

ChurchBuilder Introduction.

You can use ChurchBuilder to:

1. See other church members' contact details (if permission has been given)
2. See any rotas you are involved with. If you are on a rota you will be able to arrange swaps, mark yourself as unavailable and volunteer for dates.
3. View the Church Calendar

You will automatically receive an email 6 days before you are due on rota and another 24 hours before (if you choose to turn on email reminders). This will be from ChurchBuilder not from a member of the staff team so the first time you will not recognise the email address.

Logging On

If your email address has been entered into ChurchBuilder you are able to log on.

Open your internet browser (e.g. explorer, Firefox, google chrome).

Type <https://gretchesham.churchbuilder.org.uk>

Click on Admin

Click on 'Help I can't get in', this is in blue under the big blue question mark.

Type in the email address which you filled in on your form for ChurchBuilder.

A confirmation code will be sent to your email account so you now need to open your email.

If it is easier for you you can shut down church builder while you look at your emails you can.

When the email arrives make a note of the confirmation number.

Go back to ChurchBuilder.

If the window is still open enter the confirmation code, otherwise:-

Click on Admin

Click on 'Help I can't get in', this is in blue under the big blue question mark.

This time enter the confirmation code

You will be asked to enter a user name. This is the name you will use to log into ChurchBuilder and should be easy to remember such as your name with no spaces, e.g. Jane Smith would enter janesmith.

You will then be asked to enter a password, this will need to include a number and ideally should include a symbol (e.g. *,& etc.).

You will be asked to enter it twice just to check you didn't make any typing errors the first time.

You will need to remember this password.

You are now set up to use ChurchBuilder. Next time you log on you will only need to enter your user name and password.

Viewing Contact Details.

Click on Admin (top right of the screen).

Click on People Manager.

Type the name of the person you want to find.

Click 'Search for People'

You do not have to know their whole name e.g. typing Jane will bring up a list of every Jane in the

church. You can then click on the person you wish to contact.
Clicking on the post code will take you to a map showing where the person lives.
You will be able to see details of those people in your church who have given permission for their details to be displayed.
You will not be able to view any children in a household except your own. If you should see any children please do contact Peter or I so we can rectify it.

Change Your Details

Click on Admin (top right of the screen).
Click on Profile.
Place the cursor over the box which contains the information you wish to change.
Click on 'Edit' which will appear in the top right of the box.
Change those details you wish to change.
Click OK.

Add Your Photo

Some of you will be brave enough to add your photo.
To do this you will need to have a photo of yourself stored on your computer.
Click on Admin (top right of the screen).
Click on Profile.
Click on Mugshot (under the picture at the top right of the page).
Click on Upload.
Click on 'Choose File' and find the picture on your computer.
When the picture has finished uploading click on OK.

Viewing Rotas

Click on Admin (top right of the screen).
Click on Rota Manager.
Select the rota you wish to view.
If you are looking for a rota associated with a service (and cannot see it) select the service. e.g. to see the refreshments rota for the 10:30 service, click the 10:30 service.
To see more than one week at a time click on 'Switch to Row mode' just above the rota on the right hand side.

Swapping Duties

Right click your name on the rota and select swap.
This will take you to a new screen with further instructions.
Read the explanation at the top of the page.
Select those you wish to request to swap with by clicking in the the box after their name.
Click on send request at the bottom of the page and those you have selected will be notified of your request.

Marking Yourself as Unavailable or Volunteering for a Date.

When a rota has the word unset, it means that no one has been allocated that duty.
Right click on the word unset and choose Unavailable or Volunteer.

Viewing Calendars

Click on Admin (top right of the screen).

Click on Calendars.

There are four calendars Parish, St Mary's Public, Parish Youth and Emmanuel Public. These are colour coded as can be seen at the top right of the page.

You can choose which calendars you can see by ticking (click in the box) those required.

Depending on what permissions you have been given clicking on an event may allow you to see more details.

You cannot add events to the calendar.