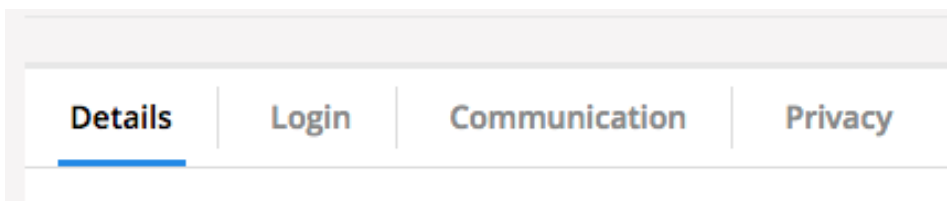




HOW TO USE MY DETAILS

My Details

Clicking on the pencil icon in the top right corner of your details from the homepage, or selecting the 'My Details' menu option will open your profile page. There are four tabs at the top of this page: 'Details'; 'Login'; 'Subscriptions'; 'Privacy', all of which can be edited to amend your details and settings on My ChurchSuite.




Details

This page gives you an overview of your profile, here you can review or update your details to add any missing information. Why not add a photo of yourself? Rest assured that only you can see this information until you choose to make it visible to others.

Paul Nation Save Changes or Cancel

Details | Login | Communication | Privacy



Title:

Name:


Middle Name:

Formal Name:

Sex:

Date of Birth:

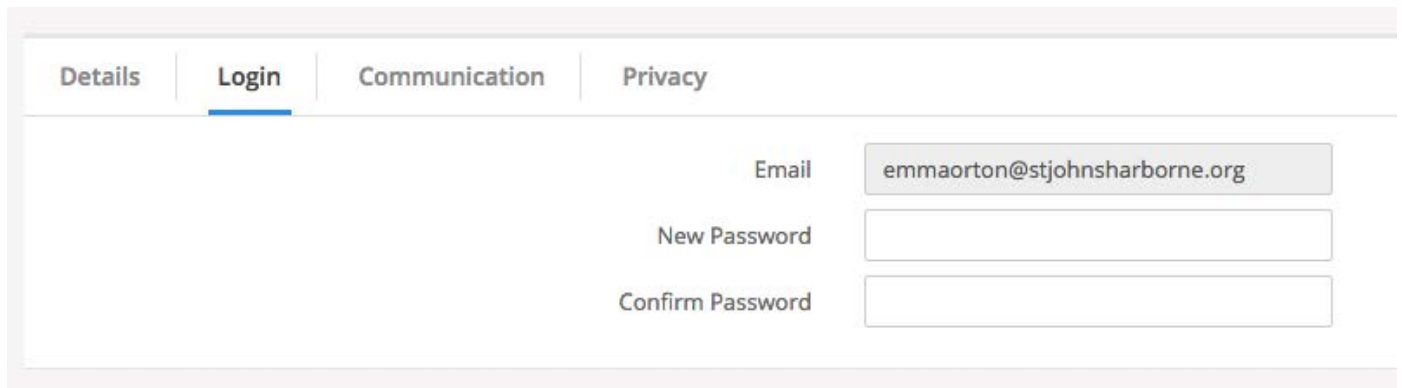
Marital Status:

Spouse: 

Email:

Login

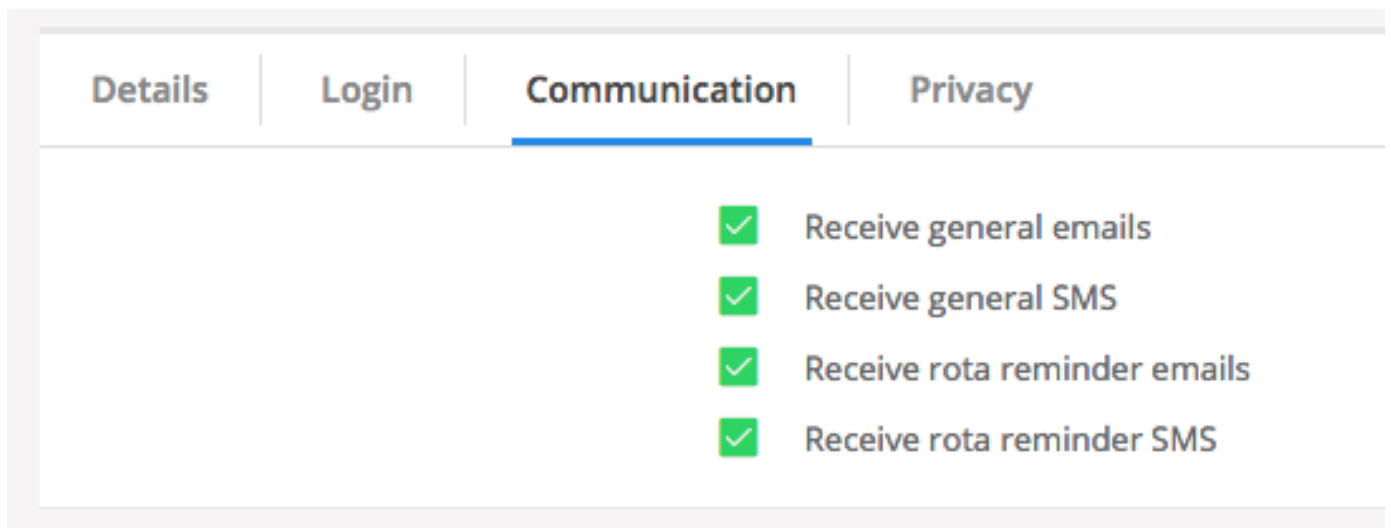
The login tab allows you to change your password at any time. For data security we would encourage users of My ChurchSuite not to save your password in your browser.



The screenshot shows the 'Login' tab selected in a navigation menu. Below the menu are three input fields: 'Email' (containing 'emmaorton@stjohnsharborne.org'), 'New Password', and 'Confirm Password'.

Communication

The Communication tab is where you'll manage how we contact you - opting in or out of receiving general church communications and/or rota reminder communications. We recommend that you don't opt out of SMS or emails through My ChurchSuite as you will no longer receive rota reminders, small group emails or important updates from St John's. The option to opt out of specific mailing lists (namely the Weekly Roundup email) is not possible within these emails - you would need to contact the church office for this.



The screenshot shows the 'Communication' tab selected in a navigation menu. Below the menu are four checked options: 'Receive general emails', 'Receive general SMS', 'Receive rota reminder emails', and 'Receive rota reminder SMS'.

Privacy

While your contact details are never visible to anyone outside of St John's, you can easily manage the level of personal contact information you are happy to have visible to other members of St John's in My ChurchSuite. We would strongly recommend that you allow at least a contact phone number and/or email address to be made visible, so that people can organise things like rota swaps. Note that only your address, telephone, mobile and email can be set visible (or not). No other personal details, such as your date of birth or marital status, are ever visible to others.

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

Don't forget...

REMEMBER TO SAVE ANY CHANGES THAT YOU MAKE!!