

Rotas in ChurchSuite show you when you're next serving at church gatherings or attending small group or team meetings. You can change those serving or add new dates to a rota as follows:

1. Login to My ChurchSuite on your PC or smartphone and select My Rotas from the menu.
2. Scroll to the bottom of the My Rotas page to see all the rotas on which you serve or for which you attend meetings. Those that you manage have a pencil icon ✎ to the left of their names.
3. Click/tap on the **rota** you want to change.
4. Scroll to see all the dates already present for the rota
5. If you need to add a new date to the rota
 - a. Click/tap the plus icon ⊕ at the top of the page.
 - b. In the **Add date** dialogue first select the **Date to add** and then click/tap **Add Date**
6. Click/tap on **Add to date** to add people or teams to a date in the rota.
7. In the **Add to date** dialogue:
 - a. either click/tap **Teams** and then **Ministry Members** to add everyone,
 - b. or click/tap the **name** of a person to add just them to the date.
8. To change or remove an existing date in a rota click/tap the three dots ⋮ next to the item you want to change and follow the prompts.

If you have questions or need any help please do email churchsuite@wantagecc.org.uk

New rota entry completed

Bottom of the My Rotas page

Details of the Selected Rota

Select People Dialogue

New rota entry added

