



My ChurchSuite is the member-facing side of ChurchSuite accessible by church **members**.

Purpose

Within this system, church members can log in securely (by invitation) and manage personal details, search the address book, manage their own children's details and view all communications sent out. You are also able to choose what information is shared with other members of the church family.

Follow the link in the invitation you receive by email.

Below are some instructions to guide you.

Please ask if you need any help.

1. Getting Started – Logging in for the first time

To log in, click on the **link** in the email.

The image shows an email invitation from Bethesda Evangelical Church. The email header is 'Bethesda Evangelical Church' and the subject is 'Your My ChurchSuite Invitation'. The body of the email says 'Hi Adult, To access My ChurchSuite for Bethesda Evangelical Church, simply click the following button:'. Below this is a blue button labeled 'Go to My ChurchSuite'. A green arrow points from the text 'To log in, click on the link in the email.' to this button. Another green arrow points from the button to a password creation screen. The password screen is titled 'Enter your new password' and shows a user profile for 'Adult Example My ChurchSuite' with initials 'AE'. It has two input fields: 'Password' and 'Confirm Password'. Below the fields is a list of password criteria: 'Between 8 and 32 characters', 'At least 1 UPPERCASE letter', 'At least 1 lowercase letter', 'At least 1 number', and 'Passwords match'. A 'Next' button is at the bottom. To the right of the criteria list, the text 'Password criteria must be met before you can continue.' is displayed.

The **link** from the email must be followed for you to **set up a password**.

This **password is weaker**, as displayed by the orange bar.

This screenshot shows the password creation screen with a weak password. The password strength bar is orange. The criteria list is: 'Between 8 and 32 characters', 'At least 1 UPPERCASE letter', 'At least 1 lowercase letter', 'At least 1 number', and 'Passwords match'. A 'Next' button is at the bottom.

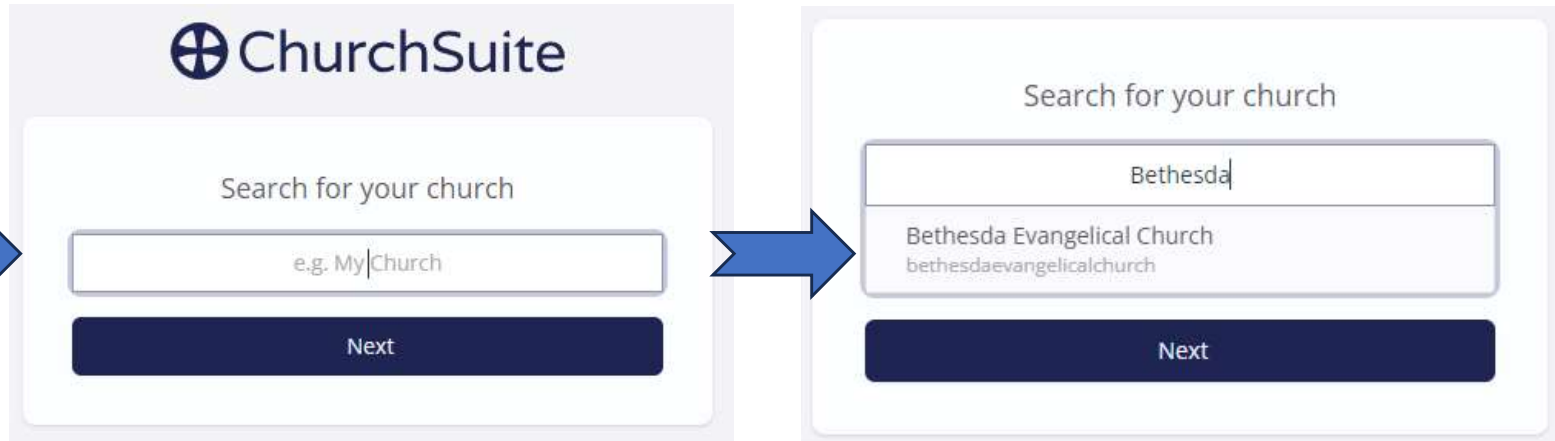
This **password is much more secure** by using more **symbols** and **numbers** mixed throughout the **password**.

This screenshot shows the password creation screen with a strong password. The password strength bar is green. The criteria list is: 'Between 8 and 32 characters', 'At least 1 UPPERCASE letter', 'At least 1 lowercase letter', 'At least 1 number', and 'Passwords match'. A 'Next' button is at the bottom.

