

My Church Suite – Rota Swapping

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Summary

This process takes you through swapping with someone else on a Rota. 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).

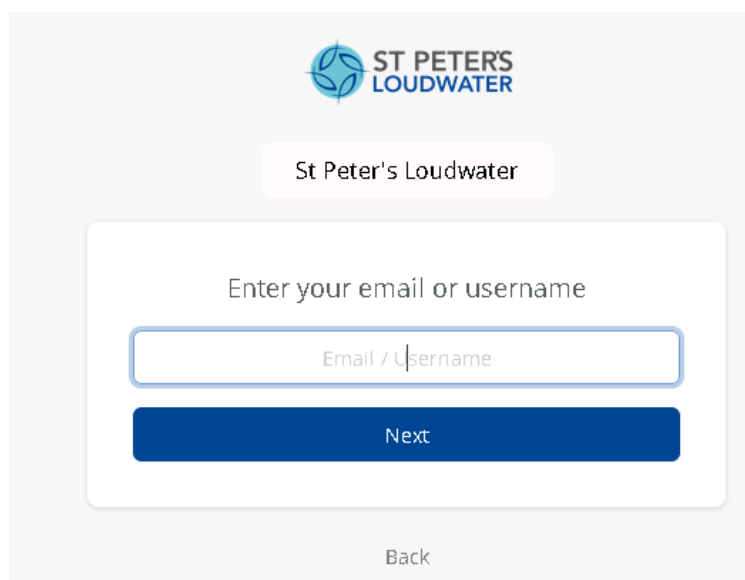
Warning: Before Swapping with someone, make sure that they can do your date and you can do theirs! There is nothing to stop you looking at your Rota as per below to find who you can swap with.

My Church Suite – Rota Swapping

Log 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.

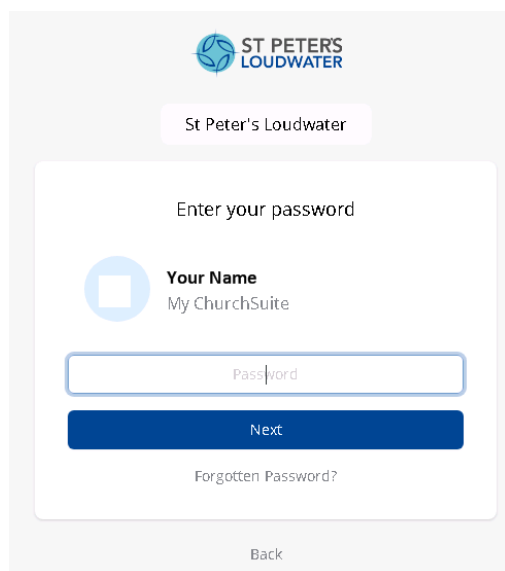
<https://stpeterschurchloudwater.churchsuite.com/my>



The screenshot shows the login interface 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'. It features a text input field with the placeholder 'Email / Username' and a blue 'Next' button. A 'Back' link is located at the bottom of the form area.

