

GETTING STARTED WITH MY CHURCHSUITE



My ChurchSuite is a system developed for churches to enable them to serve their church members better. St Mary's are moving to this system which will eventually replace the "Members" area of the church website.

Access to My ChurchSuite is by invitation only. If you haven't received an invitation to set up an account you will need to request access from the church office (office@Stmarysaom.org) who will then enable your account and send a Welcome Email.

For more comprehensive details about My ChurchSuite visit: <https://support.churchsuite.com/article/385-my-churchsuite-user-guide>

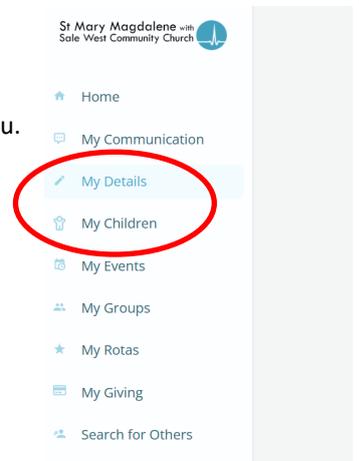
STEP 1 - FOLLOW THE LINK:

Follow the link and instructions in the welcome email to set up your MyChurchSuite account. If you have not received this email, please contact the church office. Once you have set up your account you will be taken straight to your My ChurchSuite dashboard.

STEP 2:

Once you are in your dashboard you will see a menu on the left hand side that can be used to navigate around your account. This is tailored to each member so you will only see options that are relevant to you.

Click "My Details" to review the details we have for you.

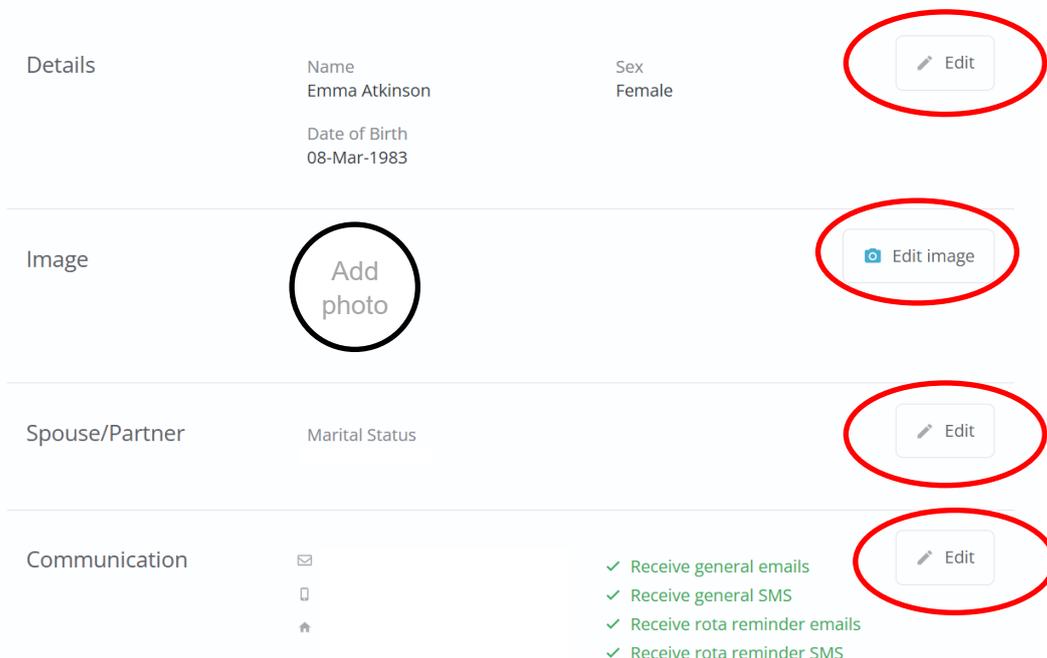


STEP 3 - CHECK YOUR DETAILS:

Review your details, clicking edit to update or change any information.

