

My Church Suite - Privacy Settings

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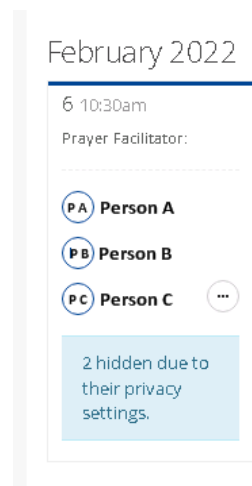
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Summary

Horray! You have successfully set up a My Church Suite account. Here is a handy guide to help you change your privacy settings once logged into your account. By default, any information we have stored on our church database is not shown to other St Peter's Loudwater My Church Suite users. The benefit of changing your privacy settings mean that your name and contact details will appear in our church address book (on My Church Suite) and on any rota's you serve on. Any contact details you choose to share are only viewable by other logged in members of St Peter's Loudwater My Church Suite. Please think carefully about which of your details you are happy to share. Changing your privacy settings does not alter the information that the church office can access, only other logged in members.

If you choose to not show your name, you are in simple terms "hidden" in any rotas that you have signed up for. So other rota members do not realise that you are on the rota. Enabling others to see your name helps people request rota swaps (see handy guide "Rota Swapping" for more information on how to request a swap on the rota) etc.

The example below is what others would see (and you are not Person A, Person B or Person C) if you were actually on that particular Rota.



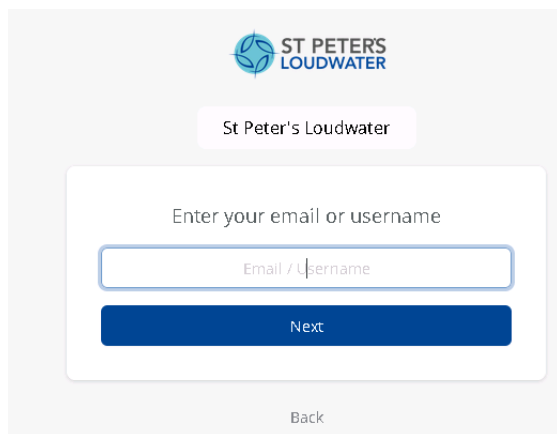
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This process takes you through updating your Privacy Settings. Screenshots may be slightly different with the app on a smart phone, but the principals are the same (make use of "Menu" navigation if needed).

Logging into Church Suite

Caution: Do not click on the link below if you are already logged in to Church Suite – skip this and go to the next page.

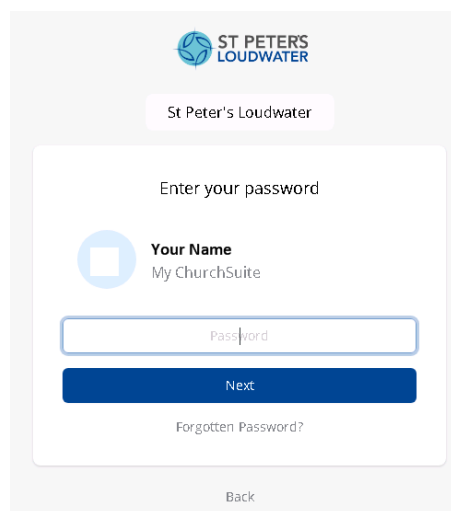
<https://stpeterschurchloudwater.churchsuite.com/my>



The screenshot shows the login page for St Peter's Loudwater Church Suite. At the top is the church's logo and name. Below it is a sub-header "St Peter's Loudwater". The main content area is titled "Enter your email or username" and contains a text input field with the placeholder "Email / Username". Below the input field is a blue "Next" button. At the bottom of the form is a "Back" link.

Enter your email address

[It is possible that on returning to Church Suite that this step may get skipped]

