



HOW TO USE MY ROTAS

For Rota Overseers

Ministry Overseers are able to create, manage, publish and distribute rotas in the My Rotas section within My ChurchSuite.

While team members can view their upcoming serving commitments, organise swaps (if option enabled) and add their unavailability in My Rotas, Ministry Overseers have the full functionality of rota management in My ChurchSuite.

Adding a new Rota

Overseers can add new rotas set with a "Draft" status while they are being set up; after which they can be set as active by changing their status to "Published", and then distributed. Draft rotas can only be seen by Overseers; Published rotas can be seen by all rota team members.

To add a new rota for a Ministry, select "+Rota" on the My Rotas page (located under the 'Next Serving' section).

My Rotas

Next Serving


iCalGoogle

May

25MAY


Worship Today

Worship LeaderElectric Guitar




29MAY

Lighting team Sunday



31MAY

Duty Pastor Tuesday



Show more


Rotas

+ Rota

Next, select:

- the Ministry,
- the Start and End Dates the rota will run from and to,
- the Day(s) that the rota runs on, and
- the Times in which team members will serve.

You can minimise rota 'clash' occurrences by setting accurate times that reflect when your teams are actually serving - for example, it's entirely possible for people to serve in more than one Ministry on a Sunday and for there not to be a rota clash - as long as the rota serving times are set accordingly.

**KINGS HOPE CHURCH**
NOTTINGHAM

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Add Rota

[Save Changes](#) or [Cancel](#)

Ministry

Car Park Directors

Date

01-03-2018 → 01-07-2018

Days

Sunday

Time

10:30am → 12:00pm

Team Rotation

Simple Rotation

Teams to Rotate

3 Selected

Start Team

The A Team

Serving Pattern

1 Date(s)

The number of consecutive dates/months each team will serve for before rotation continues to the next team.

☐ Allow members to sign up to future dates?

Now set the 'Team Rotation' - either **Ad Hoc**, **Simple Rotation** or **Serve 13**. The team rotation set in the underlying Ministry in ChurchSuite is suggested by default. Note that "Teams to Rotate", "Start Team" and "Serving Pattern" are only options depending on the Team Rotation selected.

Team Rotation

Simple Rotation

Teams to Rotate

3 Selected

Start Team

The A Team

Serving Pattern

1

Date(s)

The number of consecutive dates/months each team will serve for before rotation continues to the next team.

Which Team Rotation?

- **Ad Hoc.** If your Ministry does not follow a specific serving pattern, e.g. once per month on the first Sunday, select AdHoc. When you add a new rota, you'll be able to manually assign individuals or teams to each date.
- **Simple Rotation.** Create any number of teams and have them follow a simple rotation pattern. For example, if a team serves every 3 weeks, create three teams; if a team serves every 6 weeks, create six teams. With 'Simple Rotation', specify which 'Teams to Rotate', the 'Start Team' for the rotation, and the serving pattern for each team.
- **Serve 13.** Four teams serve once per month, e.g. Team 1 on the first week, Team 2 on the second week, etc. On months with five weeks, the extra week will be covered once per year by each team in rotation. During a year, each team will typically serve 13 times. You must have 4 teams to be able to select Serve 13.

Scrolling down the 'Add Rota' page further will show the Ministry's teams, members and their roles within their team; if teams have already been set up.

The screenshot shows the 'Members' tab for a team named 'Gav's Band'. At the top right, there are buttons for 'Team' and 'Order'. Below the team name, there are buttons for 'Member', 'Edit', and 'Delete'. The members are listed in a table-like format:

Profile Picture	Name	Contact Info	Role(s)	Actions
	George Baker	07987 654 321	Drums	...
	James Bonding	james.bonding@gmail.com 07158 723 145	Keyboard	...
	Gavin Courtney	support@churchapp.co.uk 07595 169 172	Electric Guitar Worship Leader	...

A dropdown menu is open for James Bonding, showing options: 'Edit roles' and 'Remove member'.

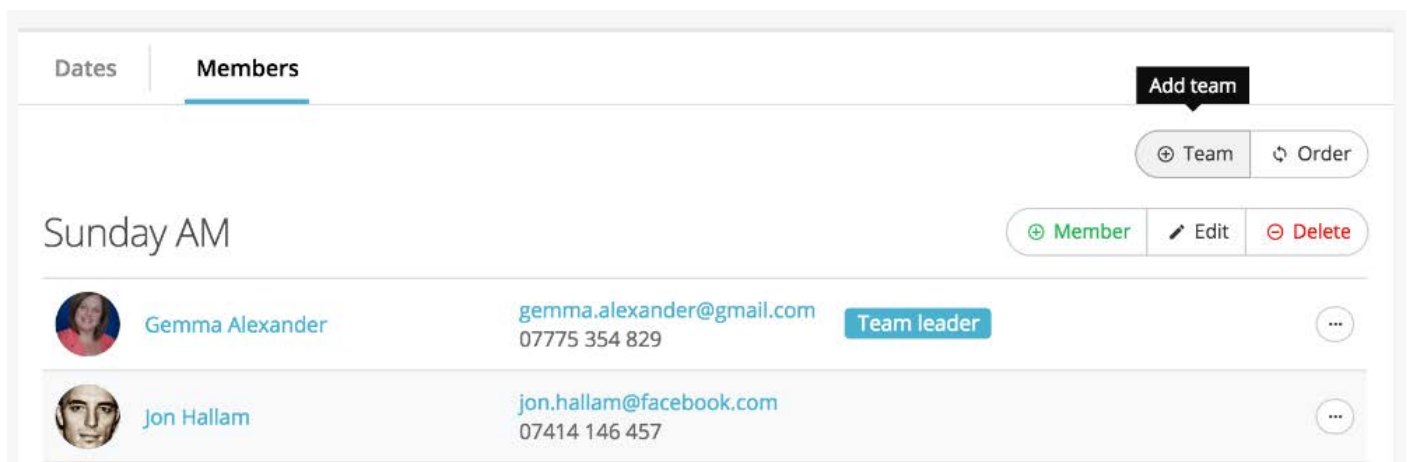
Refer to sections below for more detailed guidance on:

- editing teams (adding members, setting their role and renaming a team),
- adding new teams,
- deleting and re-ordering teams; and
- editing roles or removing team members.

