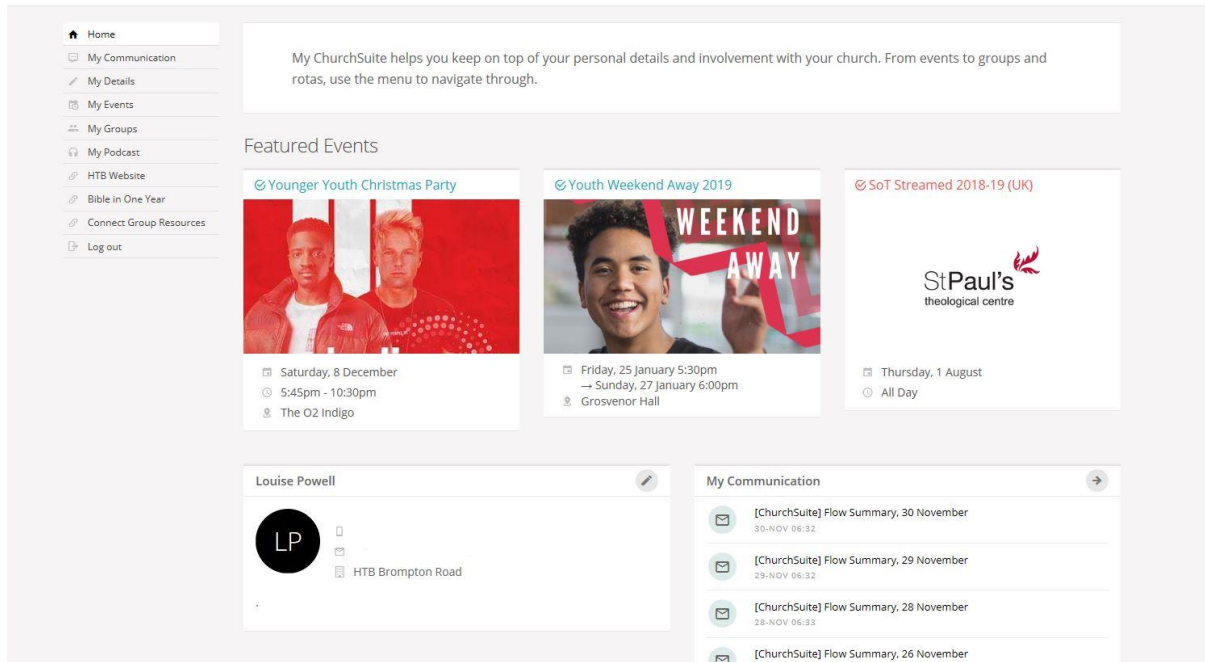


My ChurchSuite for Connect Groups



Welcome to My ChurchSuite.

We are excited for you to use this tool to help strengthen how we ensure everyone is known and needed in our Connect Groups.

There are plenty of features which we hope will be helpful for you.

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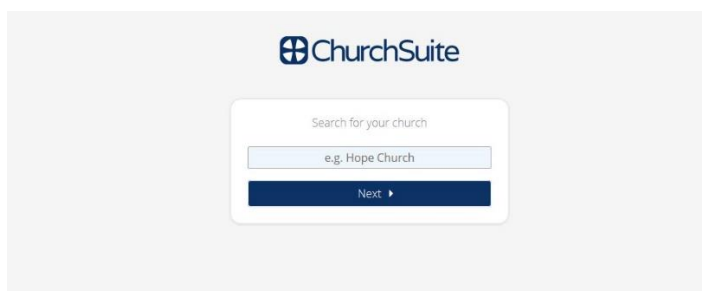
1. GETTING STARTED

My ChurchSuite can be accessed through a web browser or an iPhone app. The website is at: <https://login.churchsuite.co.uk/>

