



My Communication contains any emails sent within the church that are relevant to you. This is updated automatically by ChurchSuite.

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- WCC Sunday Chat & Prayer

My Details allows you to update your personal details and control how much of this is included in the church address book (see Search for Others)

My Events shows you upcoming events in the church calendar. These are updated by the admin team.

My Children allows you to update details of your children (note that these are not included in the church address book).

My Rotas shows when you're next serving at church gatherings or attending small group or team meetings. You can send emails to everyone involved in each of your rotas. These are updated by the group/team leaders.

Groups are used by WCC to allow communication with groups of people with a shared interest. These are updated by the admin team.



Search for Others is the church address book. This is updated by you via My Details.

My Giving allows you to make and manage your donations to the church for tax purposes. It also shows you the donations you have made to date. This is updated by you and the admin team.

The items at the end of the menu provide shortcuts to various websites or Zoom meetings of interest to WCC. These are updated by the admin team.



Rotas in ChurchSuite show you when you're next serving at church gatherings or attending small group or team meetings. You can see your rotas as follows:

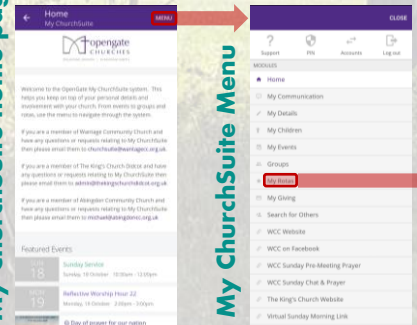
1. Login to My ChurchSuite on your PC or smartphone
2. If you can't see the list of Menu items then select **Menu** or  at the top of the Home page.
3. Select **My Rotas** from the menu.
4. The next few dates on which you are serving or attending meetings appear at the top of the **My Rotas** page.
5. The **Unavailability** section allows you to enter any dates that you are not available (e.g. on holiday).
6. All the **Rotas** on which you serve or for which you attend meetings are listed at the bottom of the page.
7. Click/tap the name of a **rota** to see its details and then  to email everyone on that Rota.
8. At the very end of the list is **All Rotas**. Click/tap this to see everyone serving at future church services. Click/tap the **Date** to change the date displayed.

To add your ChurchSuite rotas to your Google or iCal calendar click/tap on the relevant button at the top of the My Rotas page in the browser on your PC.



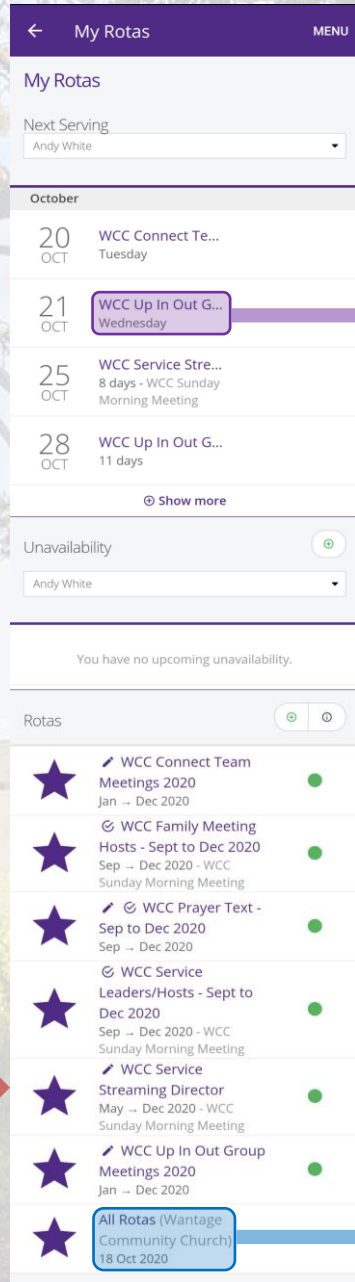
If you have questions or need any help please do email churchsuite@wantagecc.org.uk

My ChurchSuite home page

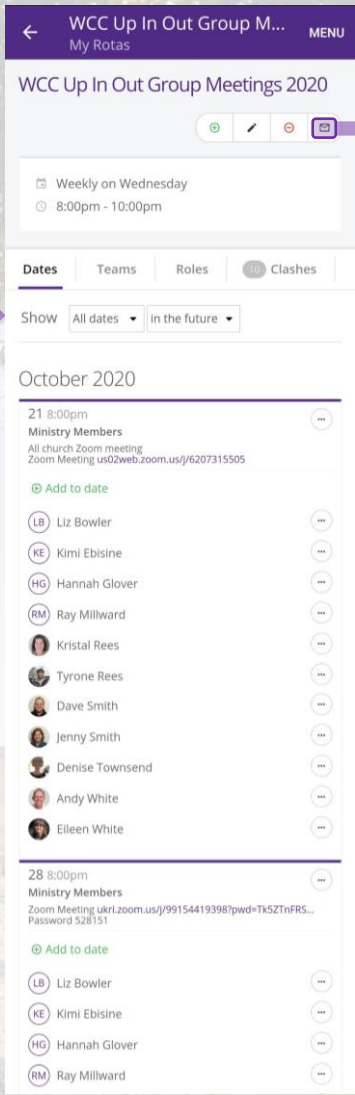


My ChurchSuite Menu

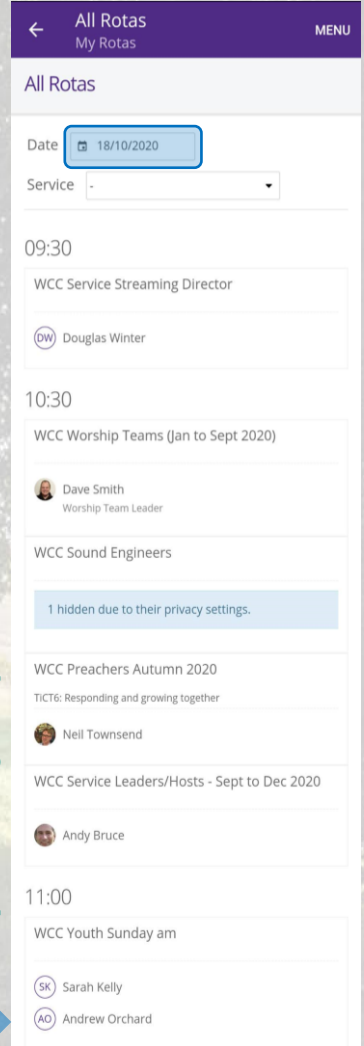
My Rotas and unavailability



Specific Rota with clickable Zoom link in details



Everyone serving on a particular date



Send email

All Rotas (Wantage Community Church) 18 Oct 2020