Saving your changes will now create your Draft rota (with the teams, members and roles you have set). Once a rota is created, it is not possible to change the rotation; however you can still make ad hoc changes to your rota e.g. adding additional team members, amending roles etc.

Adding teams and members, ordering and removing teams

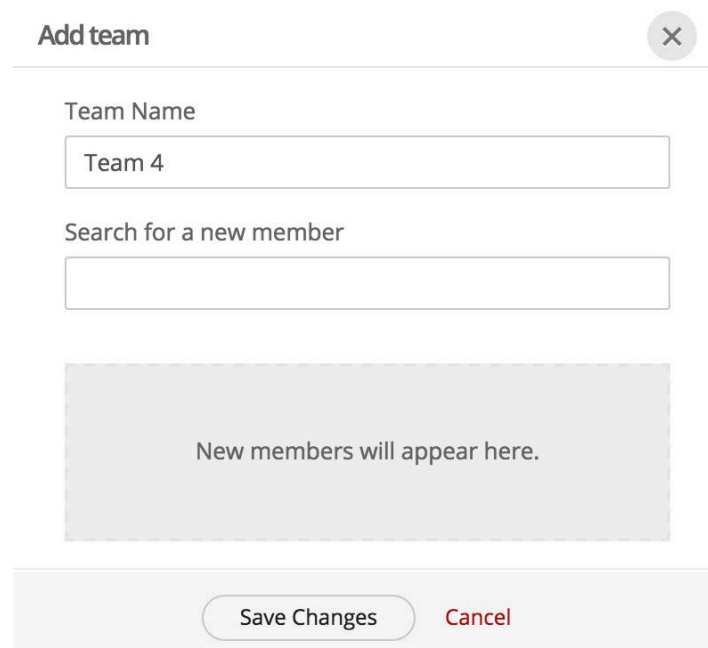
Select a rota from the list in My Rotas. Click "Members" to view any pre-existing teams, members and roles. For a new Ministry it may be that no teams have been added yet. You can do that now. To add a new team, select "+ Team" at the top of the Members page.



The screenshot shows the 'Members' tab for a rota named 'Sunday AM'. At the top right, there is an 'Add team' button. Below it are 'Team' and 'Order' buttons. On the right side, there are 'Member', 'Edit', and 'Delete' buttons. The list of members includes:

Name	Contact Info	Role	Actions
Gemma Alexander	gemma.alexander@gmail.com 07775 354 829	Team leader	...
Jon Hallam	jon.hallam@facebook.com 07414 146 457		...

Enter a team name e.g. Week 1, Week 2, Team A, Team B, Reserves, John's Team.



The 'Add team' modal form includes the following fields and buttons:

- Add team** (header with a close button)
- Team Name** (text input field containing 'Team 4')
- Search for a new member** (text input field)
- New members will appear here.** (placeholder area for search results)
- Save Changes** and **Cancel** (action buttons at the bottom)

You can also add new members to your team here, if you wish, using the "Search for a new member" option. Only contacts whose personal visibility settings have their name set as 'visible' can be searched. The search results will auto-complete as you type. Select a contact from the list to add as a member. Depending on the roles that may already exist for the Ministry, you can also assign a role to your new team member.

Add team

Team Name

Team 4

Search for a new member

Peter Jefferies

Assistant
Cup-bearer
Grape-treader
Leader

Save Changes

Cancel

Continue adding further members to the team, if you wish. When you are finished, click 'Save Changes'.

You can also add members to a team by clicking "+ Member".

Dates

Members

Add member

Team

Order

Sunday AM

Member

Edit

Delete

Gemma Alexander

gemma.alexander@gmail.com

07775 354 829

Team leader

Jon Hallam

jon.hallam@facebook.com

07414 146 457

As before, simply search for a contact to add as a team member, select the contact and assign a role as required (if roles have already been set up for your Ministry). Note, also, that you can choose to "Add members to all future dates" on draft or published rotas for this ministry.

Add member: Gav's Band

Add team member

Search for person...

☒ Add members to all future dates

Gavin Courtney

B/Vox
Drums
Electric Guitar
Guitarist
Keyboard
Percussion
Worship Leader

Save Changes

Cancel

Helpfully, if a Ministry has multiple teams, you can change the team order by clicking the "Order" button on the Members page.

The screenshot shows the 'Members' tab for a group named 'Sunday AM'. At the top right, there is a button labeled 'Edit team order'. Below this, there are two buttons: 'Team' (with a plus icon) and 'Order' (with a double arrow icon). Further down, there are three buttons: 'Member' (with a plus icon), 'Edit' (with a pencil icon), and 'Delete' (with a minus icon). Below these buttons, a member profile is displayed for 'Gemma Alexander', with email 'gemma.alexander@gmail.com' and phone '07775 354 829'. A blue 'Team leader' badge is next to the profile, and a three-dot menu icon is on the far right.

