



# *My ChurchSuite for All Saints Church*



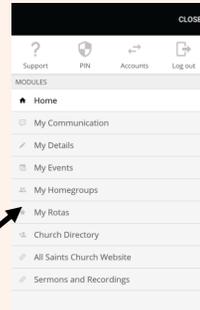
***ChurchSuite is a great little app which can be accessed on a smartphone or tablet, or you can visit the site using a browser. It will help us all connect with each other and keep track of what's happening at All Saints.***

To download the app, visit your app store and search for 'ChurchSuite'. When you log in for the first time you will need to search for 'All Saints Church' in the 'Church' textbox and then enter your email address (the one you receive any All Saints communication on) and set up a password. Now you should be in!



This is the home screen showing a welcome message, upcoming events, your details, and recent communication from within ChurchSuite.

Click 'MENU' in the top right corner to access all the features of My ChurchSuite.



## ***My Communication***

On this screen you can see recent communication from within ChurchSuite.

## ***My Details***

On this screen you can change any of your personal details (or any of your children's personal details) —please keep these as up-to-date as possible!

Press 'Login' to change your password.

Press 'Privacy' to choose which of your information is available to other My ChurchSuite users. Only All Saints ChurchSuite administrators can see all your details. By default none of your details will be visible. No children's details are ever visible in My ChurchSuite.

Press 'Communication' to choose how we are able to communicate with you.

## ***My Events***

On this screen you can see upcoming events at All Saints, such as services and Open to God meetings.

## ***My Homegroups***

See details of your homegroup and group members (where available to other members) Send emails to your group and choose whether replies come just to you or to all the group members.

## ***My Rotas***

See when you are next serving on a rota or press 'All Rotas' at the bottom to see who else is serving at a particular service. You can also add your unavailability to let us know when you won't be able to serve.

## ***Church Directory***

Here you can look up details of other All Saints My ChurchSuite users, where the person has allowed their details to be visible. You can press on their email address to send them an email using your email app or press on their phone number to call them if you are using a smartphone to view the app.

## ***External Links***

Press on the links to visit either the All Saints Church Website or our back-catalogue of recorded services.

## ***More help and information***

Please email [rachel.kirkland@allsaints.church](mailto:rachel.kirkland@allsaints.church) for more information or if you need any help using My ChurchSuite on any device!