My ChurchSuite User Guide

Logging in

IMPORTANT
It is not possible to login to My ChurchSuite until you have received an email invitation for you to set your password. We are sending these out to everyone via e-mail, but if you have not yet had one then contact Becky on becky.ray@anglican.lu. Once you have received your e-mail invitation you are ready to proceed with logging in.

It's possible to login to My ChurchSuite from either:

- A web browser on a computer/tablet/smart phone

- The ChurchSuite App on a smart phone/tablet (this can be downloaded from your App Store)

How to log into My ChurchSuite from a web browser

Follow these steps:

- Go to https://anglicanchurchofluxembourg.churchsuite.co.uk
- Enter your e-mail address.
- Then enter the password you created.
- Make sure the final box says: Take me to 'My ChurchSuite'.
- Finally, click login.

How to get My ChurchSuite on a smartphone or tablet App.

- Head to the app store on your phone or tablet (App Store or Google Play).
- Search for 'ChurchSuite' (all one word)
- Download and open the app to bring up the log in screen
- When choosing a church, search for Anglican church of Luxembourg and our logo should pop up!
- Use your e-mail address and chosen password to login.

App Store ●●○○ ⏛ 20:14 ⎙ ✳ 🔋

Log in

Church

.churchsuite.com

Email / Username

Password

Go

Help! I've forgotten my password
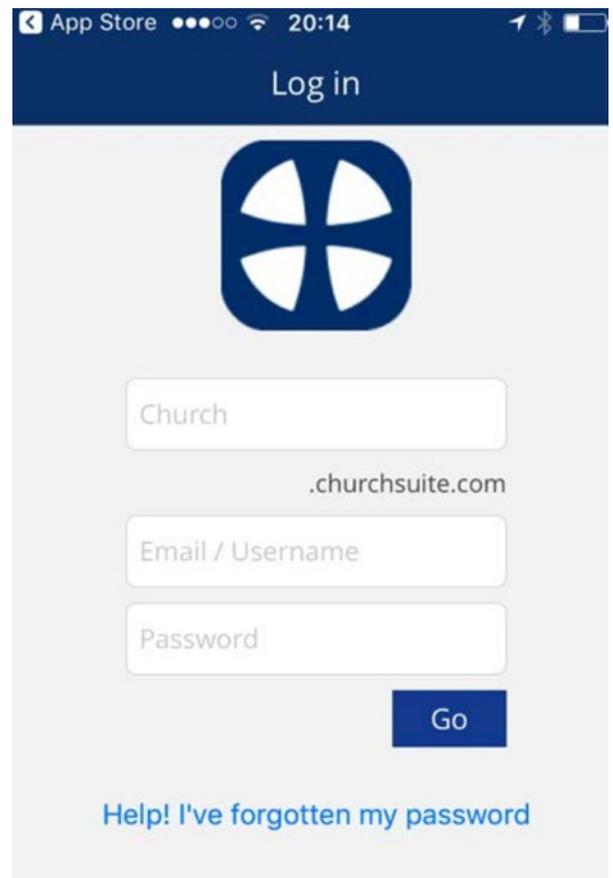
After you've logged in

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 ACL, your profile and your 'My Communication section. 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 can always update your details if you want to add anything else or make changes. You do this by clicking on the grey pencil symbol in the top right hand corner of your profile section on the home page. Or you can access the 'main menu' and click on 'My details.' 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 ACL 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).
- Remember to click 'save changes.'

HOW TO USE 'MY COMMUNICATION'

My Communication

By clicking on the 'My Communication' section you can easily view previous emails that have been sent to you from ACL. This may include things like your My ChurchSuite invitation, rota reminders etc.

Instead of spending valuable time searching through your email inbox, the My Communication

page is a simple and quick way of viewing recent messages from ACL. Click on any message to view the email, (which will also include the date and time it was sent). Please note that My ChurchSuite is not an email client, so it's not possible to forward or reply to messages from your 'My Communications' page, you can only view emails here. To respond to these emails, you would need to use your preferred email application.