Use the "up" and "down" arrows to set the team order. The team order is used when adding a new rota with Simple Rotation or Serve 13. Save your changes when finished.

The screenshot shows a modal titled 'Order' with a close button (X) in the top right corner. Inside the modal, there is a list of three teams: 'Communion Prep Team 1', 'Communion Prep Team 2', and 'Communion Prep Team 3'. Next to each team name are arrows for reordering: Team 1 has a down arrow, Team 2 has both up and down arrows, and Team 3 has an up arrow. At the bottom of the modal is a 'Save Changes' button.

At any time you can edit a team (perhaps to change a team name). Click "Edit" and make your changes. Remember to save your changes.

This screenshot is similar to the first one, showing the 'Members' tab for 'Sunday AM'. In this view, the 'Edit team' button (with a pencil icon) is highlighted with a black callout box, indicating it is the next step in the process.

You can also delete an entire team if you wish. Click "Delete" and confirm your request.

Dates

Members

⊕ Team


Delete team

Sunday AM

⊕ Member

Edit

⊖ Delete



Gemma Alexander

gemma.alexander@gmail.com
07775 354 829

Team leader

⋮


Allowing team members to 'sign-up' for rota dates

One of the great features of My Rotas for Ministry Overseers is the ability to create and publish rotas that have available dates that serving team members can choose to sign-up for. 'Sign-up' can be enabled on a rota-by-rota basis, giving Overseers flexibility to choose the rota-recruitment method that suits a ministry best. It's incredibly versatile and can be useful in lots of different scenarios, e.g.

- To publish an empty future rota and then invite team members to sign-up for the future date(s) they're available and can serve.
- To publish an incomplete rota and ask team members to sign-up to those future dates where there is still need.

Helpfully, rotas with 'Sign-up' enabled show with a "tick" symbol before the rota name in My Rotas.

Rotas



✔ Foodbank Supermarket Collection

Jul → Dec 2016

●


When ministry members login to My ChurchSuite and view the rota, they'll see "+ Sign up for this date" on those rota dates where there are still team places to be filled.

29 11:00am


Communion Prep Team 1

5 / 12

⊕ Sign up for this date




Susan Green



Hannah Hallam

Assistant




Nicola Lawrence

Leader

HM

Hannah Mueller

Cup-bearer, Leader

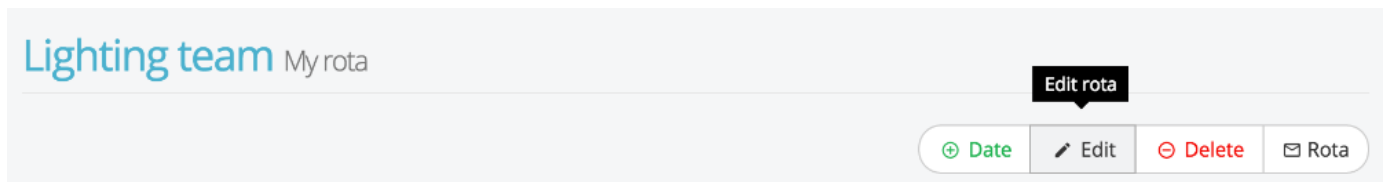


Mary Smith

Signing up displays a confirmation. Importantly, Overseers can instantly see new 'sign-ups' on the rota in their My ChurchSuite.

How to enable 'sign-up'

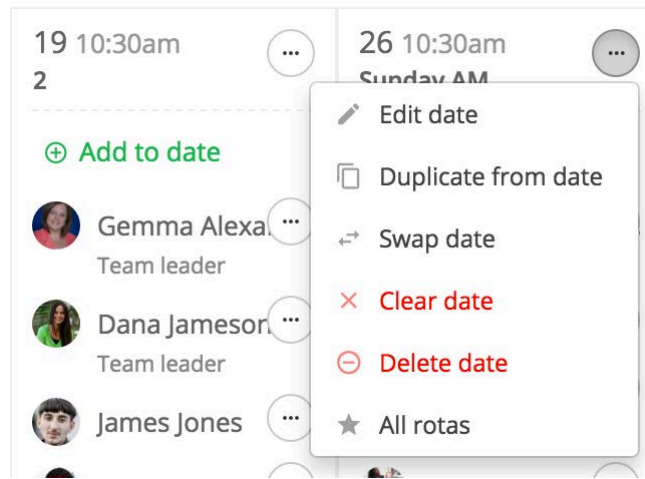
To enable rota 'sign-up' functionality (and having first created a rota for a ministry), click "Edit rota" at the top of the rota page.



First, tick "Allow members to sign up to future dates?" to enable 'sign-up' for that rota; and then specify the maximum sign-ups per date. If you want to recruit 3 members for each date on the rota and already have 2 members on the rota, you would set the maximum sign-ups to 5. Note that this 'maximum' is a global quantity that is applied to all dates on the rota.

A screenshot of the 'Edit rota' modal form. The form has a title bar 'Edit rota' with a close button. It contains several fields: 'Name' with the value 'Communion Team', 'Start time' with the value '10:30am', 'Order by' with the value 'Name', and 'Status' with the value 'Published'. Below these fields is a note: 'Draft rotas can only be seen by Overseers; Published rotas can be seen by all rota members.' At the bottom of the form, there is a section with a checked checkbox 'Allow members to sign up to future dates?' and a text input field 'Maximum sign-ups per date' with the value '5'. At the very bottom, there are two buttons: 'Save Changes' and 'Cancel'.