Enter your email address

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

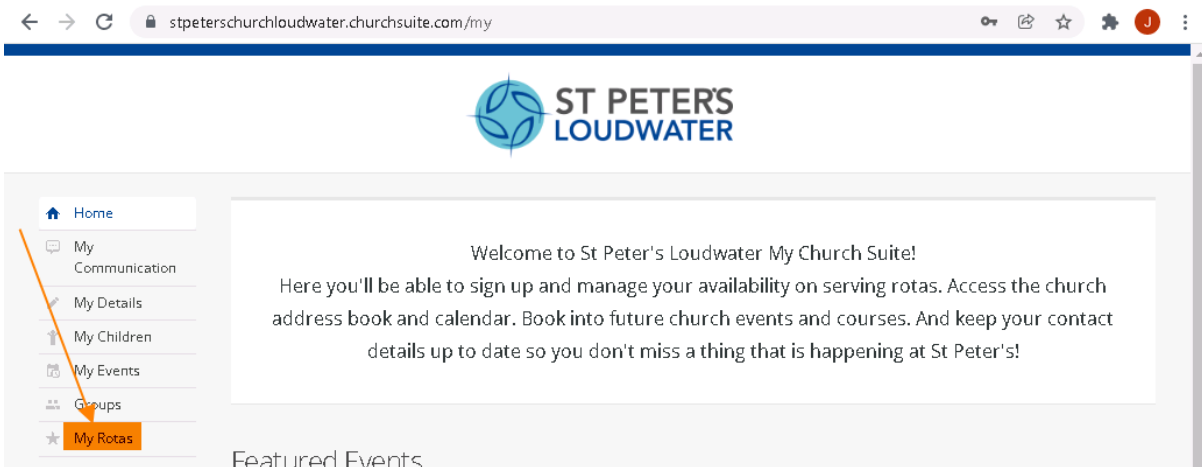


The screenshot shows the password entry step of the login process. It features the church logo and name at the top. Below is the sub-header 'St Peter's Loudwater'. The main content area is titled 'Enter your password'. On the left, there is a profile icon placeholder and the text 'Your Name My ChurchSuite'. The password field is labeled 'Password' and has a blue 'Next' button below it. A 'Forgotten Password?' link is positioned below the password field. A 'Back' link is at the bottom of the form area.

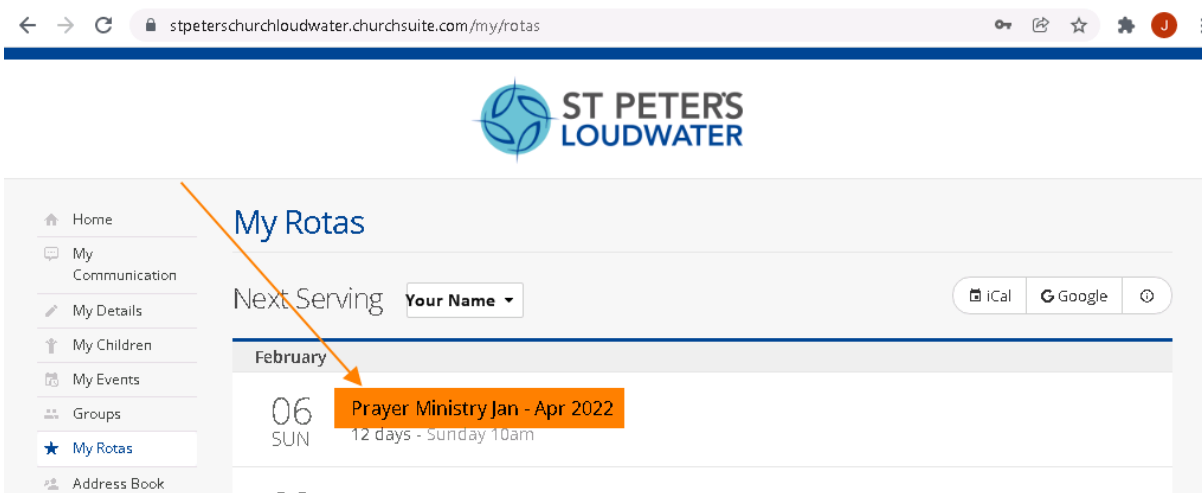
Enter your password (Your Name should be displayed with the appropriate initials in blue circle). If your email address is not recognised, this could be that you have not previously been invited to register on Church Suite. Contact Alison (mailto: Alison@loudwater.org) if this is the case.

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Select your Rota



Click on "My Rotas"



Click on the appropriate Rota (could be different from Prayer Ministry!)

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Change to Show "All Dates" so you can see the people and their dates you are swapping with.

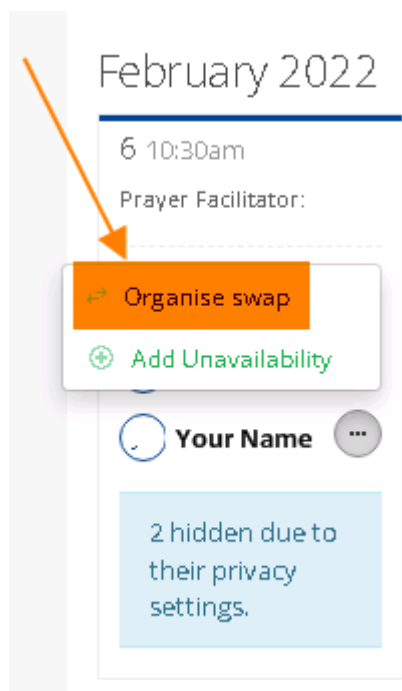
Select the particular Rota date that you cannot do.

