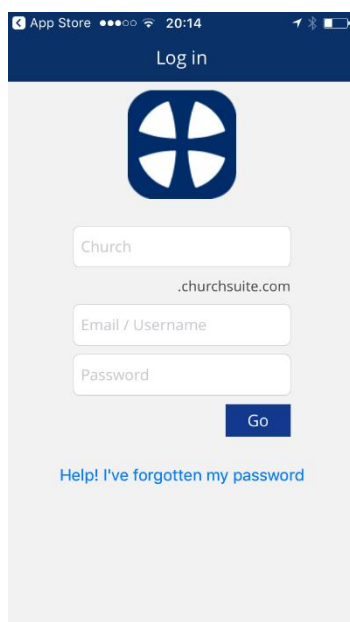


ChurchSuite for St Paul's St Albans – Part 1 – getting started

You cannot log in until you have received an Invitation – if you think you should have received an invitation, please contact the office. If you have received the invitation, but cannot find it, please contact the office. If you have forgotten your password, please click on the 'I've forgotten my password' link.

Follow the link in the Invitation email to set your password, then carry on to the application.

Log In



The screenshot shows a mobile browser interface for the ChurchSuite login page. At the top, there's a dark blue header with the text 'Log in' and a white logo consisting of a cross inside a square. Below the header, there are three white input fields: 'Church', 'Email / Username', and 'Password'. A blue 'Go' button is positioned to the right of the 'Password' field. At the bottom left, there is a blue link that says 'Help! I've forgotten my password'. The status bar at the top of the phone shows 'App Store', signal strength, Wi-Fi, and the time '20:14'.

To log in, go to stpaulsstalbens.churchsuite.co.uk. Log in with your email address and password set above. On the web version, there is a drop-down below the password, which should show 'MyChurchSuite' if not, please change it to that and Login. The Smart Phone version works it out for you.

Bookmark the page if you are using the web interface.

Smart Phone Users

Smart phone users – You can download an app for Android or Apple. Go to the Play Store or App Store, search for ChurchSuite (all one word). When you launch the app, you need to select the church (search for stpaulsstalbens – no spaces), then put in your email address as your user name, and the password set above and you should see something similar to the web page.

Once logged in

You will see your details, upcoming featured events and recent communications from ChurchSuite. The Menu is across the top in the web version or on the Smart Phone, there is a Menu at the top right.

Check your details

Once you are logged in, please check your details. Name, address, telephone number(s), Sex (the system has a guess, so you may be wrongly guessed!). Please also review your data protection settings – we have set them according to your last permissions. It is very helpful to see names on rotas and contact information should you need to notify someone of a change, pick someone up. We encourage you to allow your name to be seen and as much other personal detail you are comfortable disclosing. Your data is kept on a system which is specific to St Paul's, St Albans.

To edit your details, select the pencil at the top right of your details section. Don't forget to save your changes!