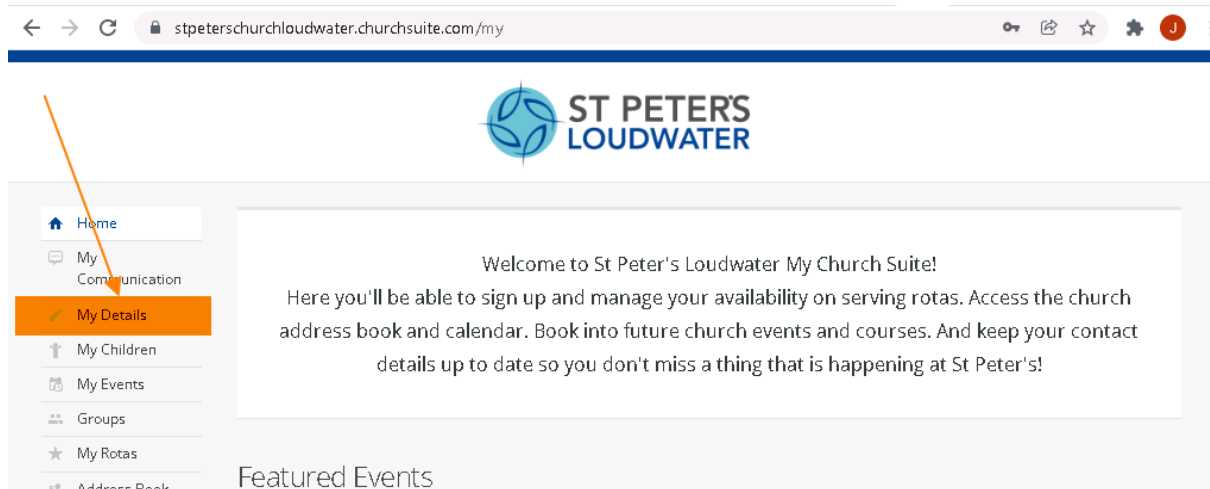


The screenshot shows the login page for St Peter's Loudwater Church Suite. At the top is the church's logo and name. Below it is a sub-header "St Peter's Loudwater". The main content area is titled "Enter your password". Below the title is a profile picture placeholder and the text "Your Name My ChurchSuite". Below this is a text input field with the placeholder "Password". Below the input field is a blue "Next" button. At the bottom of the form is a "Forgotten Password?" link. At the very bottom of the page is a "Back" link.

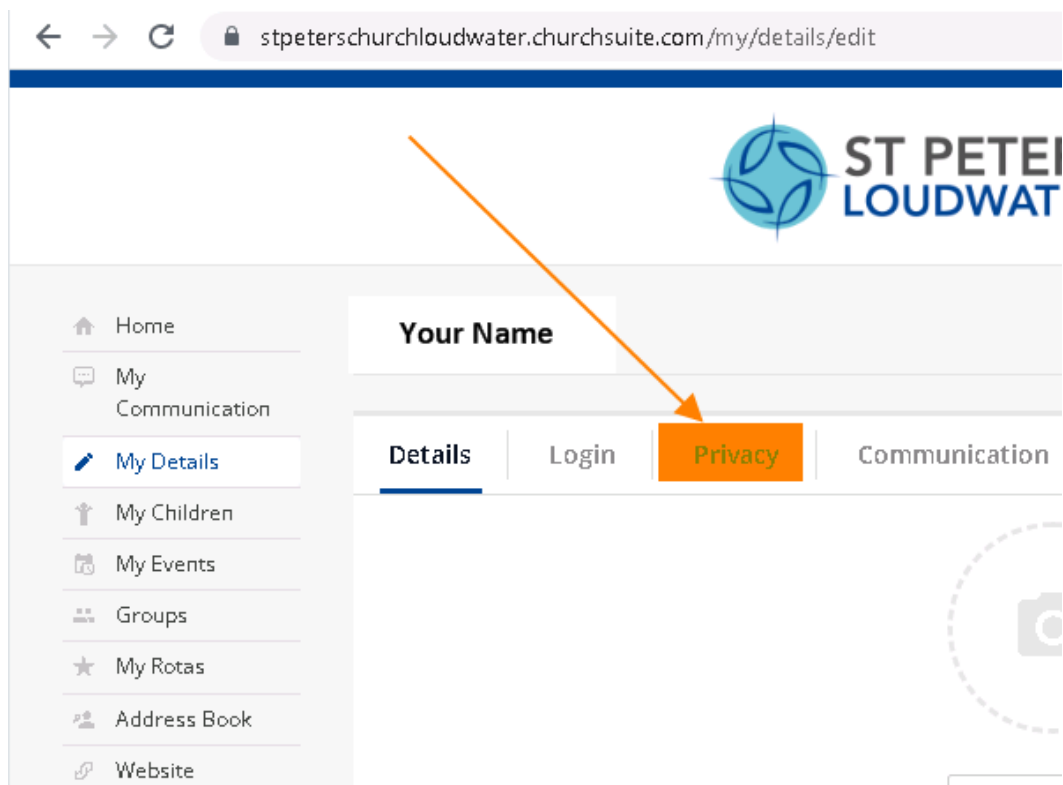
Enter your password (Your Name should be displayed with the appropriate initials in blue circle). If your email address is not recognised, this could be that you have not previously been invited to register on Church Suite. Contact Alison (mailto: Alison@loudwater.org) if this is the case.

