Wantage Community Church

A home for all   A family for discipleship   A base for sending

Adding contact information to ChurchSuite

This crib sheet explains when to add a new contact's information into the WCC site in ChurchSuite. There are three stages to this, as described below. The fields in the ChurchSuite contact page that need to be set at each stage are highlighted on the screenshot to the right.

Stage 1

Someone asks to be added to our email list to receive our regular e-news emails and other "all church" emails.

Information entered by ChurchSuite admin users. NB: the contact must be added to the **WCC all** ChurchSuite Small Group as this defines those who receive emails sent to all@wantagecc.org.uk NB: **Allow My ChurchSuite login** must **NOT** be ticked at this point.

Stage 2

They are becoming part of our family and it is appropriate for them to have online access to the system via My ChurchSuite. This will give the visibility of the church address book in the contacts part of the system.

Information entered by admin users when authorisation to provide access to ChurchSuite received from a member of the **Connect Team** or **Small Group Leaders Team**.

Stage 3

They now have online access to the system.

Information entered by the users themselves into My ChurchSuite.
NB: they can manage all the information shown here, whether entered by themselves or the admin users. This includes changing the visibility of their own information to other uses of My ChurchSuite.

Name *
First Name   Last Name

Formal Name

Sex
-

Date of Birth   e.g. 01-12-2022
Day   Month   Year

Marital Status
-

Tags

Site *
☐ OpenGate   ☑ Wantage Community Church
☐ External Contact

COMMUNICATION

Email

☑ Receive general emails
☑ Receive rota reminder emails

Phone
📱 Mobile
📞 Telephone

☐ Receive general SMS
☐ Receive rota reminder SMS

Address
Line 1
Line 2
City   County
Postcode   -

MY CHURCHSUITE & PRIVACY

☑ Allow My ChurchSuite login
☑ Name is visible
  ☑ Address is visible
  ☑ Telephone is visible
  ☑ Mobile is visible
  ☑ Email is visible