HOW TO USE MY ROTAS

For Team Members

Logging in to My ChurchSuite

You must be logged in to view rotas on My ChurchSuite. You can login via https://revivechurch.churchsuite.co.uk/my or via the ChurchSuite app on your tablet or phone

(for more details about how to set up your My ChurchSuite account go to https:// www.revivechurch.uk/churchsuite /

My Rotas

You can access this area from 'My Rotas' section on the menu here.

Please note: You will only see the My Rotas page if you are currently serving on a rota and are scheduled to serve within the next 3 months.
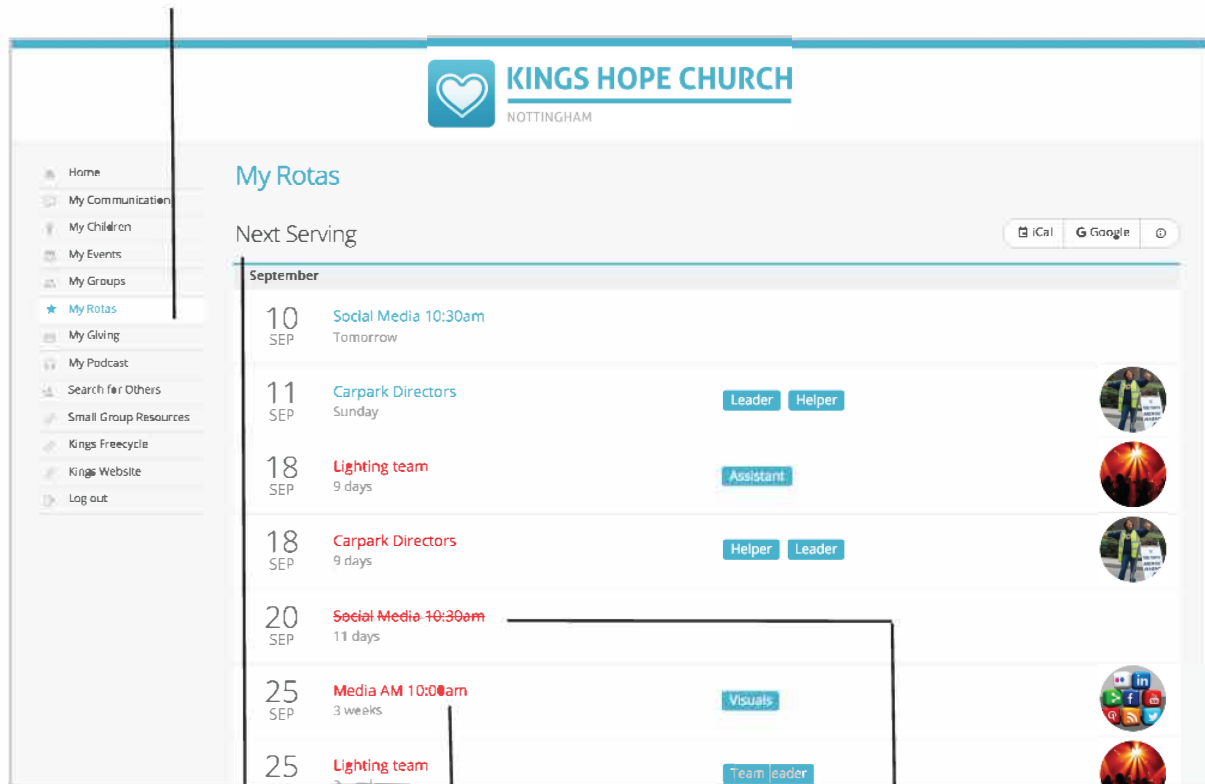
Next Serving
At the top of the My Rotas page you will see the "Next Serving" section (shown above), detailing your upcoming serving - dates, rotas and possibly your role(s) on those dates.

Clash (in red)
Dates shown in red indicate a rota clash. In this example there's a clash because this person is on both the Lighting Team and the Carpark Directors at the same time. Some clashes are legitimate - for example it's perfectly possible to be both reading and on refreshments for a Sunday service. Some clashes, however, might require you to swap or ask to be removed from a rota.

Clash (in red strike-through)
Dates shown in ~~red strike-through~~ relate to unavailability that you've scheduled and that your team leader has not yet replaced you on the rota for. When you add unavailability (see below), you might see entries in your 'next serving' section turn from green to red strikethrough.