Having set a global 'maximum sign-up' quantity, you can also set a different maximum on a 'per date' basis; allowing you to set custom sign-up quantities when needed. To do this, select "Edit date" on the rota.



Enter the revised 'maximum sign-ups' for that date.

Edit date

Start time

10:30am

Notes

Baptism Service

Maximum sign-ups

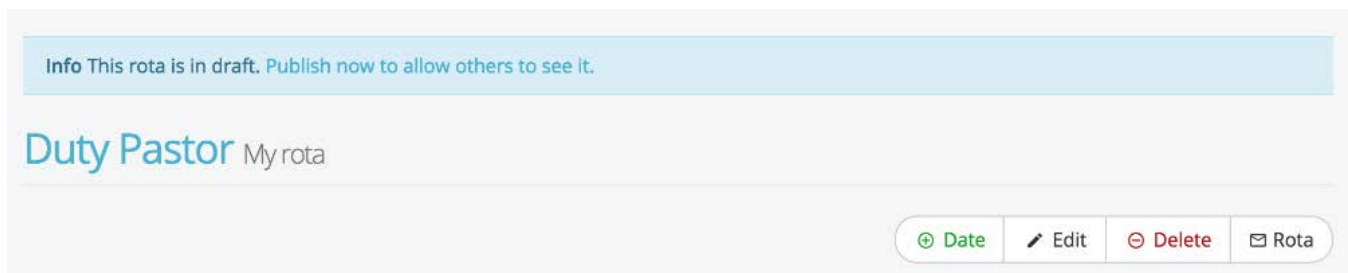
3

Save Changes

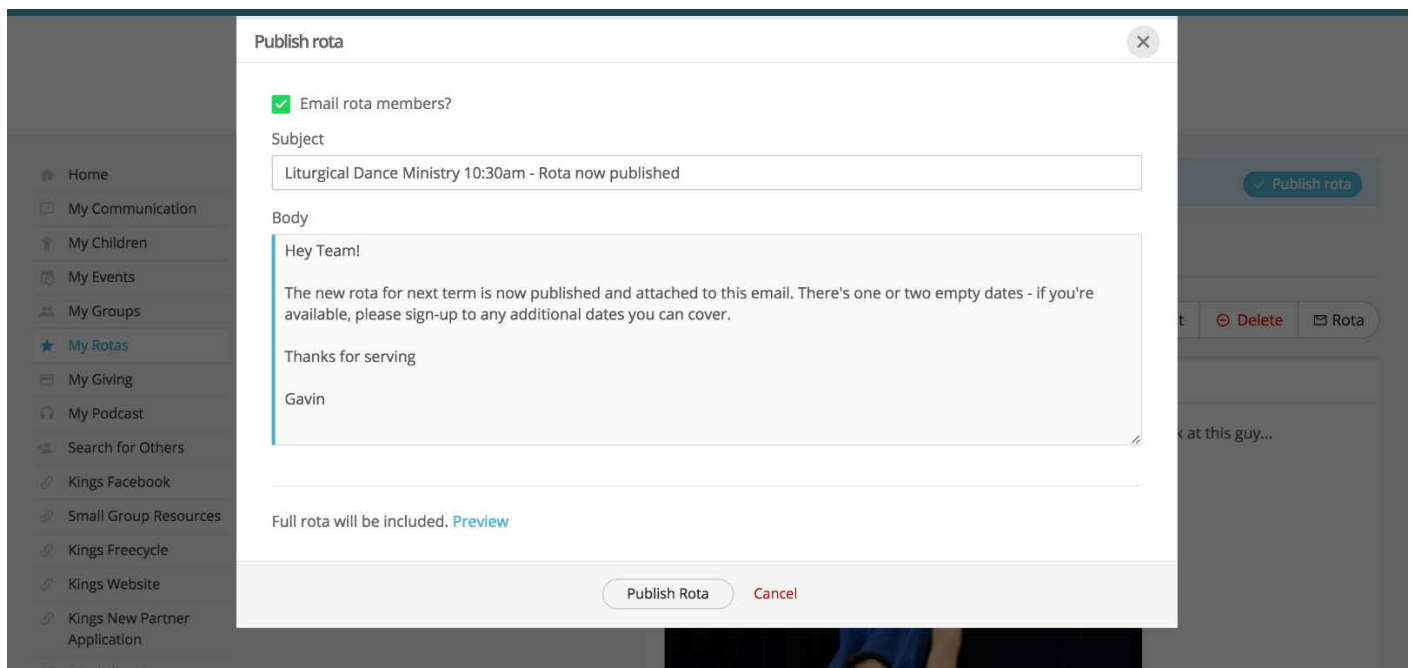
Cancel

Publishing a draft rota

Whenever you're working with a Draft rota, an information message is displayed at the top of the rota page.



Click "Publish now to allow others to see it". Add content to the email body if you wish. The rota and contact details of team members is appended to the email automatically - click 'preview' to see what the email will look like. Note that only those contact details of team members whose visibility settings permit are included - if any team member has chosen not to make their contact details visible, they won't show in the distributed rota (although they will still receive the email). Click "Send Email" to send your rota and set your rota as "Published".















Switching between Name view and Role view

When viewing Dates on a rota, you can switch between Name view (alphabetical order) and Role view. Using Role view for example, can be helpful for quickly identifying whether you have sufficient serving team members covering each of the roles on a given rota date. It is not possible to change the order that roles are displayed in.