Add a photo to help other church members get to know you.

PLEASE NOTE: the details displayed here are the details held by the church office, any changes will reflect the data held by St Mary's so it is important you ensure this information is correct. **Deleting data will remove it from our central database.** If you do not wish your details to appear in the church address book please do not delete the data but adjust your privacy settings in **Step 5**.



STEP 4 - CHECK YOUR COMMUNICATION PREFERENCES:

[Check your communication settings](#) to control the information you receive from us.

IMPORTANT: Opting not to receive general emails will prevent all communications being sent to you. If you prefer to opt out of specific emails, for example our weekly email, please notify the church office and we will make the necessary adjustments.

STEP 5 - CHECK YOUR PRIVACY SETTINGS:

[Adjust your privacy settings](#). This allows you to control the information that is visible within the church address book and therefore shared with other church members. This address book is only accessible to church members who have a My ChurchSuite account.

Click "Edit" in the Privacy box, and then select the details you are happy for church members to see.

If you serve on a rota it is helpful to have your name and at least a phone number or email address visible so others on the rota can contact you. However, if you would prefer not to have these details visible to all via the address book please let the church office know as details for rotas can be more carefully restricted to only those you serve alongside.

The image shows two parts of the user interface. On the left is the main 'Privacy' settings page. It has a title 'Privacy' and a subtitle 'Decide what details are visible to others.' Below this is a list of settings: 'Name is visible' (checked with a green checkmark), 'Address is visible' (unchecked with a red X), 'Telephone is visible' (unchecked with a red X), 'Mobile is visible' (unchecked with a red X), and 'Email is visible' (checked with a green checkmark). To the right of this list is a red circle around an 'Edit' button with a pencil icon. On the right is a modal dialog titled 'Privacy settings' with a close button (X) in the top right. It has the same subtitle 'Decide what details are visible to others.' and a list of five options, each with a checkbox: 'Make my name visible *' (checked), 'Make my address visible' (unchecked), 'Make my telephone visible' (unchecked), 'Make my mobile visible' (unchecked), and 'Make my email visible' (checked). At the bottom of the modal is a blue 'Save' button.

STEP 6 - CHECK CHILDREN'S DETAILS:

[Check your children's details](#)

Click "My Children" to view records for your children. Details contained here are visible to you and our staff team only, no details will appear in the church address book.

Open a child's record to update their details, check their communication preferences, review their medical details or additional information, and manage their consent to appear in photos or videos.

NOTE: Emails are only sent to children/youth with prior parental consent and parents will always receive a copy of any email sent. All details held are to enable us to look after your child when in our care, please pay particular attention to ensuring the additional information and photo/video consents are correct. **Privacy settings for anyone under the age of 18 are set to the highest level by default, no data is visible to anyone other than their parents and our staff team.**

The image shows a vertical navigation menu for 'St. Mary Magdalene with Sale West Community Church'. The menu items are: Home, My Communication, My Profile, My Children (circled in red), My Events, My Groups, My Rotas, My Giving, and Search for Others.

STEP 7 - EXPLORE:

Now you're all set up you can [check out the church calendar and events, check your rotas and more!](#)

You can access My ChurchSuite online anytime by visiting <https://stmarysaom.churchsuite.com> and selecting "My ChurchSuite" (second on the list) from the system options. Or why not add the ChurchSuite app to your device, available on [Android](#) and [iOs](#).

If, at any time, you are prompted to search for your church when logging in simply type "**stmarysaom**" and then click "St Mary Magdalene Church" to select.

The image shows the ChurchSuite search interface. At the top is the ChurchSuite logo. Below it is a search box with the placeholder text 'Search for your church'. The search box contains the text 'stmarysaom'. Below the search box is a dropdown menu showing a search result: 'St. Mary Magdalene Church' with the subtext 'stmarysaom'.