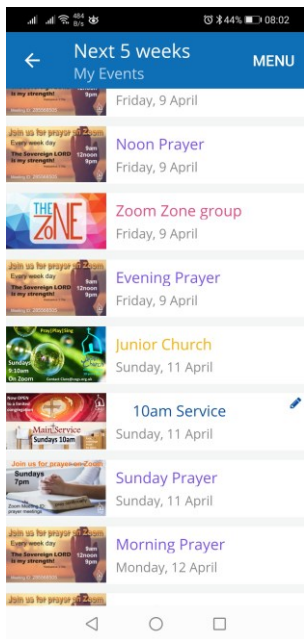
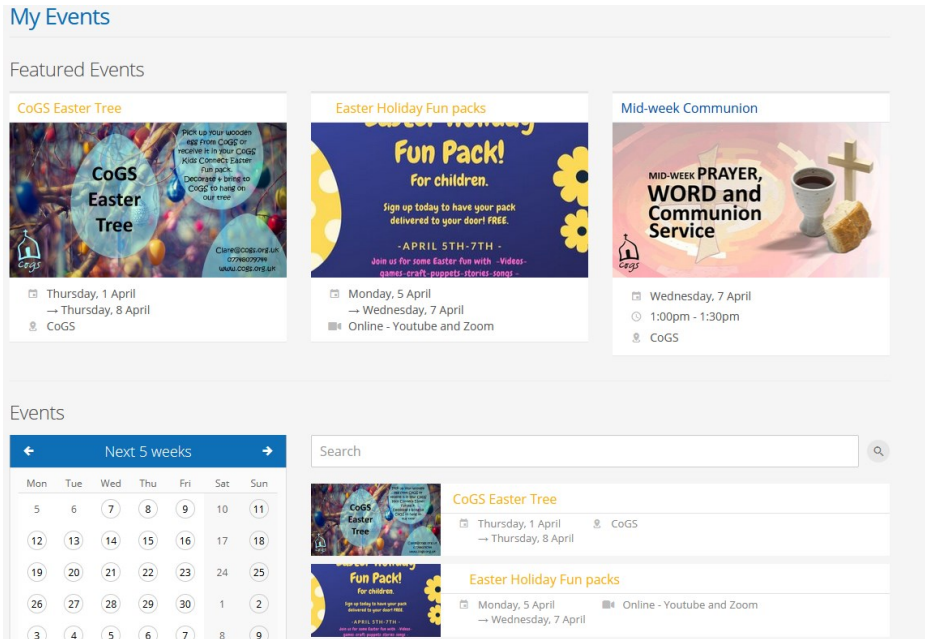




How to use My Events

The 'My Events' page in **My Churchsuite** shows an overview of the CoGS calendar, listing our upcoming and featured events. Simply select a date from the calendar and this will filter a list so you can see what is happening on this date.



Signing up for events

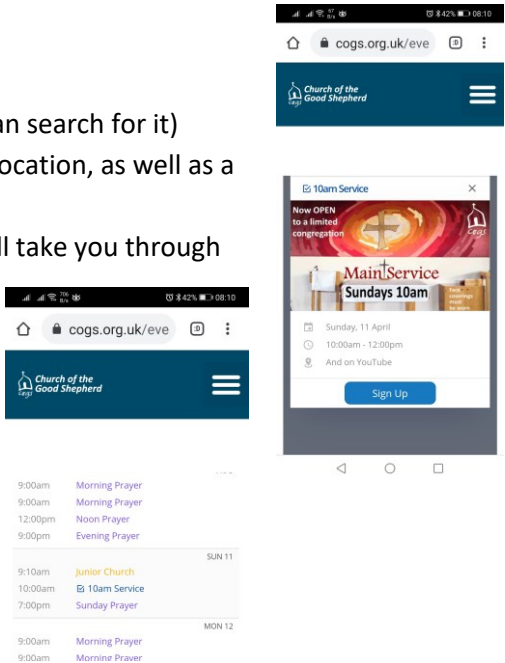
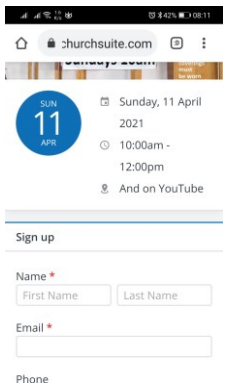
From an event

1. Click on an event (if it doesn't show then you can search for it)
 - a. this brings up details such as time and location, as well as a short blurb about the event.
2. Click on the events 'Sign Up' button and this will take you through to the sign up page.

From the Calendar

1. Click on the calendar date for the event
 - a. The events for that date will be listed below the calendar
2. Click on the event as above

My Churchsuite will even enter your personal details into the form for you, so buying tickets is quick and easy!



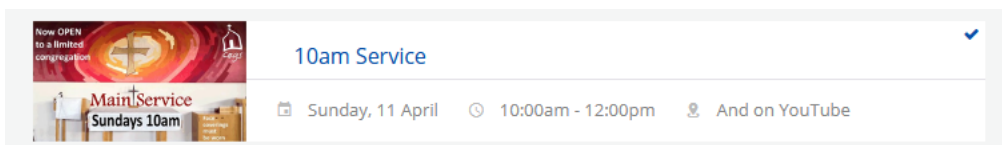
Booking from the website

On the front page of our website under the heading of **Our Main Service** click the 'diary' link

Then follow the instructions above for **From the Calendar**

Record of sign ups

As well as sending a confirmation email to your 'My Communication' when you sign up for an event, **My Churchsuite** will put a small tick next to events you have signed up to attend (see below). This serves as a handy reminder, so at a quick glance you can see if you have successfully signed up for something!



Cancelling a sign up

You are also able to cancel a sign up by clicking on the event and selecting Cancel.

Our main service

Our main service is at 10am on Sundays.

We are pleased to announce that from 1st April we will again be open for a small congregation. Please book if you intend to attend (click on the [diary](#))