Keeping in touch with ABC for members and regular attenders

To help us manage our pastoral care and administration at ABC we have made available a great and secure system called "Church Suite" for us as a church and you as members or regular attenders to keep your details up to date and to access and more easily engage with the life and activity of everything that's going on within in ABC. Currently the church maintains two key pieces of information:

- **The names and contact details for all church members and regular attendees**
- **The church calendar of events that are planned throughout the year**

This is a central **secure system** of data which **can only be accessed** by individuals who have registered their wish to be included on a Consent Form (attached) to meet data protection requirements and facilitates our communication with you.

Accessing "My Church Suite" at ABC

Once that form has been submitted you will be able to receive regular e-mail communications from ABC including the weekly news sheet and also event advertising but there is a facility known as "**My ChurchSuite**" which enables you to enter or change the data the church have registered about you such as: name, postal address, email address, phone numbers, date of birth and a photo.

You can also access the details of any other church member or regular attenders on the database so that you can communicate with them as well as accessing the church calendar to check on the dates/times of church events.

My ChurchSuite can be accessed either through the free app, available for both IOS and Android or via any web browser but if you want to access to it you will need to be granted access by email invitation from ABC, so they must have your correct email address. (If you still need to receive your invitation, get in touch with the Church Secretary who will be able to get that sorted for you.) Your invitation email contains a personal login link that is used to set your preferred password and access to **My ChurchSuite** for the first time. Unfortunately, those without an email address will be unable to access **My ChurchSuite.**

To log in from a browser, navigate to login.churchsuite.com and follow the on-screen instructions to search/select your church/organisation. When logging in, choose **My ChurchSuite** as the "system" (rather than "ChurchSuite") and enter your **email address** and **password** combination**.** Passwords are always case-sensitive. Click **Reset your password** to request a password reset email**.** If you experience login issues - perhaps an invalid email-password combination – ask the Church Secretary to check that My ChurchSuite access has been enabled for you and that they hold the correct email address.

Once logged in, you're taken to the My ChurchSuite **Home** page. My ChurchSuite will likely be styled with your church or organisation branding, so it should feel familiar as you navigate around the sections using the **Menu.**

If you want more information on ChurchSuite you can click on the link below:

https://support.churchsuite.com/article/678-my-churchsuite-getting-started