Name view example

June 2016

5 10:30am Band 2	12 10:30am Band 1	19 10:30am Band 2	26 10:30am Band 1
⋮	⋮	⋮	⋮
⊕ Add to date	⊕ Add to date	⊕ Add to date	⊕ Add to date
 Gemma Alexander B/Vox, Guitarist	 George Baker Drums	 Gemma Alexander B/Vox, Guitarist	 George Baker Drums
 Peter Miller	 JB James Bonding Keyboard	 Peter Miller	 JB James Bonding Keyboard
 David Shaw Electric Guitar, Drums, Guitarist	 James Jones Guitarist, Percussion, Electric Guitar	 David Shaw Electric Guitar, Drums, Guitarist	 James Jones Guitarist, Percussion, Electric Guitar

Role view example

June 2016

5 10:30am Band 2	12 10:30am Band 1	19 10:30am Band 2	26 10:30am Band 1
+ Add to date	+ Add to date	+ Add to date	+ Add to date
Worship Leader 0	Worship Leader 0	Worship Leader 0	Worship Leader 0
Guitarist 2	Guitarist 1	Guitarist 2	Guitarist 1
 Gemma Alexander ...	 James Jones ...	 Gemma Alexander ...	 James Jones ...
 David Shaw ...	Keyboard 1	 David Shaw ...	Keyboard 1
Keyboard 0	 JB James Bonding ...	Keyboard 0	 JB James Bonding ...
Percussion 0	Percussion 1	Percussion 0	Percussion 1
B/Vox 1	 James Jones ...	B/Vox 1	 James Jones ...
 Gemma Alexander ...	B/Vox 0	 Gemma Alexander ...	B/Vox 0
Drums 1	Drums 1	Drums 1	Drums 1
 David Shaw ...	 George Baker ...	 David Shaw ...	 George Baker ...
Electric Guitar 1	Electric Guitar 1	Electric Guitar 1	Electric Guitar 1
 David Shaw ...	 James Jones ...	 David Shaw ...	 James Jones ...
No role 1		No role 1	
 Peter Miller ...		 Peter Miller ...	

To change the rota view, select the "Edit Rota" button in the top-right corner of the rota page.

Lighting team My rota

Edit rota

[+ Date](#) [Edit](#) [Delete](#) [Rota](#)

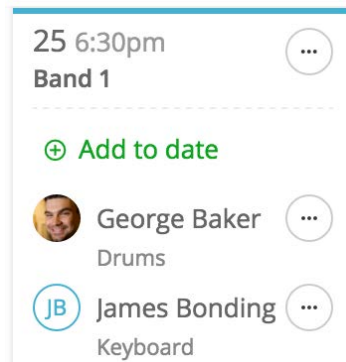
There, select the desired view from the "Order by" drop-down menu and save your changes.

Order by

☒ Name
☐ Role

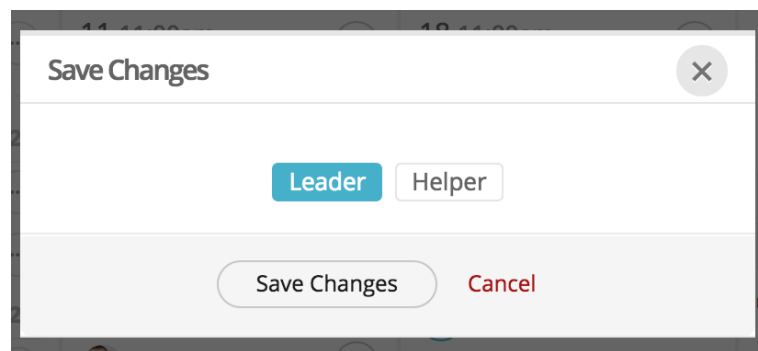
Adding new members directly to a rota

Once your rota is up and running and published, it's often necessary to make changes. You can add new members directly to your rota quickly and easily. Begin by clicking "+ Add to date".

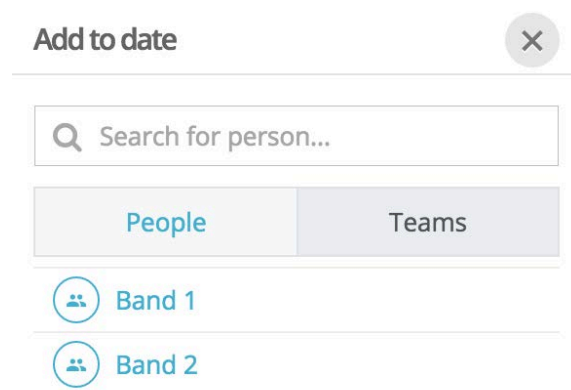


Either select from the list of Ministry members displayed, or use 'Search for person...' to find a contact who is not in the Ministry.

If a rota member has a role/s it'll auto-select the role/s when you add them to a date. If a rota member has different roles on different teams within a ministry you will get the option to choose which role/s you want to assign on that date.



Toggling the search from Ministry "People" to "Teams", you have the option to add an entire team to your rota date. For example you might use your reserve team.



Children on rotas

You can add children to your rotas (perhaps members of your youth). This is done in exactly the same way as adding an adult. Simply search for the child's name and add them as described above. Children are designated by a 'child avatar' next to their name on the People list (see below) or in the Members page. Child avatars don't display on the rota when viewing Dates.

Add to date

×


Q Search for person...

