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.

Getting started...

When you provide your data to St Michaels, you will then be able to access My ChurchSuite, however this access is not automatic, if you provide your data online, then you will receive a response email with details of how you can access MyChurchSuite so **it's important we have your correct email address**! If you've not received your invitation, get in touch with us via data.protection@smw.church and we will get that sorted for you. The email contains a unique login-link that is used to access My ChurchSuite for the first time and to set your password. Those without an email address will not be able to access My ChurchSuite.

If you have already given us your data, but have not yet had access to MyChurchSuite, then please email data.protection@smw.church and we can sort that for you.

If you share an email address with a spouse you'll each receive separate personalised email invitations to the same inbox – be sure to click the link in your email and make sure that you set a different password to your partner; otherwise the system won't know who is logging in!

MyChurchSuite and Under 18s!

MyChurchSuite is only currently available for adult contacts in the Address Book module. If there is someone under 18 in your household, and that person is linked is to you, then you can access and manage their data via MyChurchSuite.
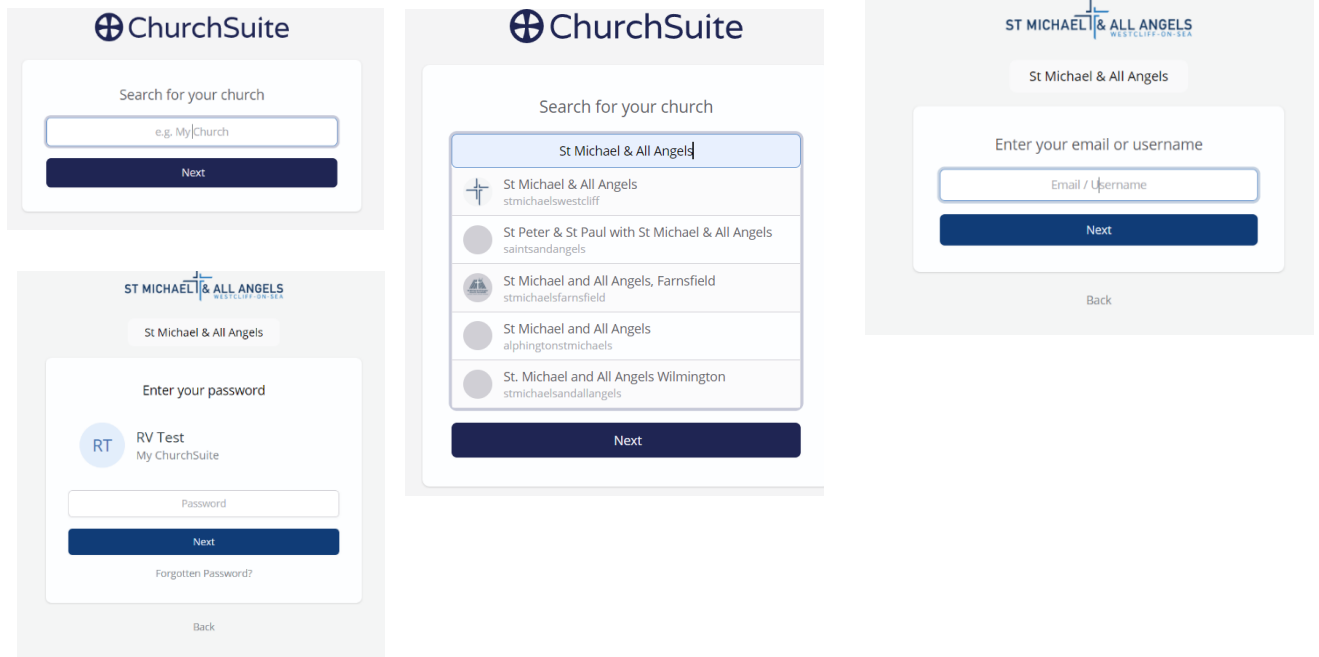
Navigating MyChurchSuite

My ChurchSuite can be accessed through any web browser and using the free iOS and Android ChurchSuite apps (available from the respective app stores). App navigation follows traditional app navigation principles – clicking 'back', swipe, single-click menus etc. My ChurchSuite is fully responsive, which means that pages resize automatically to suit the screen size of smaller devices like laptops, smart phones and tablets. **For the purposes of this guide though, we'll use screenshots taken from within a browser environment.**
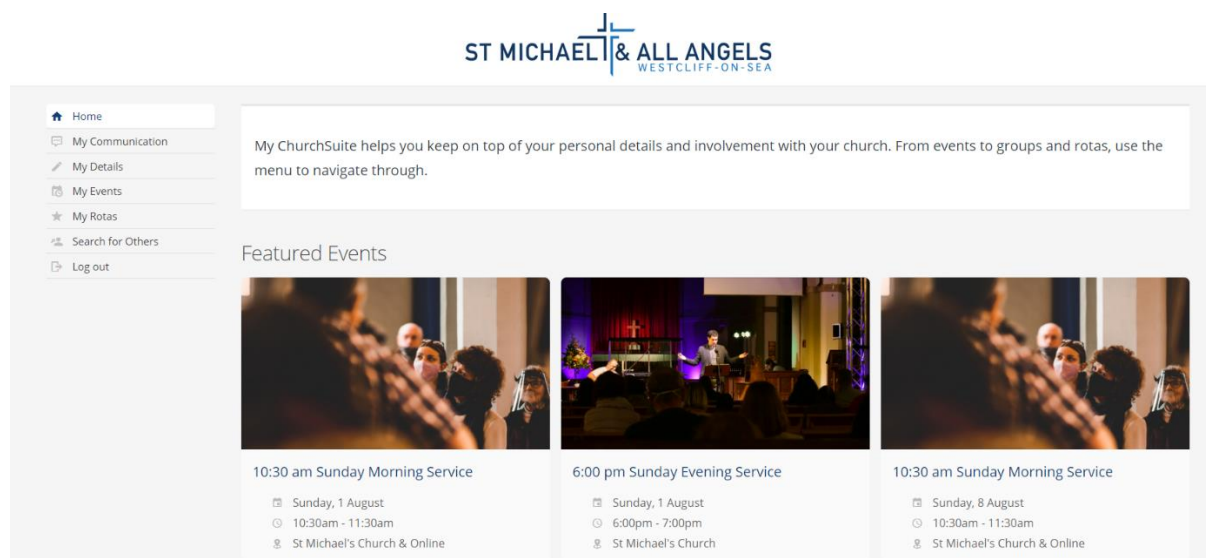
To log in, head to

1. http://login.churchsuite.com

2. follow the on-screen instructions to search for St Michael & All Angels Westcliff and choose **stmichaelswestcliff** and select next
3. Enter your **email address** and select next. If you have not provided your email address you will get a message saying email address not recognised. Register with the system via the website [New to Church — St Michael & All Angels Westcliff (smw.church)](New to Church — St Michael & All Angels Westcliff)
4. enter your **password** and select next.
5. Note: there is an option to request a password reset email by clicking **Forgotten Password?**
6. The screens should look like these …

Once you've successfully logged in, you're taken to the My ChurchSuite **Home** page which looks like this.

Navigation in a web browser is via the **Menu** on the left-hand side of the screen - this menu is always visible - or from the **Menu** in an app environment, which auto-closes when not in use. You can either use your browser's navigation buttons to go backwards at any time or use the Menu options (or the 'back' button or Menu in our apps).