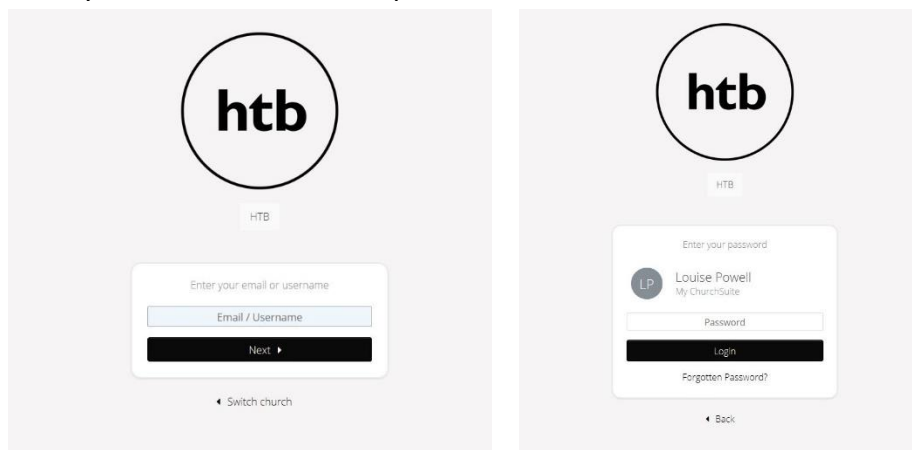
Logging In

You will be sent an email from My ChurchSuite inviting you to set up an account.

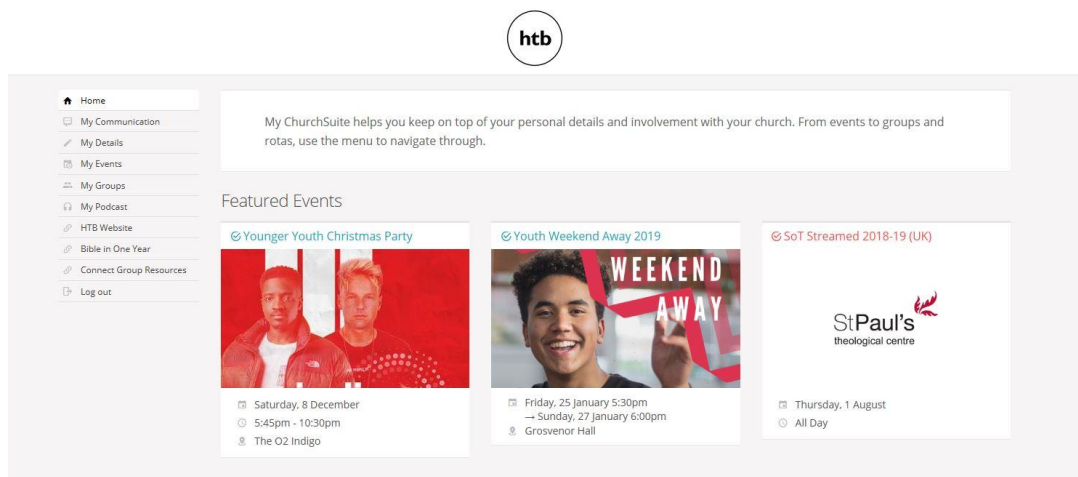
- 1) Set up a My ChurchSuite account via invitation email
- 2) Access My ChurchSuite through a web browser using the link above or via the iPhone app
- 3) Choose the church by entering 'HTB' and click on the htb logo



- 4) Enter your email address and password



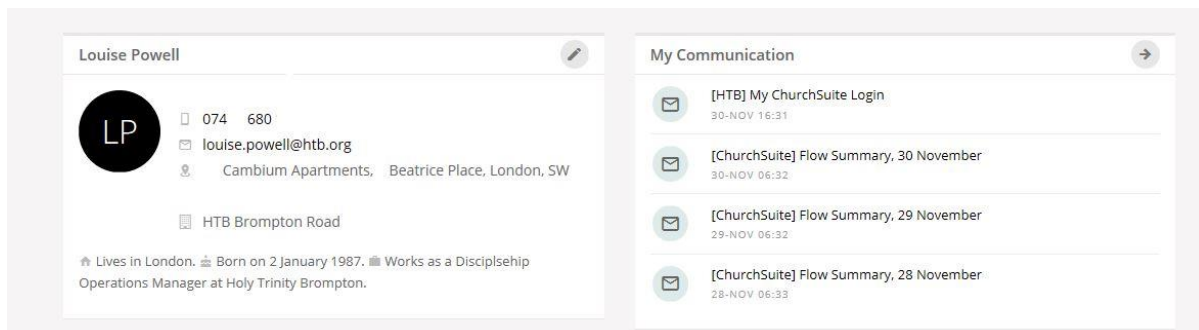
- 5) After logging in the home page is displayed



Navigation is via the menu on the left hand side of the screen. This menu is always visible.

My Details

Under 'Featured Events' will be a summary of the contact information HTB holds about you on its database.



Clicking the pencil icon in the top right corner of the My Details window will open the page to allow you to edit your details, perhaps adding missing information.