People

Teams

BA

Becca Adams



Gemma Alexander

Assigning or changing roles

When you first publish a rota for a Ministry, team members are assigned any role(s) specified in the underlying teams. These can be overridden, deleted or added to in a rota without affecting the underlying teams - this allows you to make custom changes to suit your ministry's particular needs on any given rota date. Importantly, rota members can be assigned multiple roles - this means that in Role View, a team member may show more than once - they'll show under each role they are assigned.


To add or edit a rota member's role, click the 'edit' button on the right of their name on the rota. For members without a role, you can select "Add role".

26 10:30am

...

Sunday AM


⊕ Add to date



Gemma Alexan

...

Team leader




Jon Hallam

...

⊕ Add role

↔ Swap member

✕ Remove member

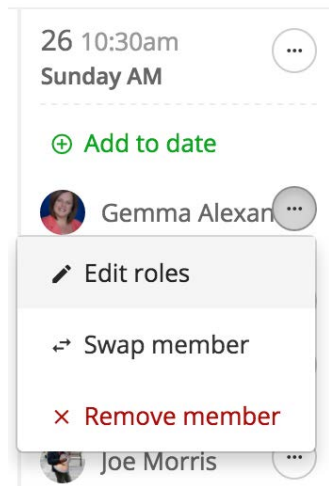


Mary Nights

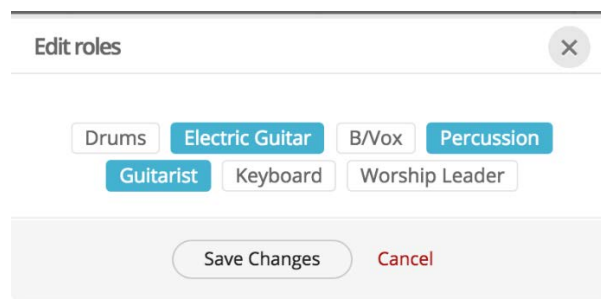
...

Team leader

For members who already have a role, you can select "Edit role".



In both instances you can now select one or more roles (or deselect roles) from the list of roles available to the Ministry. Click "Save" once you've made your role selection.

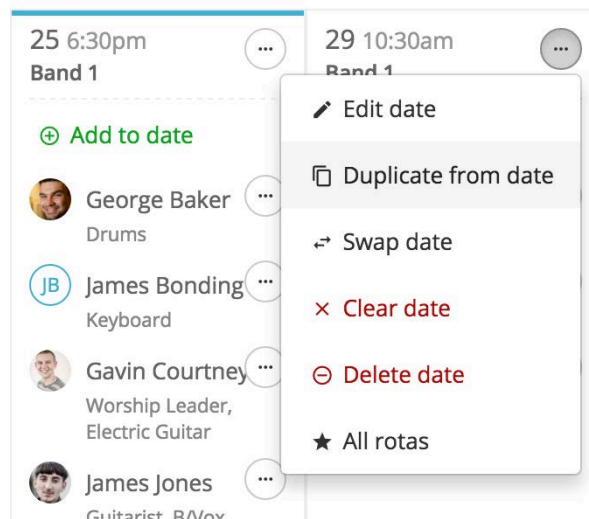


Top Tip!

In Role View, you get a visual numeric indicator or the number of team members in a role. If you hover the cursor over a role, the "Add" to role button appears. Any team members added using this "Add" button will be assigned with that role automatically. *This is therefore a much quicker method of adding people straight into roles on your rota, compared to the "Add to date" method explained above.*

Duplicating a team from an existing date

In addition to adding members to a rota date individually, you can also duplicate the members from another rota date. Within the rota date you're wanting to add people to, select "Duplicate from date".



Select the date from the drop down menu and optionally choose whether to also overwrite the team name and date notes on your target date. Click "Duplicate From Date" to confirm.

Duplicate from date

Duplicate from
01-May-2016 10:30am

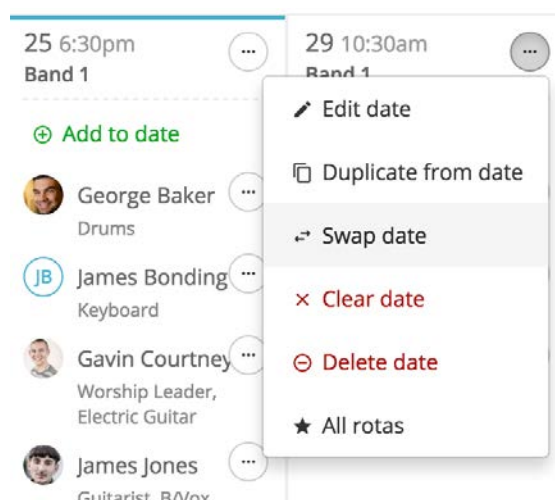
☒ Include team name?
This will overwrite any team associated with the target date.

☒ Include date notes?
This will overwrite any notes on the target date.

Duplicate From Date
Cancel

Swapping two teams

You can swap an entire list of serving team members (including their assigned roles) between two dates. Working within one of the dates on your rota, click "Swap date".



Choose a date to swap with, from the drop-down menu. Confirm the swap by clicking "Swap Date".

Swap date

×

Swap with

25-May-2016 6:30pm

⌵

Name	Roles
George Baker	Drums
James Bonding	Keyboard
Gavin Courtney	Worship Leader Electric Guitar
James Jones	Guitarist B/Vox

Swap Date

Cancel

Removing members from the rota


To remove a member from a date on a rota, select "Remove member" from the menu option next to a contact's name.