Unavailability

Scrolling down the My Rotas page further is the Unavailability section. Adding your **unavailability** will greatly help ministry leaders to manage rotas more effectively, enabling them to more efficiently plan ahead and identify gaps ahead of time.
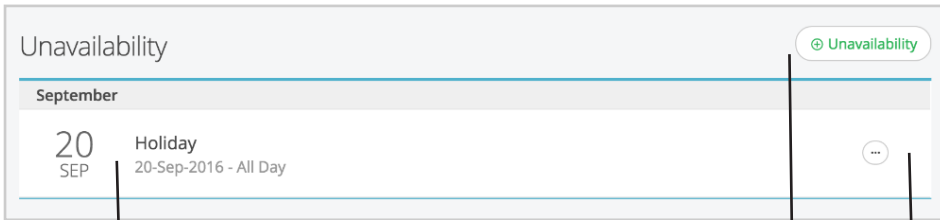
My unavailability
This section shows a list of dates when you have said you are unavailable, perhaps holidays or known dates when you won't be available to serve.

Add your unavailability
Click on this green + Unavailability button to add your unavailability - this will open up the screen below:

Remove unavailability
You cannot edit unavailability once it has been added, but you can remove it and add new unavailability if necessary.
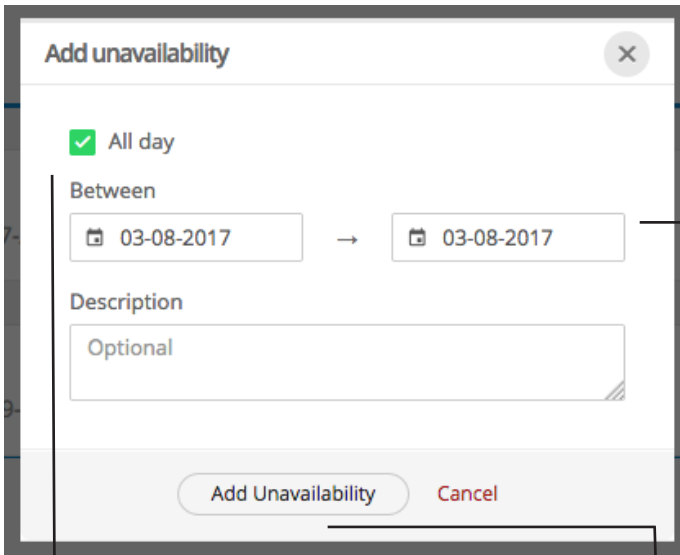
Add dates
You can add one date or a range of dates that you are unavailable. This will set you as unavailable for all rotas in that date range- so you can't set yourself unavailable for one rota (eg preaching) but available for another (eg coffee) – if this is the case please add a note in the description and liaise directly with ministry leaders where appropriate.

Choose All day or specific times
You can set unavailability by time as well as date. For example on a particular date you may be available in the morning but unavailable in the evening (when you are normally involved in the mornings and evenings). Untick the 'All Day' box and add the date and specific time you are unavailable.

Add these dates to your unavailability
This button will add the dates/times selected above to your list of unavailability. You can add a description if it would be helpful to you or others.

NB. if you are adding unavailability at short notice please also contact the ministry leader directly as soon as possible so that a swap can be organised.

