



Getting Started with My Churchsuite

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 CoGS, 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 CoGS 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)

