How to use My Details

Clicking on the pencil icon in the top right corner of your details from the homepage, or selecting the 'My Details' menu option will open your profile page. There are four tabs at the top of this page: 'Details'; 'Login'; 'Subscriptions'; 'Privacy', all of which can be edited to amend your details and settings on **My Churchsuite**.

Details

This page gives you can overview of your profile, here you can review or update your details to add any missing information. Why not add a photo of yourself? Rest assured that only you can see this information until you choose to make it visible to others.

Login

The login tab allows you to change your password at any time. For data security we would encourage users of **My Churchsuite** not to save your password in your browser

Communication

The Communication tab is where you'll manage how we contact you - opting in or out of receiving general church communications and/or rota reminder communications. We recommend that you don't opt out of emails through **My Churchsuite** as you will no longer receive rota reminders, small group emails or important updates from CoGS. The option to opt out of specific mailing lists is not possible within these emails.

Privacy

While your contact details are never visible to anyone outside of CoGS, you can easily manage the level of personal contact information you are happy to have visible to other members of CoGS in **My Churchsuite**. We would strongly recommend that you allow at least a contact phone number and/or email address to be made visible, so that people can organise things like rota swaps. Note that only your address, telephone, mobile and email can be set visible (or not). No other personal details, such as your date of birth or marital status, are ever visible to others.

Don't forget...

REMEMBER TO SAVE ANY CHANGES THAT YOU MAKE!!

How to upload a photo to your profile

- Hover over the picture circle and click
- select your image from your computer
- Click on 'Save Changes' at the bottom, to save that image to your profile