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Update your Privacy Settings

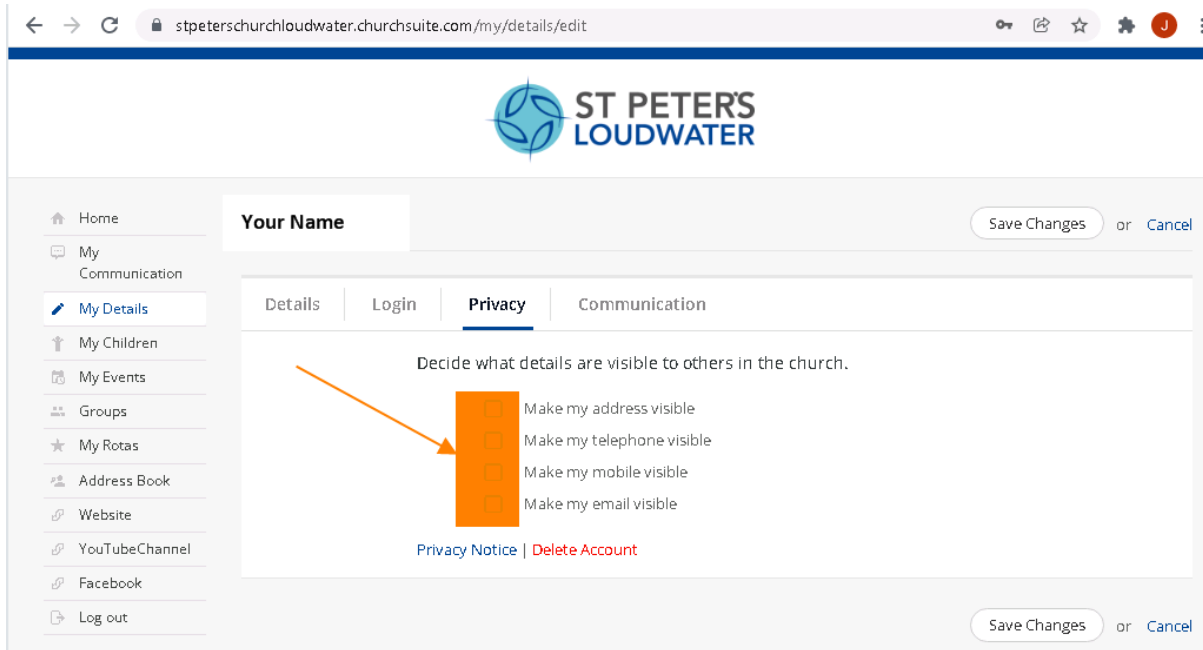


Click on "My Details"

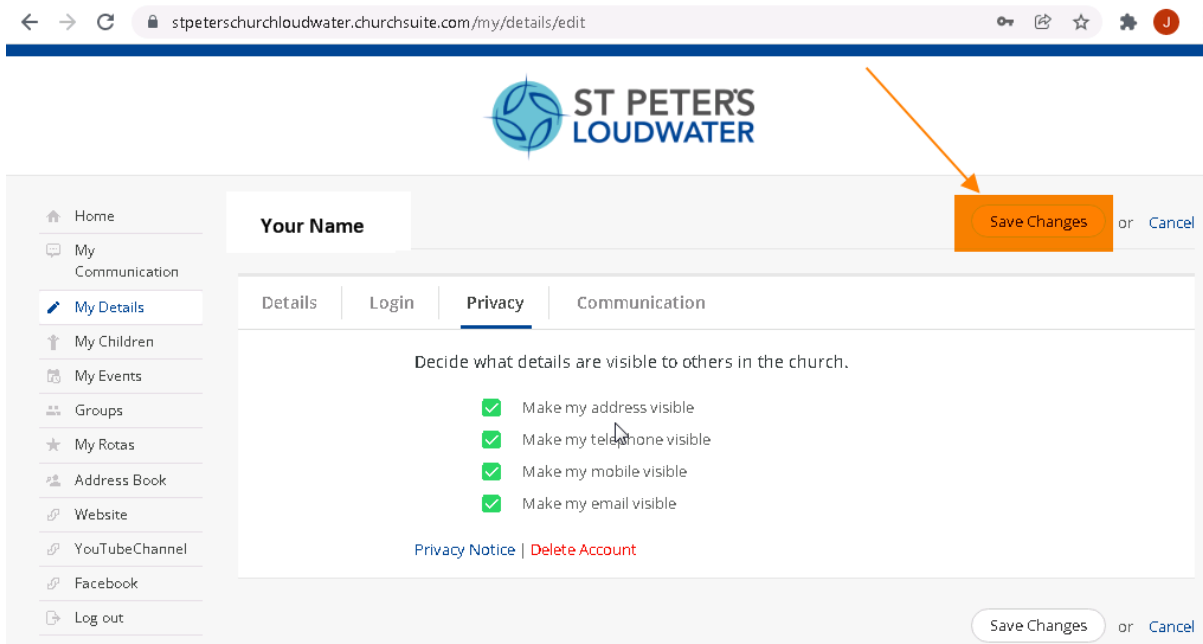


Click on "Privacy"

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Check one (adds green tick – see next slide) or more of the details you want to let others see (affects other areas of visibility in Church Suite as well – in particular in the Address Book). Not all need to be set.



Click on "Save Changes" (or "Cancel")