Using the navigation bar, you can edit your settings for:

- Details
- Login
- Privacy
- Communication

Login Details

You are able to update your password but you are unable to edit the email address. If your email address changes please notify the Discipleship Team.

Privacy Settings

Your contact details are visible only to HTB Staff; , you can then manage the level of information you want shared with other My ChurchSuite members.



Details Login **Privacy** Communication

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Decide what details are visible to others in the church.

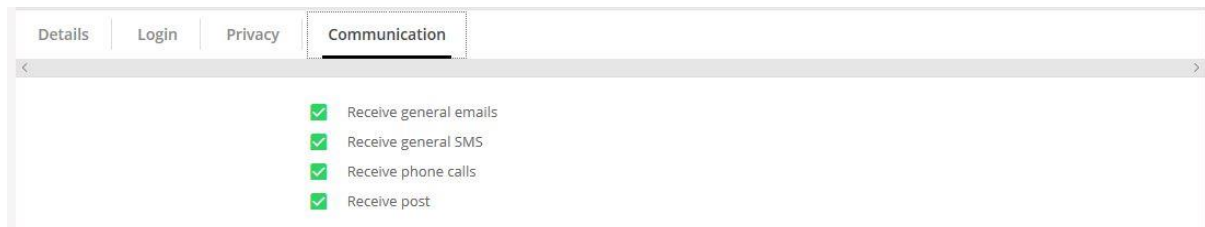
- Make my address visible
- Make my telephone visible
- Make my mobile visible
- Make my email visible

[Privacy Policy](#) | [Delete account](#)

Ordinarily your name should always be set as visible - this is so that your name shows as visible to HTB Staff

Communication Settings

Within this area you are able to update your communication settings. These will automatically be updated for any communication received via ChurchSuite.



Details Login Privacy **Communication**

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- Receive general emails
- Receive general SMS
- Receive phone calls
- Receive post

2. NAVIGATION MENU

The navigation menu can be found on the left-hand side of the screen. This includes:

My Communication

Here you can access and read all texts and emails received via ChurchSuite.

My Details

In this area you are able to update all your details and settings. Please refer to page 4.

My Events

Here you can access events you have been invited to. You can view upcoming events using the calendar and search for events using the search function.

My Groups

Here you will access the Connect Group that you are part of. This is covered more on pages 6-10.

My Podcast

The weekly Alpha talks and the Sunday sermon series can be found here.

HTB Website- a link to the website

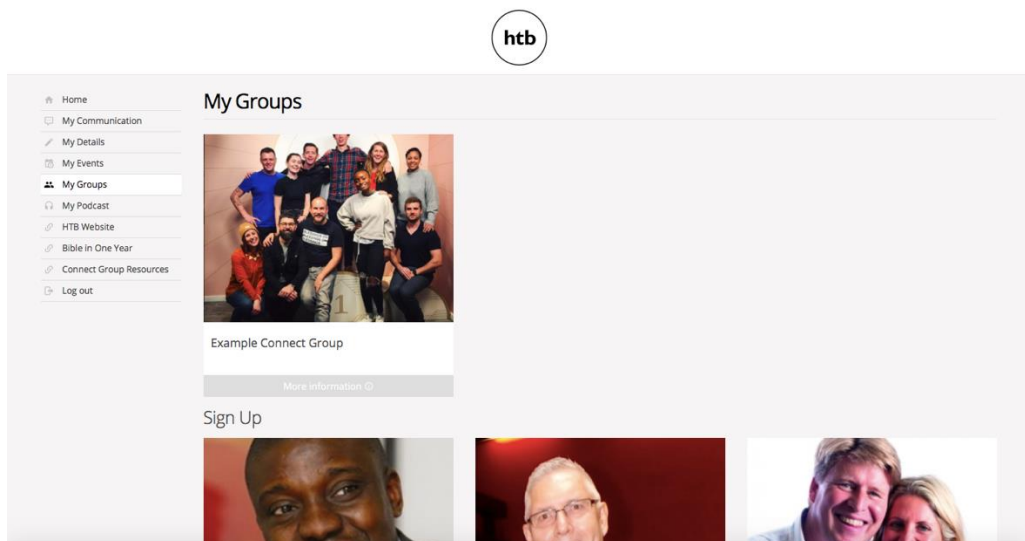
Bible in One Year- a link to Bible in One Year

Connect Group Resources- a link to our Connect Group Resources

Log Out- click this link to log out

3. YOUR CONNECT GROUP

If you click on 'My Groups' in the left hand menu, it will take you to your Connect Group page.



