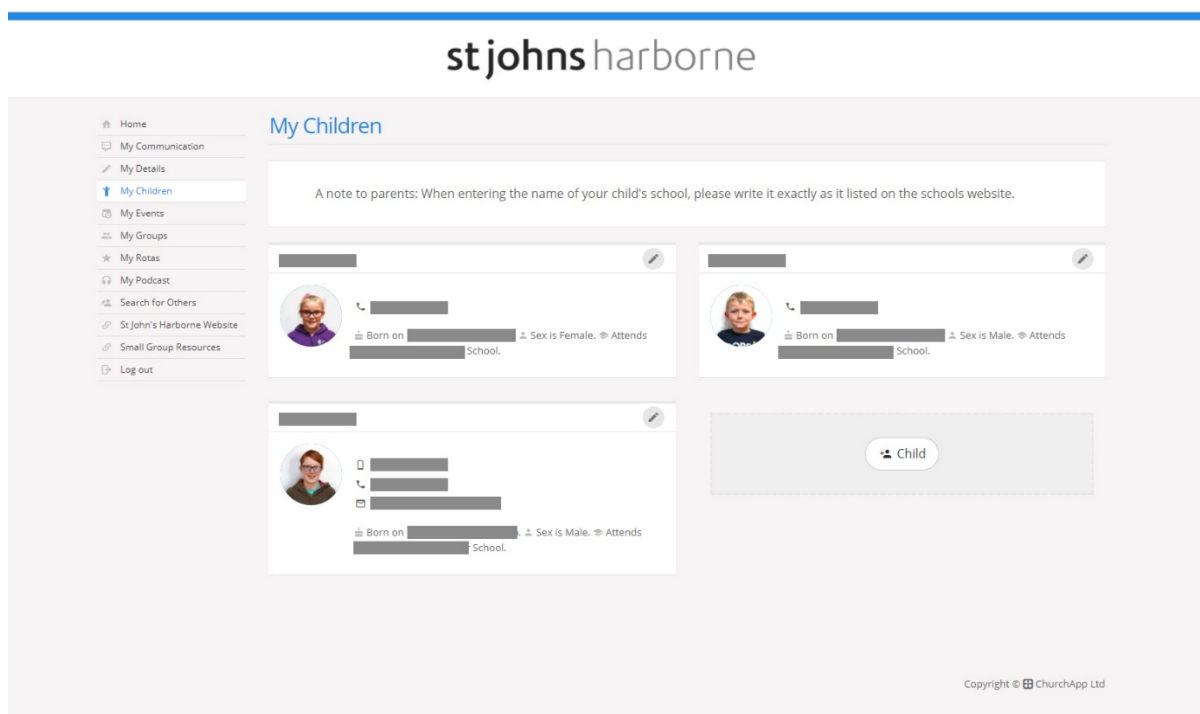




HOW TO USE MY CHILDREN

My Children

The 'My Children' menu is only visible to parents who have registered their children at St John's. It's a fantastic tool for allowing parents to manage the information we have for their child[ren]. You can even add new children without needing to ask someone in the church office to do it for you!



Updating your child's information

Just like the 'My Details' page for adults, clicking on the pencil icon in the top-right corner of a child will take parents into the details page so that they can update or add missing information, such as medical conditions, allergies or special needs. There are different tabs which can be used to navigate through different categories of information.



Only a child's parents (and a very limited number of the St John's Staff and the St John's Children's team) can see this information - it's never made visible to other St John's church members.

Visibility

Importantly, no children's contact details are ever displayed in My ChurchSuite. Parents may be able to see and manage their own children's details, but it is never possible to view the details of other children - the only exception to this is if a child is serving on a rota - in this case only their name is visible to other rota team members and ministry overseers.

Don't forget...

REMEMBER TO SAVE ANY CHANGES THAT YOU MAKE!