Update Your Rota

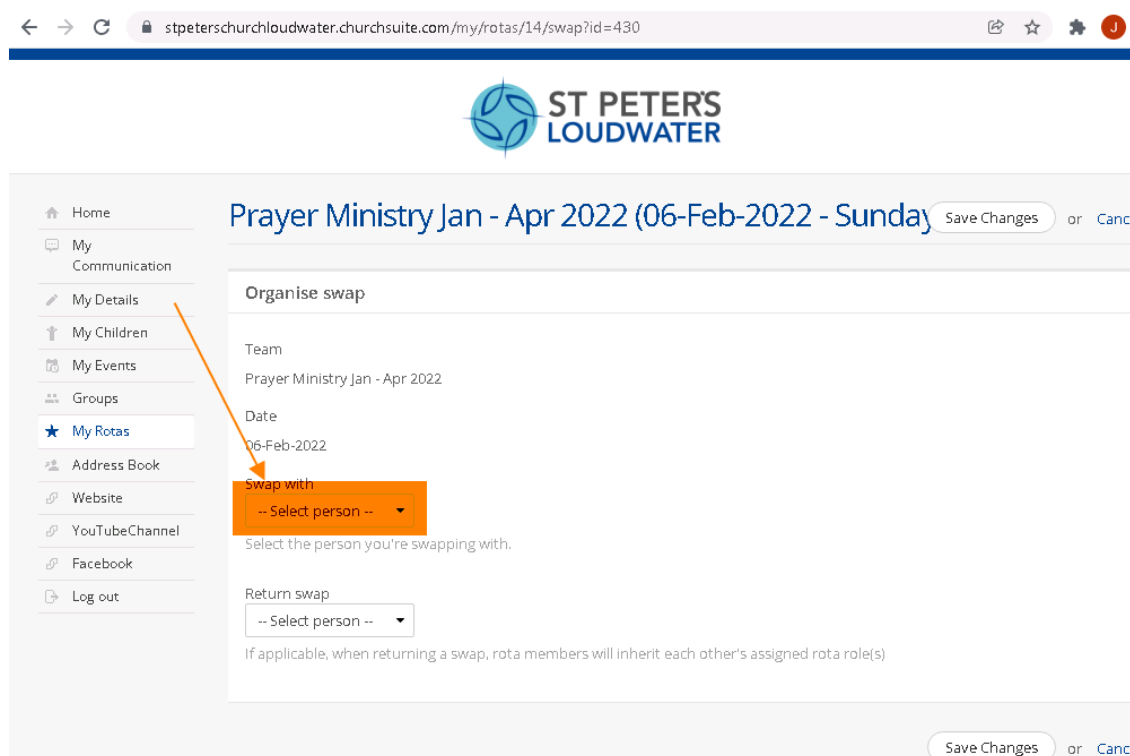


Click on the circle with 3 dots in the centre to the right of your name

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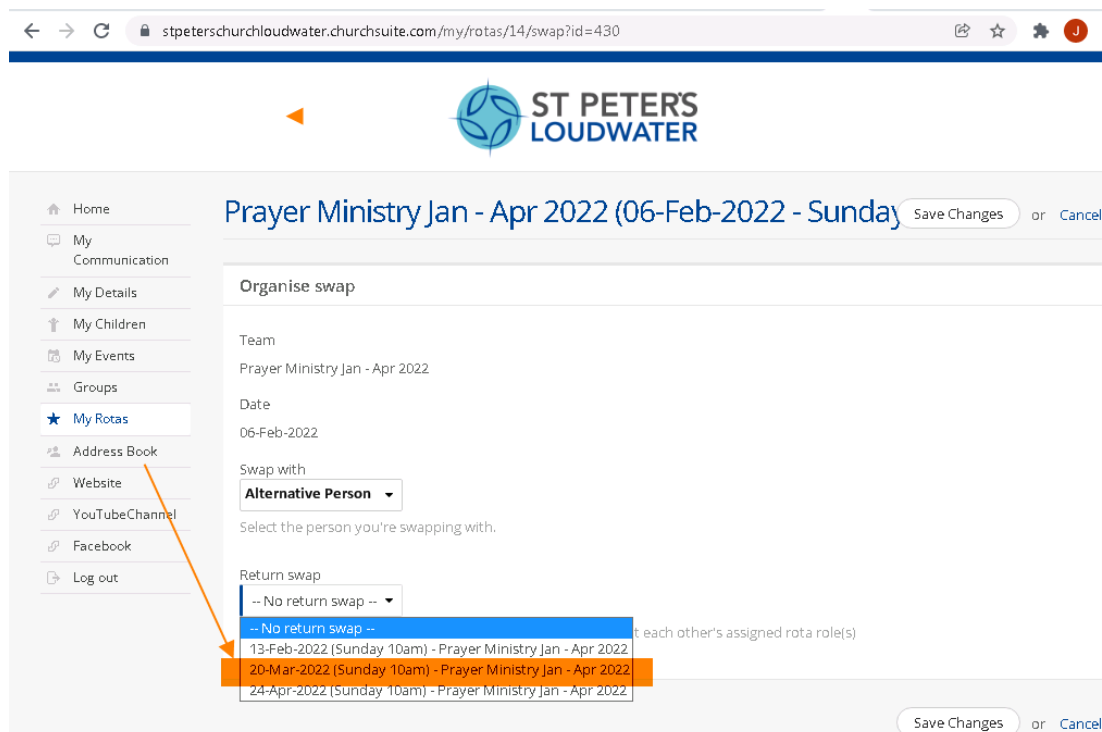