The options shown are the groups you are a part of; you will also see below a list of other Connect Groups which HTB congregation can sign up to. This document uses an example Connect Group based on the Disipleship Team.

The screenshot displays the 'Example Connect Group' interface. On the left is a navigation menu with options like Home, My Communication, My Details, My Events, My Groups, My Podcast, HTB Website, Bible in One Year, Connect Group Resources, and Log out. The main content area features a group photo, an 'About' section with a description and 'Edit', 'Attendance', and 'Email' buttons, and a 'Members' section with a 'Member' button and a list of members.

Editing the Group Details

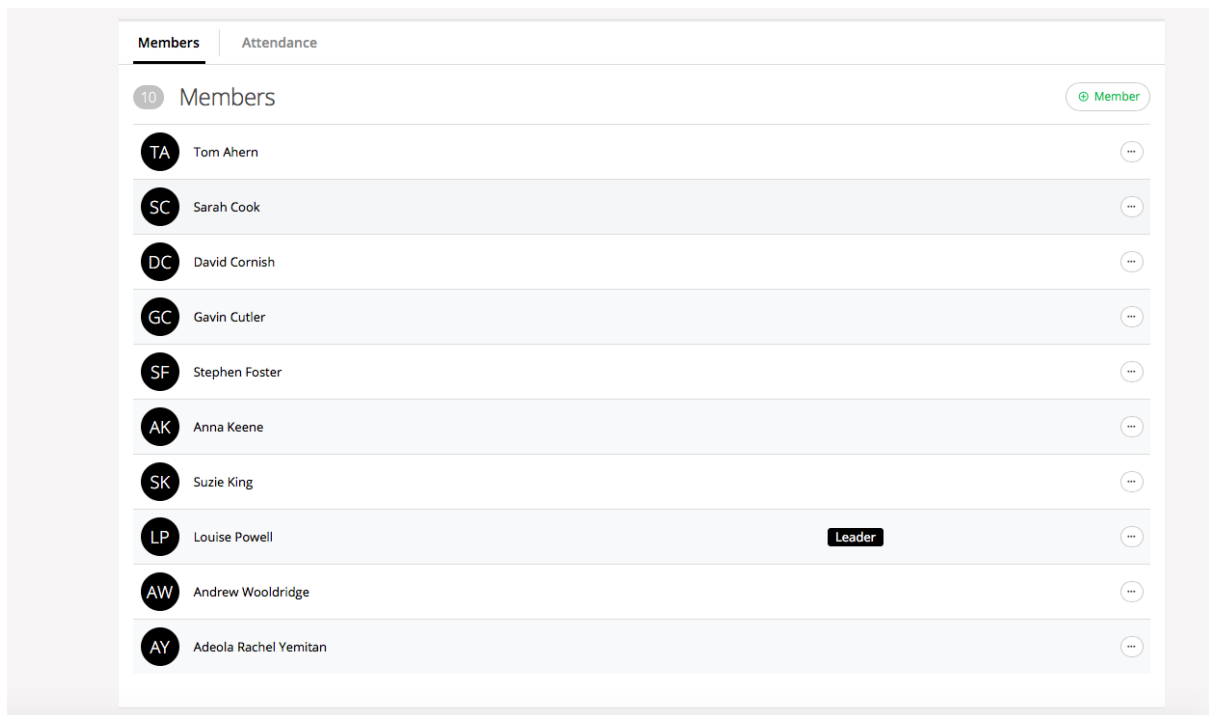
Connect Group Name, Frequency of meeting, Day, Time, Location Name, Postcode and Description are all set based on your New Starter form – please get in touch with the Discipleship Team if you would like to change any of these details.

Adding and Removing Members

Your Group page allows you to remove existing members or search for and add new group members from the existing ChurchSuite database. You will only see those people whose privacy settings permit.

Ahead of January 13th, please add any existing members not listed in your group. If existing members are not on ChurchSuite, you will not be able to add them.