25 6:30pm

Band 1


⋮

⊕ Add to date

 George Baker

Drums


⋮

 JB

 James Bonding

Keyboard


⋮



 Gavin Courtney

Worship Leader,
Electric Guitar

⋮



 James Jones

Guitarist, B/Vox

⋮

29 10:30am

Band 1

⋮

⊕ Add to date

 George Baker

Drums

⋮

 JB

 James Bonding

Keyboard

⋮



 James Jones

⋮

✎ Edit roles

↔ Swap member

✕ Remove member

In addition to being able to remove them from that single rota date, you can optionally choose to remove the team member from all future dates on the same rota, and to additionally remove them from the underlying linked Ministry entirely (which will remove them from all teams).

Remove member



☒ Remove from date

The team member will be removed from the selected date.

☐ Remove from all future dates

Additionally, remove the team member from every future date on this rota.

☐ Remove from linked ministry

Additionally, remove the team member from the Ministry linked to this rota so they no longer appear on future rotas.

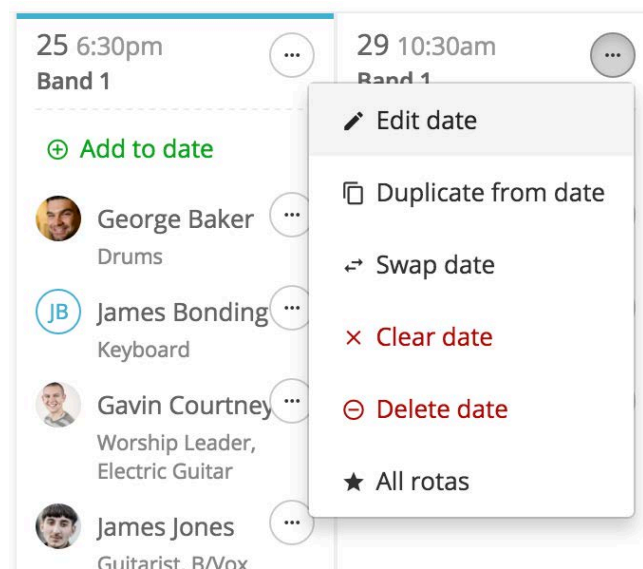
Remove Member

Cancel

Adding Notes to highlight special dates on your rota

Those special occasions, like Baptism services, that can often catch us out on rotas - extra visitors, so we might need more serving team members that week. Rota notes are rota-specific and allow you to add custom messages to a rota date as a reminder to rota members and overseers - like, "Baptism Service- more chairs needed" for your set-up team rota.

To add a Note, select "Edit Date".



Type your note in the Notes field. You can add multi-line notes and even include short URL links if you wish. Click 'Save Changes' when finished.

Edit date

Start time

10:30am

Notes

Maximum sign-ups

Save Changes

Cancel

The note is added to that rota date under the team name.

19 10:30am

...

Pete's Band

Baptism Service-need to arrive earlier than usual

+ Add to date

Gemma Alexan

...

26 10:30am

...

Gav's Band

+ Add to date

George Baker

...

Drums

Adding dates to your rota

You can easily add additional dates to a published rota. You can even add another occurrence of an existing date but at a different time - ideal for those three identical Christmas carol services you've got back to back! To add a date click the "Add date" button at the top of the rota page.

Worship My rota

Add date

+ Date

Edit

Delete

Rota

Enter the date and time and any optional notes. Click "Add Date"

Add date

Select the date you'd like to add to the rota using the field below. When you're ready, just click the "Add date" button.

Date to add:

28

May

2016

Start time

10:30am

Notes

Church Birthday - Extra Service

Max capacity

Add Date

Cancel

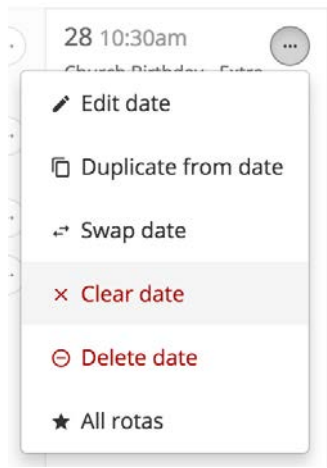
A new, empty date (and time) is added to your rota, ready for you to add team members to - perhaps by duplicating from a date (see earlier section).

<div>28 10:30am</div> <div>Church Birthday - Extra Service</div> <div>+ Add to date</div>	<div>29 10:30am</div> <div>Gav's Band</div> <div>+ Add to date</div> <div><div>George Baker</div><div>Drums</div></div> <div><div>JB James Bonding</div><div>Keyboard</div></div>
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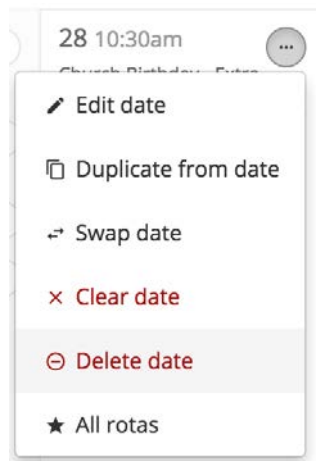
Removing dates from your rota

You have two options here. You can either "clear down" the date (removing all team members from the date) but leave the date in place on the rota with empty roles intact (perhaps to be added to another time); or you can remove the date entirely. Neither of these changes make any changes to your underlying Ministry teams and team members.

To clear down the team members for a given date, select "Clear date". You'll be asked to confirm.



To delete all team members from a date and remove the date entirely, select "Delete date". You'll be asked to confirm.