Viewing Rotas

As you continue to scroll down the 'My Rotas' page you will see a list of all of your active rotas that you are set to serve on with future serving dates. Once a rota lapses or your final serving date on a rota passes, the rota will disappear from the list.
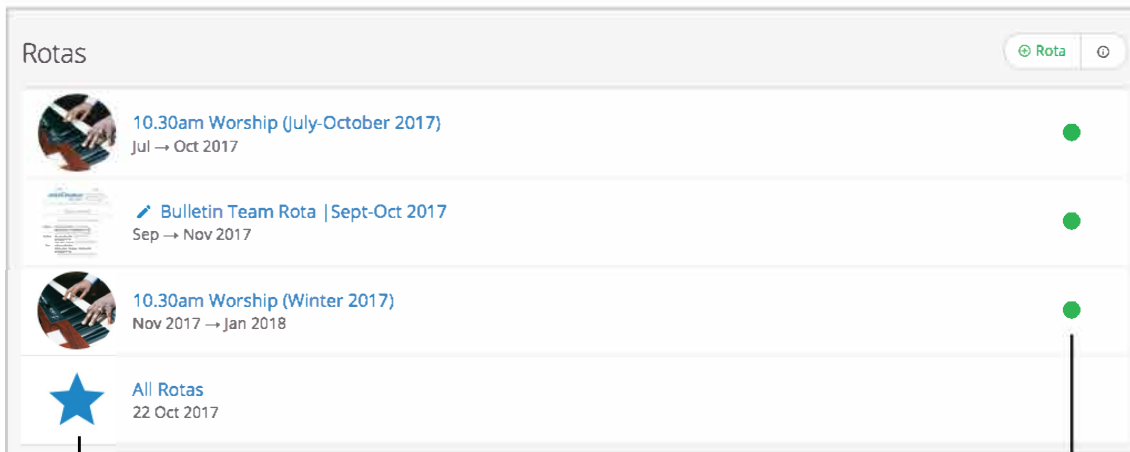

All Rotas

Clicking into All Rotas automatically shows an overview of all serving teams for the coming Sunday. You can change the date at the top of this overview to see all rotas for an alternative date.

Published & Draft Rotas

Rotas with a green traffic light (see image above) on the right hand side are *published* rotas - they are live to all rota members. *Ministry overseers may also see their rotas with a red traffic light, indicating that they are draft rotas that are only visible to them and not yet visible to rota members. Essentially overseers can plan ahead, create rotas (click on + Rota above) and work on them without them being visible to rota members until they are ready to be published.*

Clicking into any given rota displays the rota dates and the members and roles serving on those dates.
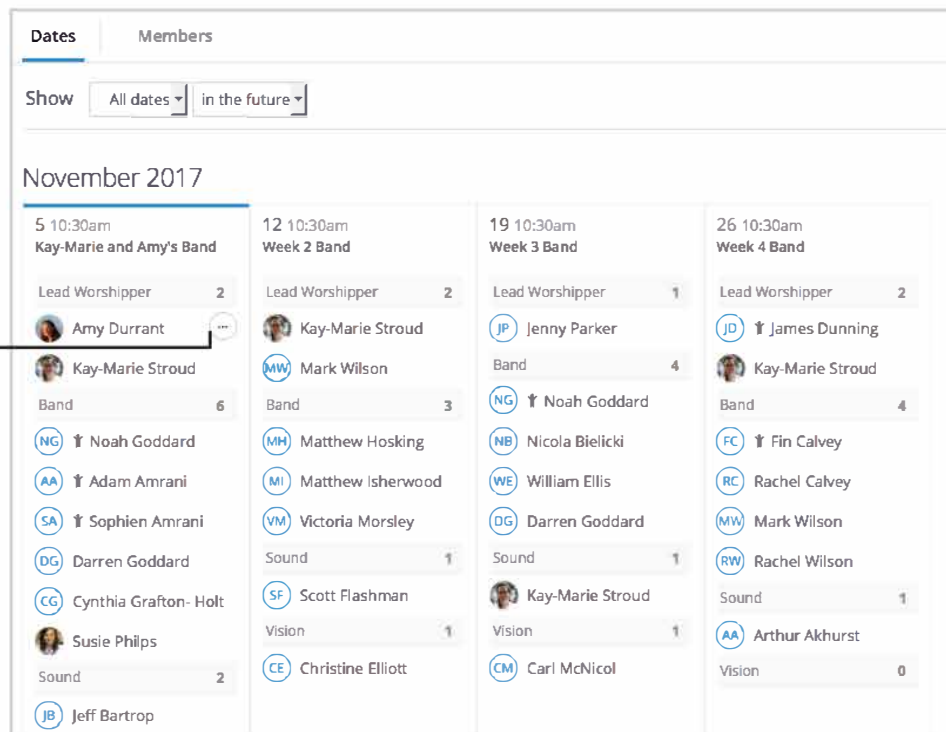
From this display you can also add unavailability and/or record a rota swap that you have already arranged with those involved.

Problems?

If you have any problems using My ChurchSuite rotas please get in touch with your ministry team leader or via office@revivechurch.uk

For more info on My ChurchSuite go to via https://www.revivechurch.uk/churchsuite/