2. Getting Started - Logging in

To log in, click on or type this into your browser login.churchsuite.com
Then **click** 

Follow the on-screen instructions to **search** for and select **Bethesda Evangelical Church**.



Next, enter **your email address**, and when prompted, your **password**.
Click **Next**.



Also note the option to request a password reset email by clicking **Forgotten Password**.

Once you've successfully logged in, you'll be taken to the **My ChurchSuite Home** page.

3. The Home Page

Once logged in, you will be taken to the **Home** page.

Bethesda Evangelical Church

Welcome to your ChurchSuite home page.

Menu bar

- Home
- My Communication
- My Details**
- My Children
- Search for Others

You

Adult Example
adult.example@...
07123 456 789
House, Street, Town, County

View

History of communications

My Communication

ChurchSuite
9 September 2:21 pm
[Bethesda Evangelical Church] My ChurchSuite Login

More →

Navigate ChurchSuite using the menu bar.

You will see **your details** here. Please note, this will include all details on the **system** but what information is **visible** to others is set through **View or My Details** in the **menu bar**.

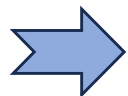
This is all **communications** from the ChurchSuite system to you. Click **more** to see them.

Adult Example
adult.example@rad... AE

Data Protection Policy

Copyright © ChurchSuite

Click on your profile to log out.



Adult Example
adult.example@rad... AE

Adult Example

Log out

4. Your details and preferences

The screenshot shows the user profile page for 'Adult Example' (adult.example@). The left sidebar contains navigation options: Home, My Communication, My Details (highlighted in yellow), My Children, and Search for Others. The main content area is divided into several sections, each with an 'Edit' button:

- Details:** Name (Adult Example), Sex (Female), Date of Birth (1 January 2000).
- Image:** Profile picture with initials 'AE' and an 'Edit image' button.
- Spouse/Partner:** Marital Status (Married).
- Communication:** Lists contact information (email, phone, address) and communication preferences. The 'Receive general emails' option is checked and highlighted with a yellow box. Other options like 'Receive general SMS', 'Receive rota reminder emails', 'Receive rota reminder SMS', 'Receive phone calls', and 'Receive post' are unchecked.
- Privacy:** A section titled 'Decide what details are visible to others in the church.' with a yellow box around the 'Edit' button. It lists visibility settings: Name (checked), Address (unchecked), Telephone (unchecked), Mobile (checked), and Email (checked).
- Additional information:** A section for extra details.
- Login:** Email (adult.example@) and Password (masked with asterisks).

At the bottom left, there is a user card for 'Adult Example' with the initials 'AE'. At the bottom right, there is a 'Delete account' link.

My Details shows a summary of the main **contact information** the church holds about you on its database.

It enables you to **review** or **update** your **personal information**.

Communication

- Receive general emails
- Receive general SMS
- Receive rota reminder emails
- Receive rota reminder SMS

Save

Choose what **information** you receive and how.

You can easily **manage** the level of basic **contact information** you are happy to be **visible** to other members in our church.

The dialog box is titled 'Privacy settings' and contains the text 'Decide what details are visible to others in the church.' It lists the following visibility options:

- Make my name visible *
- Make my address visible
- Make my telephone visible
- Make my mobile visible
- Make my email visible

A 'Save' button is located at the bottom of the dialog.