Using the rota group email

Each rota has its own unique Rota email address. Rota group emails are "closed group" emails. Only rota or ministry members will receive emails or be able to send emails to the other group members. Rota group email is ideal for circulating prayer requests or organising swaps.

Worship 10:30am My rota

Email members

Rota



Weekly on Sunday
10:30am - 12:00pm

About

Just like the Old Testament priests and levites, the Worship Team exists to minister to the Lord through praise and worship, to encourage and lead the congregation into the presence of the Lord, and to facilitate and create an atmosphere where the presence of the Lord can dwell. Our goal is to lead people into the manifest presence of the Lord. Thanks so much for serving in this valuable area of the life of our church!

New emails are sent to all rota team members. Note that you can set whether replies are sent just to the originator of the message (default), or to all members. Note that closed group emails are logged in My Communications section for all recipients and the author.

Liturgical Dance Ministry 10:30am Send email Send Email or Cancel

From

Paul Nation <Paul@churchsuite.com>

To

Liturgical Dance Ministry 10:30am <demo-r-h9uz4c1v@in.churchsuite.co.uk>

Subject

Can anyone swap with me?

Body

Hey guys,

I'm unable to serve on Sunday 3rd September; are any of you free to swap with me - I'm happy to do one of your dates.

Thanks

Peter

Replies

☒ Send replies just to me
☐ Send replies to me and all other members

When ministry overseers use the rota group email, they have an additional option that enables them to append the rota to the email. In this way, just like when publishing a draft rota, you can include the rota in your message - perhaps to let the rota members know about significant changes to the rota.

Media 10:30am Send email Send Email or Cancel

From

Paul Nation <Paul@churchsuite.com>

To

Media 10:30am <demo-r-svjwwsoc@in.churchsuite.co.uk>

Subject

Media 10:30am - Rota now published

Body

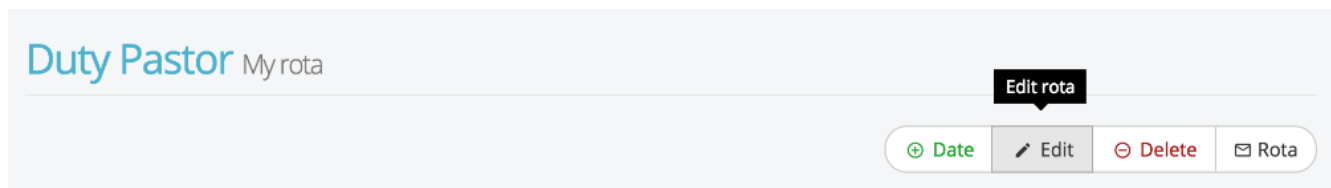
☐ Append rota to email

Replies

☒ Send replies just to me
☐ Send replies to me and all other members

Renaming your rota or changing the rota start time

In most instances your rota will have the name and start time assigned when it was first published. To change the rota Name or Start Time, select "Edit" at the top of the rota page.



Now you can edit your rota Name and/or Start time. Remember to save your changes.

Edit rota

Name

Duty Pastor

Start time

10:30am

Order by

Name

Status

Published

Draft rotas can only be seen by Overseers; Published rotas can be seen by all rota members.

☒ Allow members to sign up to future dates?

Maximum sign-ups per date

1

Save Changes

Cancel

When changing the rota start time, bear in mind that the duration of the rota date slot remains the same. So if the rota is created to run from 10:30am to 12 noon (1.5 hours), adjusting a rota start time to 11am will run the serving time slots for 1.5 hours from 11am, i.e. the rota dates end at 12.30pm instead of noon.

FAQs

- Q. Can I create a new Ministry in My Rotas?
- A. No. Creating a new Ministry and assigning overseers remains an admin function that needs to be done in ChurchSuite by the **Revive Church** Comms Team. Overseers do not have the ability to do this within My Rotas.

- **Q. Can I change the rota rotation once a rota is published?**
- A. Whilst you can make lots of changes to rotas once they're published, it is not possible to change the rotation, as the rota inherits the rotation at the point it is generated. Therefore, to publish a rota with a different rotation add a new rota with the new rotation. You can then remove the old rota.
- **Q. What's to stop anyone from signing up to be the preacher or a leader!?**
- A. Only members of the underlying Ministry can sign-up to rota dates in My Rotas. Additionally, 'sign-ups' can only choose from those roles already assigned to them in the underlying Ministry. This can be helpful for your worship team for example - you could use Roles in the Ministry to reflect all the instruments that people can play, and then, at the point of signing up, they can select which role they are signing up for.
- **Q. Do overseers receive a notification of sign-up?**
- A. No. Imagine a large church publishing an empty rota with a sign-up capacity of 40 members for a 6-month rota - the overseer would receive 1040 sign-up notifications! Many of those sign-ups would also reply to the sign-up request email - potentially a further 1040 emails! We don't think this is helpful to the overseer. Instead, overseers can view their status of their previously empty rota in My Rotas. A visual sign-up indicator bar shows sign-up progress on a date-by-date basis.
- **Q. What clash notifications are provided?**
- A. When overseers add members to a rota date and they're already serving on another rota on the same date and time, a clash notification is displayed for the overseer - the overseer can then choose to proceed and accept the clash, or cancel. Similarly, if a team member attempts to sign-up on a date/time when they are already serving on another rota, a clash notification is displayed and the sign-up is not permitted
- **Q. Can I set or modify rota reminders in My Rotas?**
- A. No, this is not currently possible. Rota reminders are part of the underlying Ministry of a rota and can only be set or modified in ChurchSuite by the **Revive Church** Comms Team.