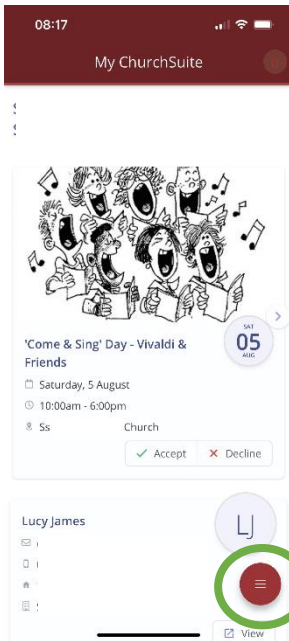


A Guide to messaging rota teams on ChurchSuite

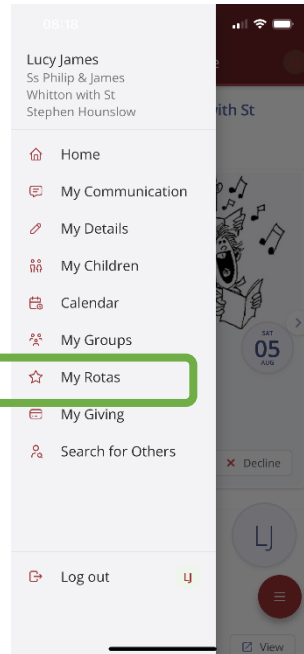
Log in to your ChurchSuite account

(if you have not already set up your ChurchSuite account after the first invite, please email admin@htchurch.org to request another invite)

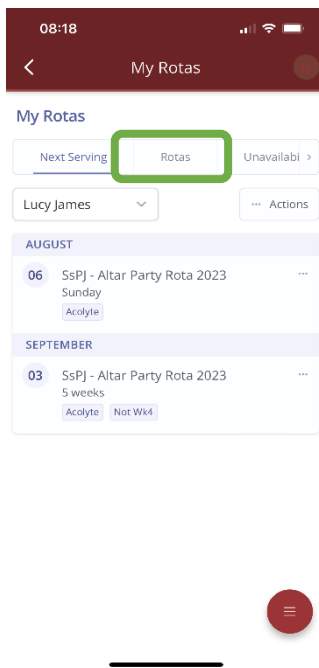
1. Click the menu button on the opening page.



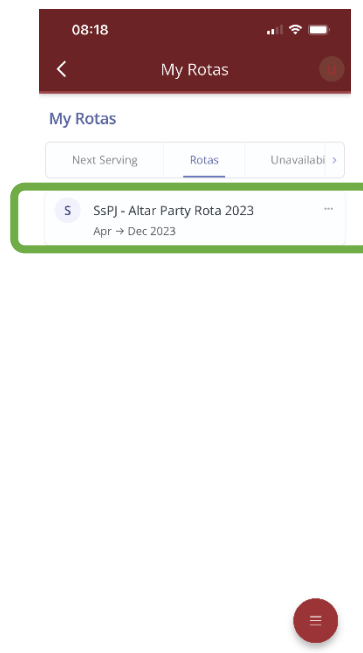
2. Select 'My Rotas' from the list.



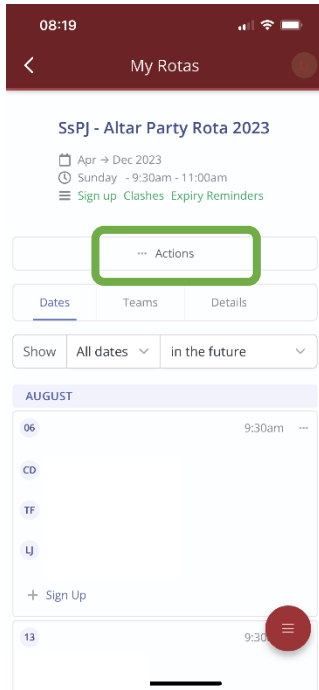
3. Select 'Rotas' from the top bar.



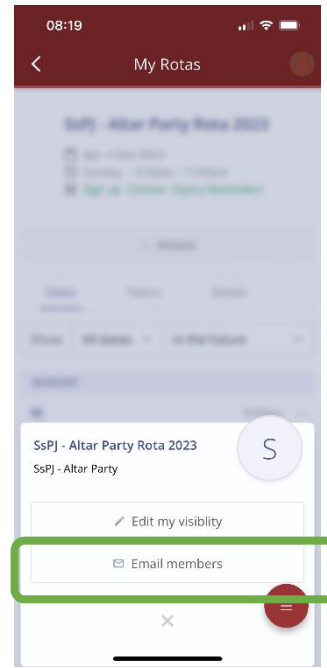
4. Select the rota group you would like to send a message to.



5. Select 'Actions' from the top bar.



6. Select 'Email members'



7. Write a subject and compose your message in the body box. Then press Send Email