HOW TO USE MY DETAILS

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.
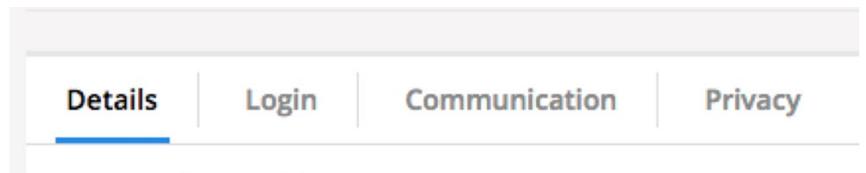
Details

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.
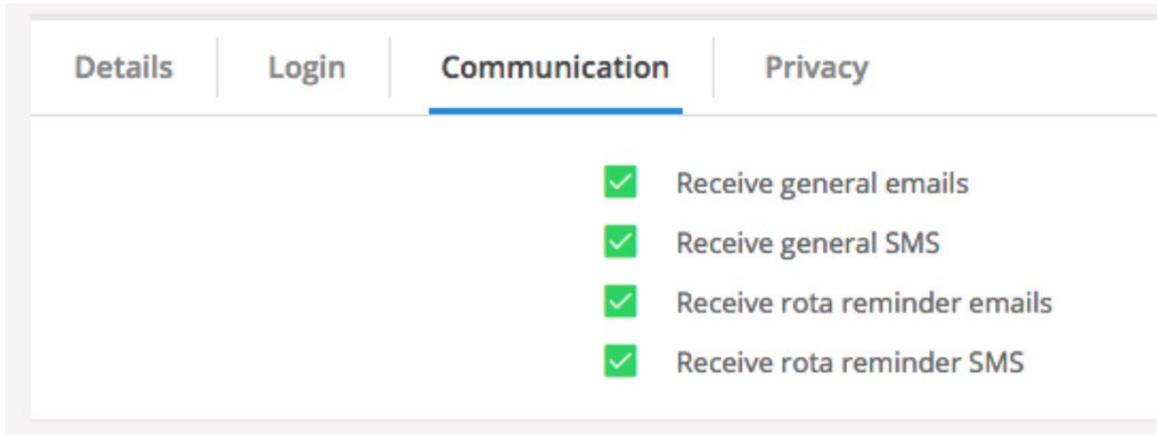
Login

The login tab allows you to change your password at any time.

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 SMS or emails through My ChurchSuite as you will no longer receive rota reminders, emails or important updates from ACL.

Privacy

While your contact details are never visible to anyone outside of ACL, you can easily manage the level of personal contact information you are happy to have visible to other members of ACL 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 never visible to others.
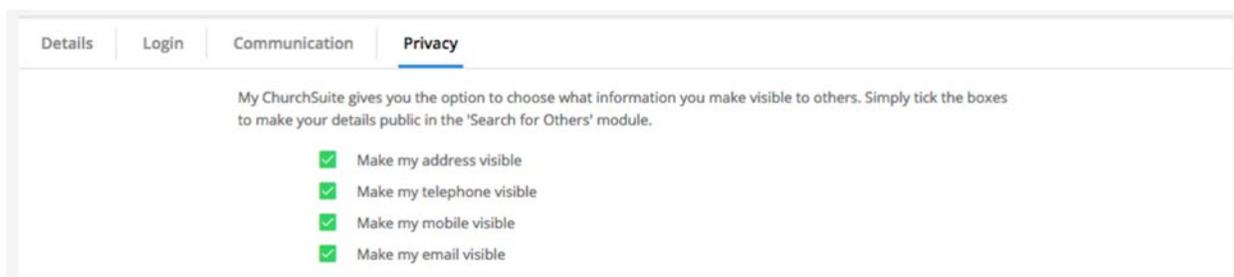
Don't forget...

REMEMBER TO SAVE ANY CHANGES THAT YOU MAKE!!