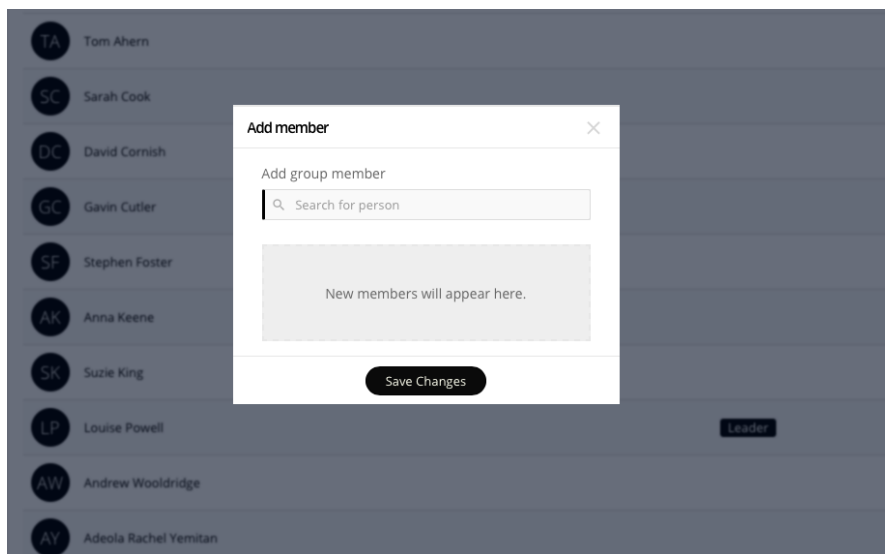
Going forwards, if you meet someone on a Sunday and invite them to your Connect Group, please send them your unique group link so that they can 'apply'; the Discipleship Team will then approve their application**. Your unique group link will be emailed to you.



To add a member select '+ Member' and the following pop up will appear. You can search and add a new member.

** Sending your unique group link ensures we as a team can check each individual from a safeguarding perspective, before they officially join your Connect Group.

Please speak to the Discipleship Team at HTB if you can't locate a member in the search, or if you have someone new join your group who wishes to have their details added to the church database.



To remove a team member click on the little dots to the right of the members name and select the remove option.

Record Attendance

To record attendance at your group, click the 'Attendance' button in the top right hand corner of the group page. The 'attendance area' page opens. Set the date of the attendance. Select each group member present, add any optional notes and save changes.

You can view attendance statistics to identify patterns of attendance and notice if anyone has stopped attending and may need following up.



The screenshot shows the 'Record Attendance' page for 'Example Connect Group'. On the left is a navigation menu with options: Home, My Communication, My Details, My Events, My Groups (highlighted), My Podcast, HTB Website, Bible in One Year, Connect Group Resources, and Log out. The main content area has a title 'Example Connect Group' and buttons for 'Save Changes' and 'Cancel'. Below the title, there is a 'Date' selector set to '5 December 2018' and a 'Notes' text area. A 'No. Attendees' field is empty, with a 'Didn't Meet?' checkbox. A section titled 'No. Attendees' contains a grid of member names with checkboxes, all of which are checked: Sarah Cook, Stephen Foster, Louise Powell, David Cornish, Anna Keene, Andrew Woodlridge, Gavin Cutler, Suzie King, and Adeola Rachel Yemitan. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

Emailing your Connect Group

This function is optional for use.

The group email button is located in the top right corner. This is ideal for circulating prayer requests, group information or any other key communication.



The screenshot shows the 'Emailing your Connect Group' page for 'Example Connect Group'. On the left is the same navigation menu as in the previous screenshot. The main content area has a title 'Example Connect Group' and buttons for 'Send Email' and 'Cancel'. Below the title, there is a 'From' field set to 'Louise Powell <louise.powell@htb.org>', a 'To' field set to 'Example Connect Group <htb-g-w17xj9t@in.churchsuite.co.uk>', and an empty 'Subject' field. A large text area is provided for the 'Body' of the email. At the bottom, there are 'Replies' options: 'Send replies just to me' (selected) and 'Send replies to me and all other members'. At the bottom right, there are 'Send Email' and 'Cancel' buttons.

Notes about the group email feature:

- Originators of group emails can set whether replies go to just themselves or to all other group members. We recommend you always set the reply to go to you as the leader.
- Only group members can use the group email address - it's a closed group email system.
- It's not possible to restrict email circulation - it goes to all group members. Therefore, one-to-one, private messages should **not** be sent using this feature.
- On receiving a group email, the message makes it clear whether replies are sent to the entire group, or just the sender.
- Group emails sent, and any replies, are all recorded in your My Communication page.
- Group emails are sent to all Connect Group members who have a valid email address and have not opted out of receiving church emails in their communication settings.

Thank You!

Thank you so much for all you do as Connect Group Leaders and for being willing to use My ChurchSuite. We welcome your feedback on how you find getting set up on Church Suite. If you have any questions at all, please get in touch with the Discipleship Team: connectgroups@htb.org.