Click on "Organise Swap"



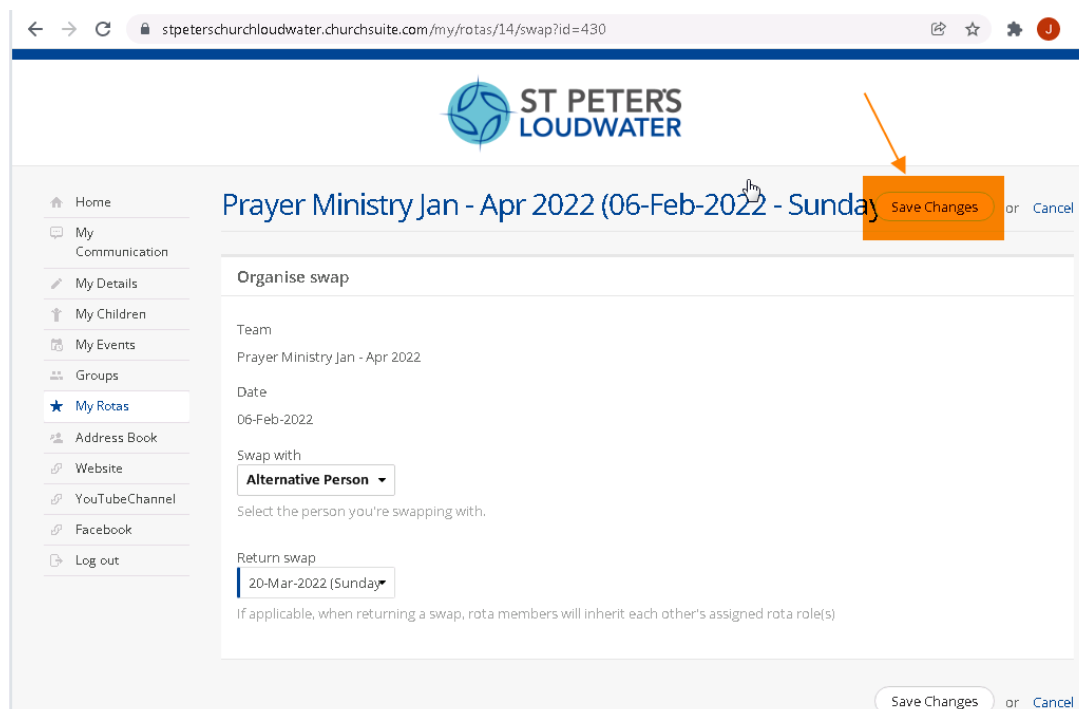
Select the person you want to swap with (Please confirm with them that this is OK!)

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Select agreed date that you are swapping with the alternative person or leave as “—No Return swap —” if you cannot return the favour.

Note: The return swap dates are populated when the alternative person is next on the Rota.



Click on “Save Changes” (or “Cancel”)

Both you and the alternative person should get emails indicating the swap has taken place (assuming this has been set up under “My Details” -> “Communications Tab”).