

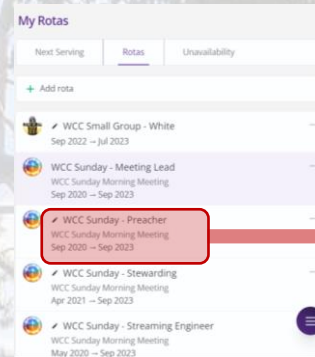


Rotas in ChurchSuite show you when you're next serving at church gatherings or attending small group or team meetings. You can change those serving or add new dates to a rota as follows:

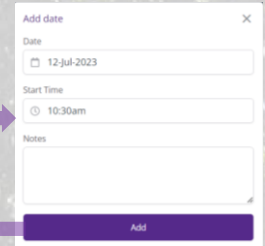
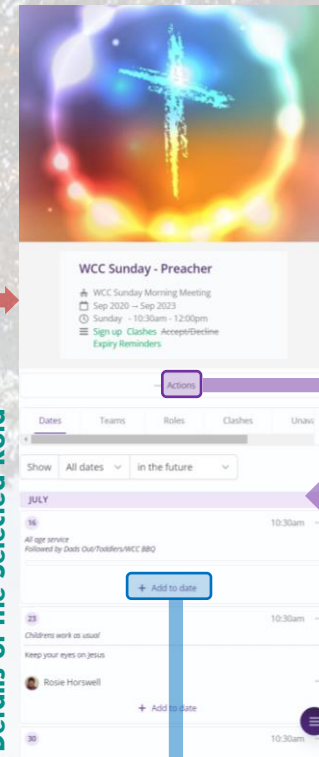
1. Login to My ChurchSuite on your PC or smartphone and select **My Rotas** from the menu to see when you are next serving or attending meetings.
2. Click/tap the **Rotas** tab at the top page to see all the rotas with which you are involved. Those that you manage have a pencil icon  to the left of their 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 **Actions** button at the top of the page and then select **Add date**.
 - b. In the **Add date** dialogue first select the Date to add and then click/tap **Add**
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

Rotas you are involved in

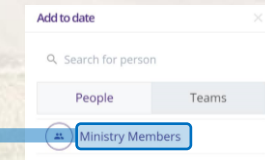
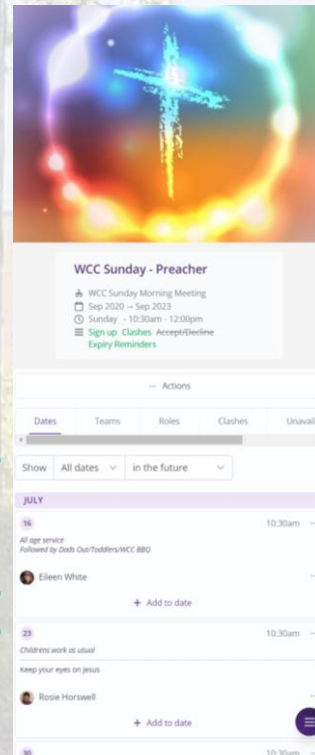


Details of the Selected Rota

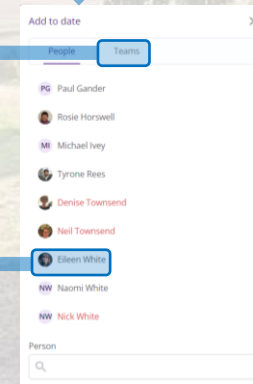


Add Date Dialogue

Rota entry update completed



Select Team Dialogue



Select People Dialogue