

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 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).

The screenshot displays the 'My Children' interface. At the top, the 'KINGS HOPE CHURCH NOTTINGHAM' logo is visible. A sidebar on the left lists various navigation options, with 'My Children' highlighted. The main content area is titled 'My Children' and is split into two primary sections: 'Check-Ins' and 'Children'.
The 'Check-Ins' section contains a large QR code for scanning. Below it, there are two rows of check-in data:
- **Habakkuk Nation**: IN: 9:48am, OUT: - (with a 4644 pass count)
- **Joel Nation**: IN: 9:48am, OUT: - (with a 4644 pass count)
The 'Children' section shows two child profiles:
- **Habakkuk Nation**: Includes a profile picture, contact info (07123 946 257, 0115 824 2300, hab.nation@gmail.com), and birth details (Born on 10 May 2002 (Age 15), Sex is Male, Attends Long Itchington Primary School).
- **Joel Nation**: Includes a profile picture, contact info (0115 824 2300), and birth details (Born on 7 July 2006 (Age 11), Sex is Male).

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.

KINGS HOPE CHURCH
NOTTINGHAM

Habakkuk Nation Save Changes or Cancel

Home
My Communication
My Details
My Children
My Events
My Groups
My Rotas
My Giving
My Podcast
Search for Others
Kings Facebook
Small Group Resources
Kings Freecycle
Kings Website
Log out

Details | Communication | Photo/Video Consent

Name *

Middle Name

Formal Name

Sex

Date of Birth

Child's Email

Child's Mobile

Additional Email(s)

Additional parent email for communication.

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!

Habakkuk Nation Save Changes or Cancel

Details | **Communication** | Photo/Video Consent

We do our best to ensure that any communication you receive from us is relevant and helpful. At any time, you're able to choose through which means we will contact you. Here are your current communication preferences, but you may opt in or out at any time by visiting this page.

- Receive general emails
- Receive general SMS
- Receive rota reminder emails
- Receive rota reminder SMS
- Receive phone calls
- Receive post

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

Habakkuk Nation Save Changes or Cancel

Details | Communication | **Photo/Video Consent**

I give photo/video consent for:

- Internal presentation, e.g. Sunday services
- External presentation, e.g. online