My ChurchSuite user guide

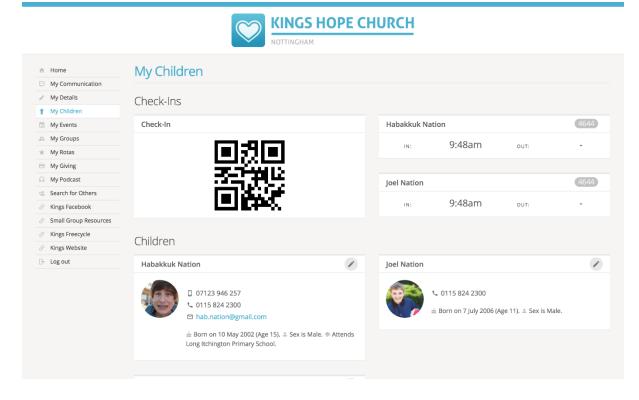
Introduction

Welcome to My ChurchSuite! My ChurchSuite (MyCS) is the member-facing side of ChurchSuite and the St Michaels staff and support use the adminfacing *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.

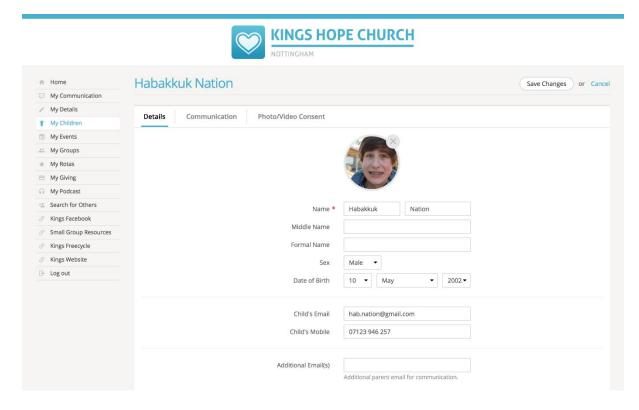
My Children

The **My Children** menu is only visible to parents/guardians/carers. The My Children page enables them to manage the information for each of their children. They can even add new children without needing to ask someone in the church office to do it for them!

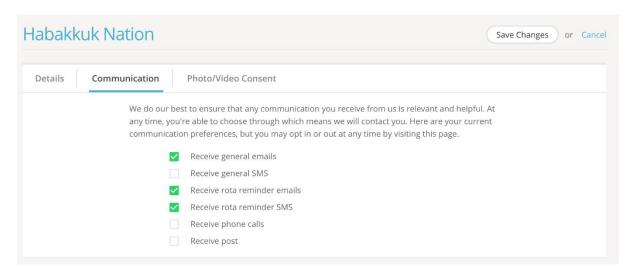
When there's an active Child Check-in session, the My Children page includes a **Check-In** QR code that parents/guardians/carers can scan at the church's check-in station to quickly see a list of all their children within their system so that they can check them in quickly and easily. Once checked in, the **parent pick-up passes** are shown on the My Children page too (see below).



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 for that child, where they can update or add missing information, such as medical conditions, allergies or additional needs. Only parents (and your leaders of course) can see this information – it's never made visible to other church members in My ChurchSuite.



The child's **Communication** page is where parents manage their child's communication preferences – opting them in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent your church leaders from being able to keep in touch with the child by these methods, meaning they may miss out on important church communications!



Finally, the **Photo/Video Consent** page is where parents can manage their child's photo and video consents for internal and external presentations.

