

ChurchSuite Rotas Availability

1 message

Bethan Wilson <bethan@stms.org.uk>
Reply-To: Bethan Wilson <bethan@stms.org.uk>
To: St Martin's Office <office@stms.org.uk>

6 July 2022 at 09:14



How to add your unavailable dates to ChurchSuite

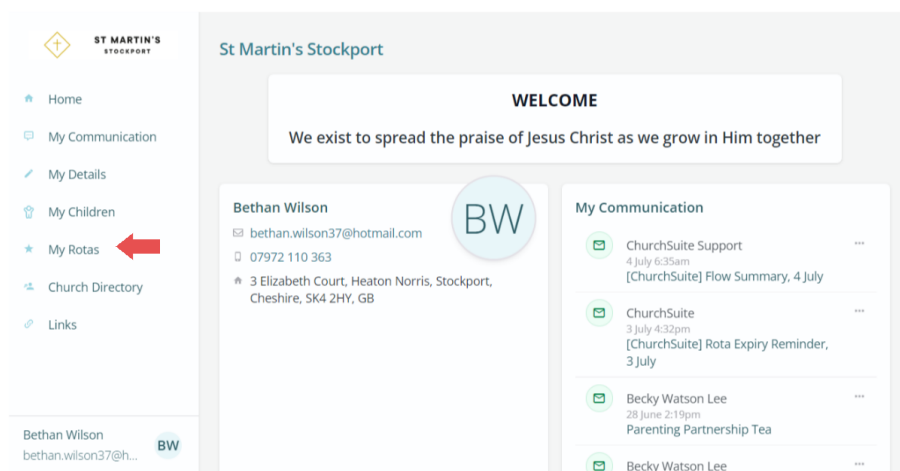
The time has come for me to put together the summer rotas. It would be very helpful if you could let me know the dates you aren't around by adding them to ChurchSuite. I've put together this helpful guide to show you how in 3 easy clicks.

Please let me know when you are away over the Summer, and also in the Autumn Term.

Log in

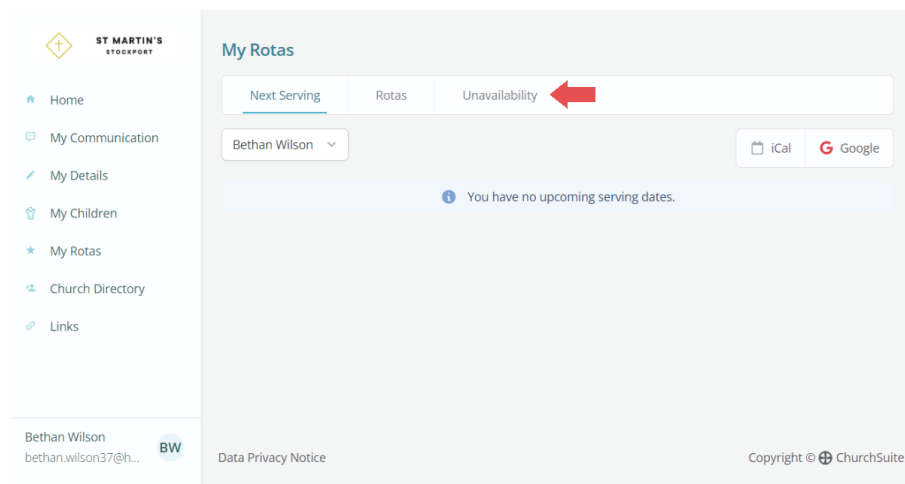
Log in to your My Churchsuite account [here](#).

Step 1 - Click on 'My Rotas'



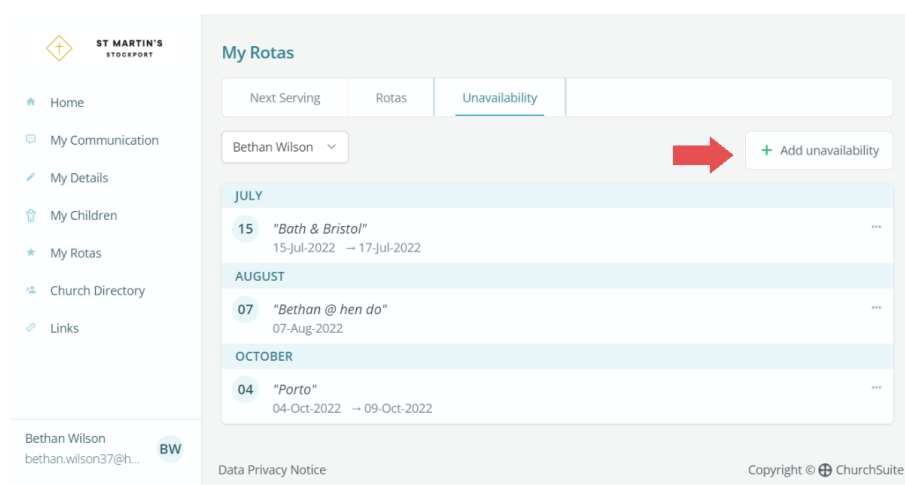
After logging in, you will see this homepage. There is a panel on the left hand side which includes 'My Rotas'. Click on this button.

Step 2 - Click on 'Unavailability'



You will now see the My Rotas page. Click on the 'Unavailability' button on the right-hand side of the top bar.

Step 3 - Click on '+ Add Unavailability'



You will now see the Unavailability page. Click on the 'Add Unavailability' button on the right-hand side of the screen.

You will now see a pop up where you can add unavailable dates for everyone in your family.

Descriptions are optional.

Please repeat this step for any Sundays and Wednesdays you are away, so that I don't add you to any rotas when you are unavailable.

Add unavailability

×

Add unavailability for:

☐

Bethan Wilson

☐

Sean Wilson☐☒ All Day

06-Jul-2022

06-Jul-2022

Description

Save