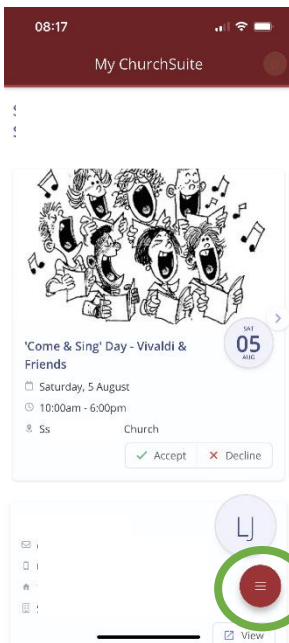


A Guide to logging unavailability on ChurchSuite

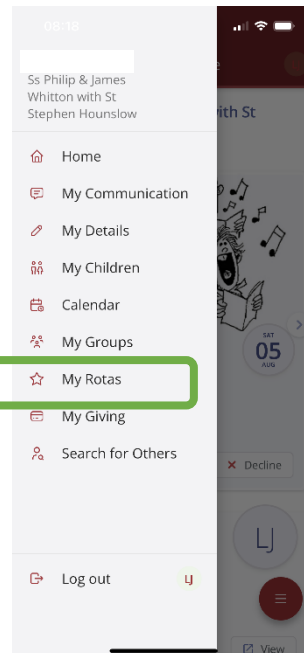
Log in to your ChurchSuite account

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

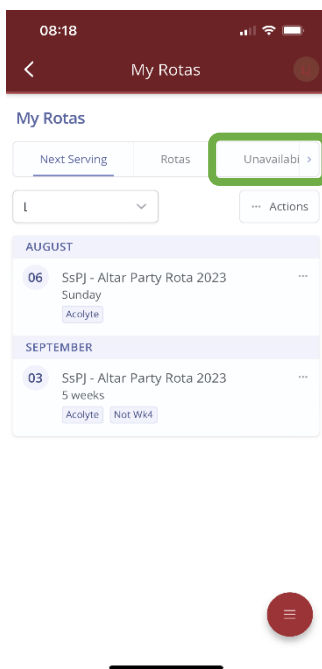
1. Click the menu button on the opening page.



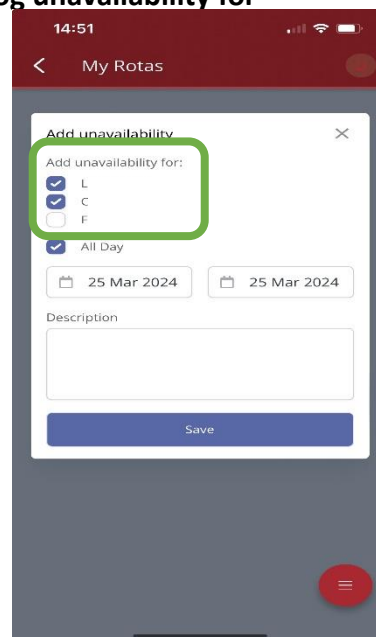
2. Select 'My Rotas' from the list.



3. Select 'Unavailability' from the top bar.



4. Select the check box for all those in your family group that you would like to log unavailability for



5. Add the 'to' and 'from' date that you will not be available – and any additional information in the 'description' box, as desired

A screenshot of a mobile application interface titled "My Rotas". The main screen shows a form titled "Add unavailability" with a close button (X) in the top right corner. The form includes a "Description" field, a "Save" button at the bottom, and a date range selector. A green box highlights the date range selector, which shows "25 Mar 2024" for both the start and end dates. The "All Day" checkbox is checked. There are also three radio button options: "L", "C", and "F", with "L" and "C" selected.

6. Click 'Save'

A screenshot of the same mobile application interface, showing the "Add unavailability" form. The form is now filled out with the date range "25 Mar 2024" to "25 Mar 2024" and the "All Day" checkbox checked. A green box highlights the "Save" button at the bottom of the form. The "Description" field is empty. The "L", "C", and "F" radio buttons are still visible, with "L" and "C" selected.