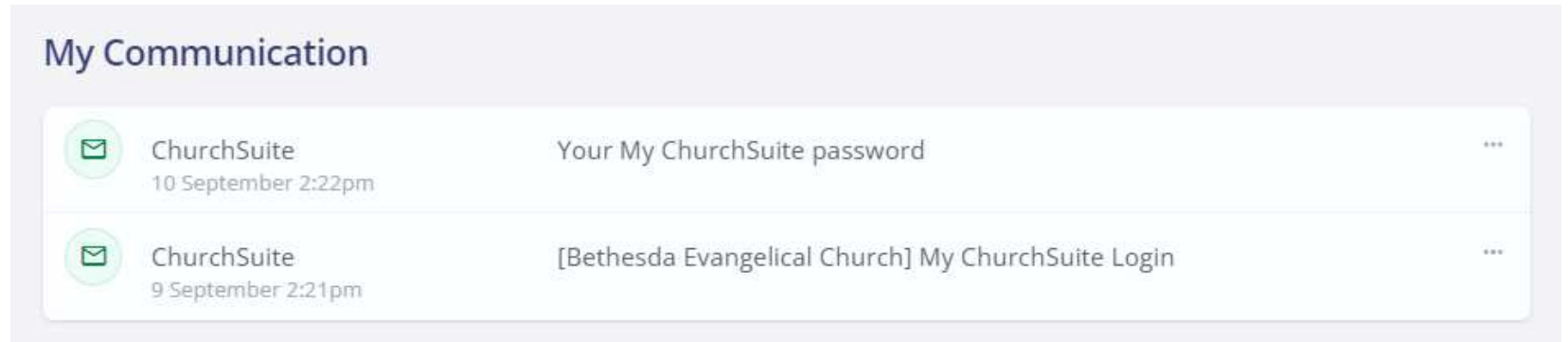
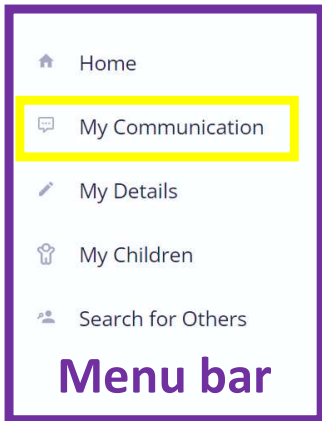
x to **cancel** changes

save changes

Then press **Home** to return to the Home page

5. Communications

My Communication is a history of all the **recent communications** sent to you from the church.



Select each message to view.

This will also include a copy of the **emails** that are sent out from the church.

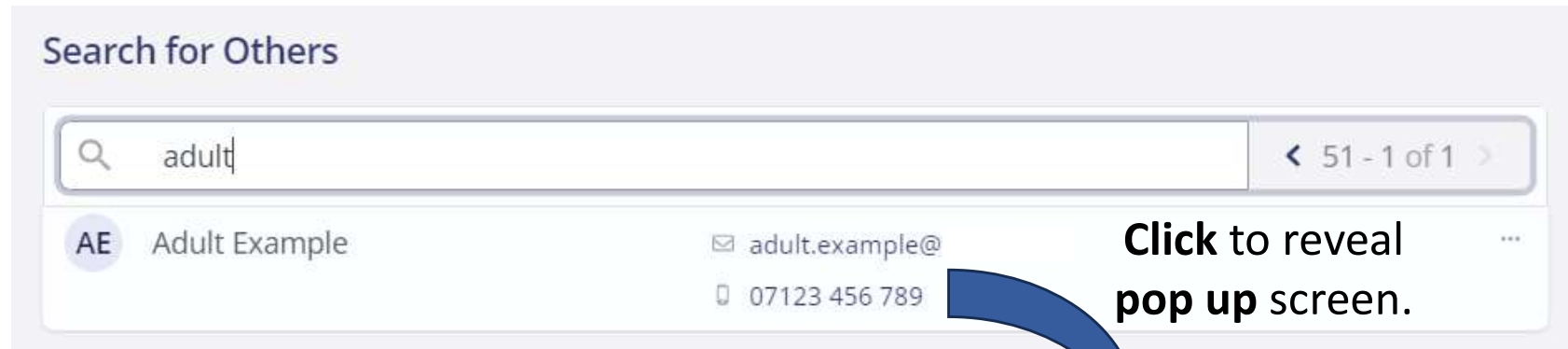
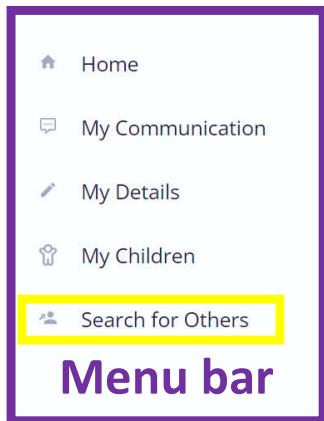
6. Searching for Others



This is our church's **contact directory** provided for church members only.

Click > to **view** next page

Clicking on the person reveals all the **information** for them, as per their **privacy** settings.



Contact information is displayed on the first screen and further information, e.g. address is in the pop out screen.



No under 18s appear in the directory or searches.

On turning 18, the administrator can move someone to the directory.

Others will only be able to see your **contact details** based on your **privacy settings**.