

My ChurchSuite user guide

Introduction

Welcome to My ChurchSuite! My ChurchSuite (MyCS) is the member-facing side of ChurchSuite and the St Michaels staff and support use the admin-facing *ChurchSuite* system to help them manage the churches administration. MyCS will help you keep your contact details up to date and help you access and more-easily engage with the life and activity of everything that's going on at church.

My Events


The My Events section is the St Michaels events **Calendar** showing upcoming featured events and a searchable calendar of future events. If you've signed up to a future event, if you oversee a future event, or if you've been sent an invitation to a future event, you'll see that information surfaced within two additional tabs.

The screenshot displays the 'My Events' interface. On the left is a sidebar menu with 'My Events' selected. The main area shows the 'Calendar' tab active, displaying three featured events with their respective photos, titles, dates, times, and locations. Below this is a section for viewing a calendar of events, featuring a 'Next 5 weeks' navigation button and a search input field.

Clicking on any event in a list will open the event page to view, giving you further information about that event, and where applicable you may be able to **sign-up**, (and for 'pay' events, to pay for tickets online). All your details are pre-populated into an event's sign-up page, so it's really easy to complete an event sign-up form with just a few clicks.

The Light Party

Check-In



📅 Thursday, 28 October 2021
🕒 5:00pm - 6:30pm
📍 St Michael's Church

Sign Up

Sign Up

About

Jesus is the Light of the World
 Join us for our Light Party
 For all the family to enjoy together
 We've got Glow Sticks, Sweets, Stories, Crafts, and a Light parade.
 Wear Bright Colours





We would love for you to come and join us - book your place below
 We look forward to seeing you there
 If you have any questions please contact families@smw.church

If you're an overseer for a future event - listed on the My Events tab - you'll have additional functionality on the event page for an event that you oversee. At the bottom of the event page overseers will see the current **Sign-ups** list. Clicking on a 'sign-up' will show you all their sign-up information and sign-up question responses. Overseers can even download the sign-up list to a CSV file.

4 Sign-Ups

Sign-Ups

As an event overseer you are able to see the details of those who have signed up to this event.

Name	Details	Notes	Ticket	
 Tom Gerrard	gerrardy@hotmail.com		Alpha and Bible - 5.00 27-Nov-2018 via Events	Paid 5.00
 Lindsey Marshfield	lindsey@gmail.com 07884 773 664		Alpha Course 27-Nov-2018 via Sign up Sheet	Free
 Seamus Tarn	seamus@hotmail.com		Alpha Course 27-Nov-2018 via Events	Free
 Sidney Yeo		Likes fish	Alpha Course 27-Nov-2018 via Sign up Sheet	Free

Designated event overseers are also able to access the event's **Check-In** system to optionally record attendance for their event.



- Home
- My Communication
- My Details
- My Children
- My Events**
- My Groups
- My Rotas
- My Giving
- My Podcast
- Search for Others
- Need help?
- Contact the office

Pancake Spectacular!



Sign Up

Sign Up

About

Bring along your favourite topping as we have a Love It or Hate It competition to find the weirdest and

Go to check-in
Check-In