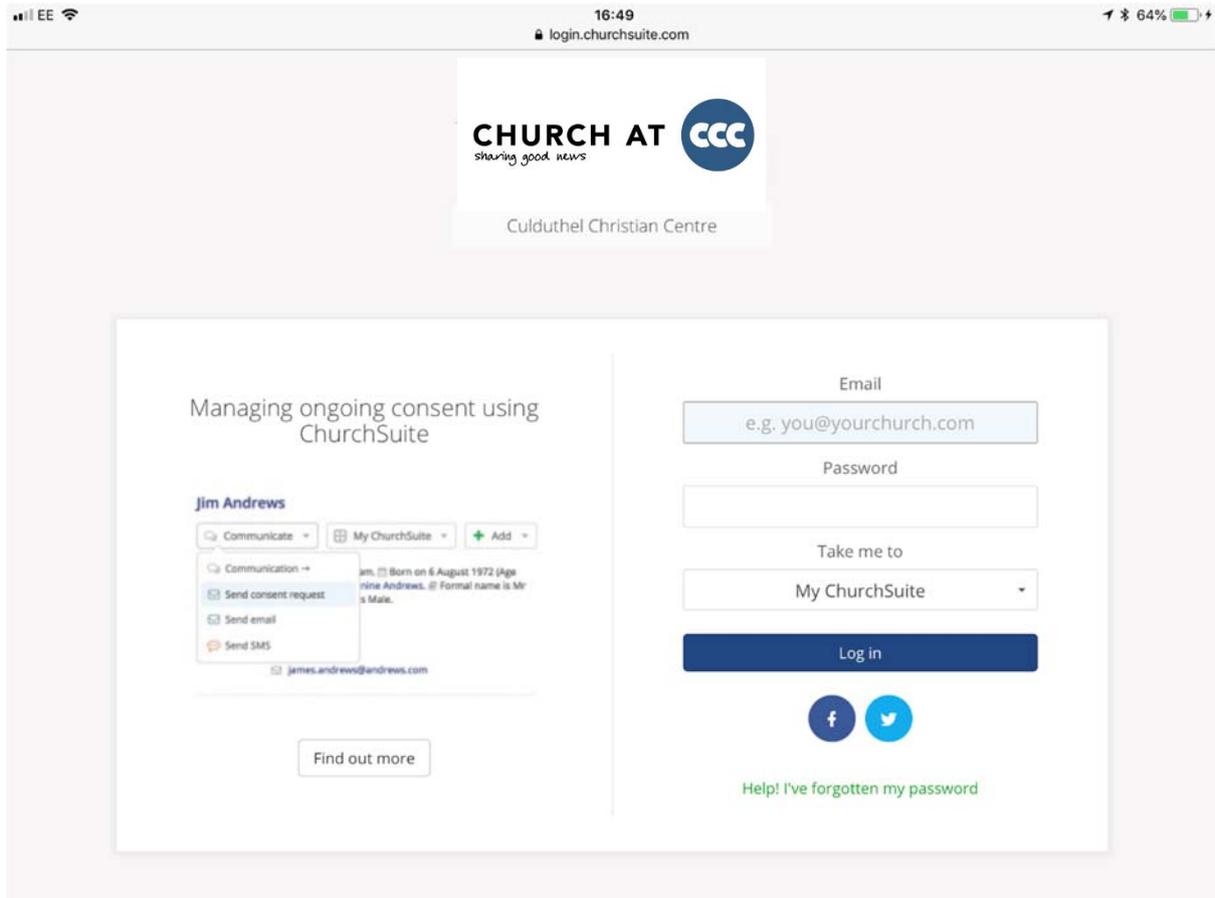


## GETTING STARTED WITH MY CHURCHSUITE



### Why Use My ChurchSuite

My ChurchSuite is designed to help you access and engage with the life of your church. When you join My ChurchSuite you can check dates that you are serving on rotas, update your personal details (and those of any children), listen to talks, connect with core groups and much more. Your information is completely secure and you get to say what is shared and where.

Please note: My ChurchSuite is only available to over 18s for safeguarding reasons.

### How can I join My ChurchSuite?

Access to My ChurchSuite is not automatic but requires an invitation via email. If you have not already received an invitation and are part of the CCC family (or have recently joined us), please request an invitation by emailing [digital@culduthelchristiancentre.org](mailto:digital@culduthelchristiancentre.org). This invitation email contains a unique login-link with instructions on accessing My ChurchSuite for the first time and setting a password.

After setting your password, you can log in to MyChurchSuite via any web browser on your desktop or laptop, via <https://culduthelchristiancentre.churchsuite.co.uk/mychurchsuite>

NB. You can also download the MyChurchSuite app via the Apple and Google App store, for use on both iPhone / iPad and Android devices

## After you've logged in

Once you've successfully logged in, you're taken to the My ChurchSuite home page. You will always get a quick overview of the 'Featured Events' at CCC, your profile and your 'My Communication'. From here you can also access the user-friendly menu, which provides access all the features of My ChurchSuite.

## Check your details

A great place to start on My ChurchSuite is to check your details! You will have filled in a lot of these through the My ChurchSuite sign up page on our website, but you can always update your details if you want to add anything else or make changes. Feel free to add a picture of yourself!

## Amend your privacy settings

When you first get My ChurchSuite all of your details are completely hidden from others. To get the most out of My ChurchSuite it's really helpful if everyone makes their name and at least one piece of communication (email or phone number) visible. My ChurchSuite is a closed group of committed CCC members so rest assured your details are only visible to those who have permission to access them.

To amend your privacy settings:

- Click on the 'My Details' section
- At the top of this page there are a series of tabs, click on 'Privacy'
- Here you will see a list of the information you can make visible to others
- Simply tick the relevant boxes for the information you want to be made visible
- (No other personal details, such as your DOB, marital status or job, are ever made visible to others)

Details | Login | **Privacy** | Communication

Your privacy settings determine the information that is visible to other My ChurchSuite users. In the same way, you can only see their information that they choose to make visible in their privacy settings. Whilst you can see any of your children details in My Children, be assured these are never visible to any other church member or adherent. The search facility is only enabled for church members.

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

Privacy Notice | [Forget me](#)

Save Changes or Cancel