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 overseer 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.

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.

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.

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

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