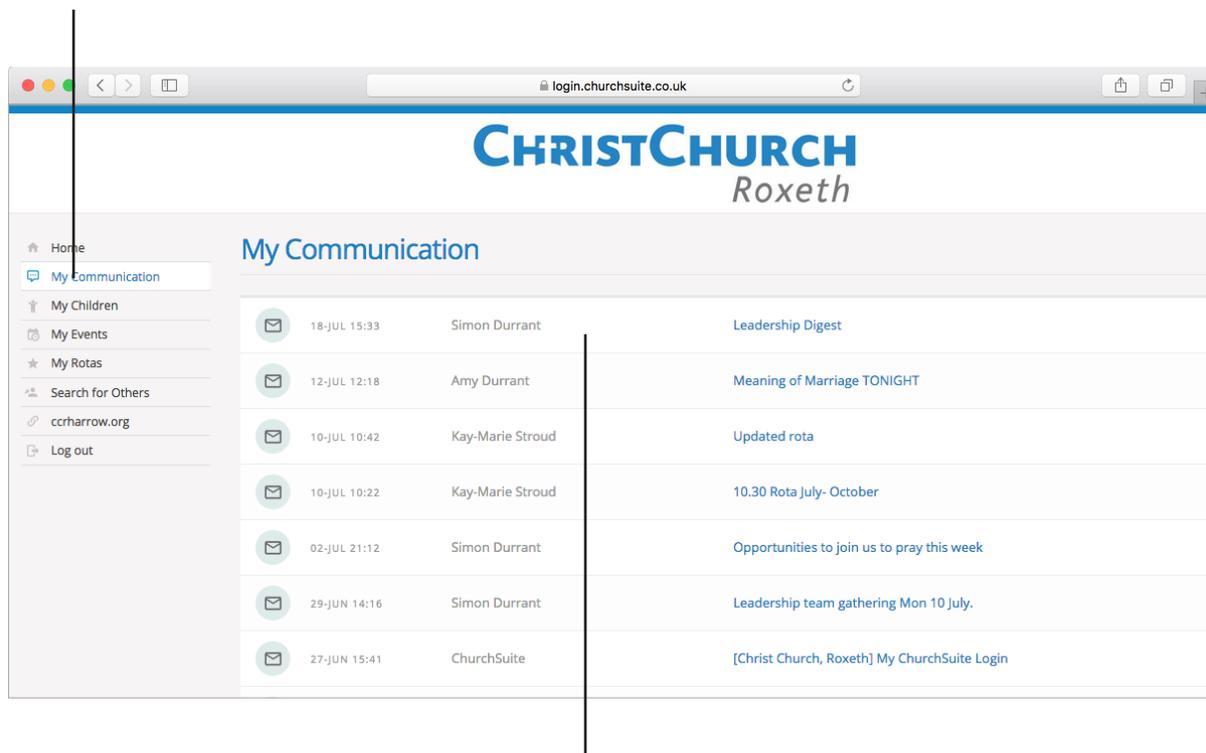
Here you can upload an image to go with your My ChurchSuite profile. This is a good way to help others get to know you, especially if you have a role in the church that requires you to be known.

## Social logins

Finally you can optionally connect My ChurchSuite to your social logins. This makes it easier for you to login with social logins, rather than needing to remember My ChurchSuite login details, if you wish. [Remember to save any changes you make.](#)

# My Communication

You can access this area from the home page (bottom right) or the 'My Communication' section on the menu here.



## *Previous emails and texts*

You can easily view previous emails and text messages that have been sent to you from the My Communication page. 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 - for this you would need to use your preferred email application. Essentially it's intended to be a simple way of viewing recent messages your church has sent you.

## Problems?

If you have any problems using My ChurchSuite please get in touch via [admin@ccrharrow.org](mailto:admin@ccrharrow.org) or 020 8422 3241 (CCR Church Office)

Further CCR userguides are available for My ChurchSuite via [www.ccrharrow.org/mychurchsuite](http://www.ccrharrow.org/mychurchsuite)