



# GETTING STARTED WITH MY CHURCHSUITE

## After you've logged in

Once you've successfully logged in, you're taken to the My ChurchSuite home page. You will always get a quick overview of the 'Featured Events' at St John's, your profile and your 'My Communication'. From here you can also access the user-friendly menu, which provides access all the features of My ChurchSuite.

## Check your details

A great place to start on My ChurchSuite is to check your details! You will have filled in a lot of these through the My ChurchSuite sign up page on our website, but you can always update your details if you want to add anything else or make changes. Feel free to add a picture of yourself!

## Amend your privacy settings

When you first get My ChurchSuite all of your details are completely hidden from others. To get the most out of My ChurchSuite it's really helpful if everyone makes their name and at least one piece of communication (email or phone number) visible. My ChurchSuite is a closed group of committed St John's members so rest assured your details are only visible to those who have permission to access them.

To amend your privacy settings:

- Click on the 'My Details' section
- At the top of this page there are a series of tabs, click on 'Privacy'
- Here you will see a list of the information you can make visible to others
- Simply tick the relevant boxes for the information you want to be made visible
- (No other personal details, such as your DOB, marital status or job, are ever made visible to others)

Details | Login | Communication | **Privacy**

My ChurchSuite gives you the option to choose what information you make visible to others. Simply tick the boxes to make your details public in the 'Search for Others' module.

- Make my address visible
- Make my telephone visible
- Make my mobile visible
- Make my email visible