Information on using ChurchApp

1. Introduction

What is ChurchApp? ChurchApp is an online system which enables us to do many things –at its most simple level it serves as an online address book for Emmanuel; we are also using it to send group messages, hold/communicate our Sunday rotas, hold homegroup details, enable online sign-up (and payment) for events, and keep track of the children/young people and which groups they are in.

What is MyChurchApp? MyChurchApp is the 'window' through which each of us can see & edit our own information – and can have read-only access to look up information that others have made visible to other Emmanuel users of the system.

Every Emmanuel member who is on Churchapp has their own login and can set their own password.

- The url for MyChurchApp is https://emmanuel.churchapp.co.uk/my

- The main page has the following sections:

    o <u>My details</u> – see a summary of your own record. By clicking on the 'pencil' icon you can edit/update your information as required, including setting your visibility preferences – how much of your information can other Emmanuel members see? [more information about updating your record below]

    o <u>My communications</u> - see a record of emails sent to you from Emmmanuel staff/clergy via Churchapp – all messages can be re-read/opened from here

    o <u>My children</u> – see the records for your child(ren); add new records (for new children!) and edit their details as required.

    o <u>My rotas</u> – if you serve on any of the Sunday service rotas, you can easily see when you are next serving, see who is serving with you, and tell us when you are not available.

    o <u>Search for others</u> – a simple directory, to look-up contact information for other Emmanuel members

    o <u>Church website</u> – link to the Emmanuel website

- There is also an android and iphone app which can be downloaded to give you access from your mobile.

- Mychurchapp can link to google/apple calendars to automatically show rota & event dates in your calendar.

2. Step by step guide

How to login

- All members have been sent a ChurchApp reminder email. Follow the links within this email to login.

- If you are reading this and are not on ChurchApp, please contact the church office (office@emmanuelcroydon.org.uk) if you'd like to be setup on churchapp and we will send an invitation to you via email.

- Username – your email address (as stored in your churchapp profiles).

- Password – your initial password was sent with the original invitation email. If you have forgotten your password, click on "help I've forgotten my password" and you'll be sent a password reset. We recommend that once you're logged in you change your password to something you can remember.

How to update my details

- Once logged in to MyChurchApp select "Home" from the left-hand menu.

- The middle panel shows a summary of your details – click on the pencil icon to edit your details.

- Please keep your details up-to-date as they change to make the information most useful for all.

- You can link your record to your spouse/partner's (if they are also on Churchapp).

- Please use the green tick-boxes to indicate how much of your information you wish other Emmanuel members to see through the online directory function. Your name should always be set as visible - this is so that you show as visible on rotas that you serve on. However, you do have the option decide which other contact information you will allow others to see. As a tool to help us communicate with all our members it's helpful to at least set a contact phone number and/or email address, for example.

- Please add a photo to your record, to help us all to put faces to names in such a big church.

How to update my child(ren)'s details

- Please note, children's records/details are only seen by their parents and the church office/staff – they cannot be searched in the directory by others. However, it's important for us to have these details as we use them for group registers.

- Once logged in to MyChurchApp select "My Children" from the left-hand menu

- Any children already in ChurchApp will be shown – click on the pencil icon to edit each child's record

    - For children, the date of birth, gender, school, medical details and photo consent fields are really important – as they help us to ensure that we put your children into the correct groups, know their school links, can invite them to the appropriate activities, are aware of medical needs & allergies, and can celebrate their birthday.

    - If/when they change school, it's really helpful to update the "school" field

    - Please indicate your consent regarding internal and external use of photos etc.

- If you have a child to add, please click "add new child" and enter the relevant details

How is my information kept secure

- MyChurchApp is only available/viewable by Emmanuel members who are registered with the system – nobody else can access the information.

- Invitations and logins to MyChurchApp are created by the Church Office, so we have overall control of who has access to the system.

- Contacts cannot access or edit each other's records or details – only the person themselves and office staff can edit details.

- Children's records/details are only seen by their parents and the church office/staff – they cannot be searched in the directory by others.

- We can each set our own privacy/visibility settings, to decide which of our contact details are visible to other church members. This means that if you don't wish others to see your mobile number, you should include it in your profile (so that the office/clergy/staff can contact you if required) but untick the "make my mobile visible" box.

- Church office staff can see all details, but will never share information which you have asked to be 'hidden' without your permission.

How to look up other people's contact details (directory)

- Once logged in to MyChurchApp select "Search for others" from the left-hand menu.

- You will see an alphabetical list of all adults (children are not included and cannot be searched).

- To find somebody's record you can either scroll through the list, or use the 'search' facility in the top-right hand of the screen .

  - Enter some letters from the forename or surname – press enter. All matching records will be listed. E.g. putting "heath" into the search box will display all records containing these letters within the name. Try a few searches to see what happens!

  - For each of the selected records a summary of visible details will be shown (name, phone number and email address).

  - Click on a contact's name to see further details (postal address, map of address, photo etc).

  - Only information which that person has permitted to be shared/seen (in their privacy settings) will be visible to you.

How to access rotas:

- Once you're logged in to My ChurchApp you'll see on the left a tab called '<u>My Rotas</u>' (indicated with the image of a star). Clicking on this will take you to a page showing your rota, the dates you are scheduled for, which service, and what you're doing at each service. If there are no services/dates listed in 'My Rotas' you are not (yet!) on the rota for the next period.

What else can ChurchApp do?

- We will continue to develop our use of ChurchApp – some of these developments will be visible to you, others will be in the background helping us to carry out our ministries.

  - Rotas – most Sunday service rotas are now held and communicated via ChurchApp

  - Life Groups – details of these are held on ChurchApp and linked to the website. We plan that details of these and other events will be viewable via MyChurchApp.

  - Home Groups – members, leaders and details are held on ChurchApp. This helps us to know which groups are running and helps us to connect new members with existing groups etc

  - Church calendar and calendar integration – this will help key dates (PCC meetings etc) to be viewable more widely, including the ability to integrate the church calendar to your own google/apple calendar.

- Children – organize children's groups, track attendance, help ministry staff to follow-up with children as required and communicate the right information to the right parents!

- Communication - use of 'tags' to identify members who belong to certain groups, improve how we're able to communicate with each other, considering use of text messages for those who would appreciate this

- Access MyChurchApp via your mobile - My ChurchApp is also available is an iOS and Android app so you can have it on your phone or tablet. Here are the links to download the app:

    - [Apple iOS](#)

    - [Android](#)