

Adding Unavailability in My ChurchSuite

The **My Rotas** section is available to all rota members. On the My Rotas page, under the **Next Serving** section is the **Unavailability** section. This section lists the rota member's future unavailability - past unavailability is not shown within My ChurchSuite. From this section a rota member can add unavailability - click **+Unavailability**.

The screenshot displays the 'My Rotas' interface. On the left is a sidebar with links: Home, My Communication, My Details, My Children, My Events, My Groups, My Rotas (highlighted), My Giving, My Podcast, Search for Others, Kings Website, SUNDAY SERVICE ONLINE, Small Group Resources, Kings Freecycle, Contact the office, and Log out. The main content area is titled 'My Rotas' and includes a 'Next Serving' dropdown set to 'Paul Nation'. Below this is a calendar view for September and October. The 'Unavailability' section is highlighted with a red box and contains the text 'You have no upcoming unavailability.' At the bottom, the 'Rotas' section shows 'Car Park Directors' for the period 'Feb 2020 → Jan 2021 - The 10.30am at the Main'.

On the **Add unavailability** pop-up rota members can add unavailability for a range of **Dates** and an optional **Description** (reason). For rota members with a linked spouse/partner and children, they can also select to add unavailability for them too - ideal for recording the family holiday that requires a block out of dates for all the family members.

All clashes arising from family unavailability being added is shown within the pop-up - alerting that rota member that they or other family members need to organise a swap. Importantly, ministry overseers receive an email notification alerting them to any rota clashes that are caused by family unavailability being added. If the added unavailability doesn't give rise to a rota clash, no overseer notification is sent.

Add unavailability

Add unavailability for:

- ☒ Paul Nation
- ☐ Fiona Nation
- ☐ Habakkuk Nation
- ☐ Joel Nation
- ☐ Josiah Nation
- ☒ All Day

Between: 26-10-2019 → 27-10-2019

Description: Optional

Paul Nation - 1 Clash

- ★ Hospitality - The 10.30 at the Main
27-Oct-2019 9:15am - 12:00pm
Team Leader

Save Changes

Unchecking the **All day** checkbox allows the rota member to specify **Times**, which apply to the start and end date of their unavailability - ideal if someone is away for a morning service, but available for an evening service.

Add unavailability

Add unavailability for:

- ☒ Paul Nation
- ☒ Fiona Nation
- ☒ Habakkuk Nation
- ☒ Joel Nation
- ☒ Josiah Nation
- ☐ All Day

Between: 28-12-2019 → 03-01-2020
8:00am → 6:00pm

Description: Family skiing holiday

Paul Nation - 1 Clash

- ★ Biblical Balloon Modelling 6:00pm - The 6pm at the Main
29-Dec-2019 6:00pm - 8:30pm
Shepher, Knot-tier

Fiona Nation - 1 Clash

- ★ Biblical Balloon Modelling 6:00pm - The 6pm at the Main
29-Dec-2019 6:00pm - 8:30pm
Inflatons, Twisters

Save Changes

Returning to the Unavailability list in My Rotas, rota members see the list of all their own unavailability, but the drop-down family member selector can be used to see their unavailability list - perhaps to edit or remove their unavailability.

Unavailability

Unavailability

December

28 DEC Family skiing holiday
28-Dec-2019 8:00am → 03-Jan-2020 6:00pm

February

14 FEB Valentine's Day romantic holiday away
14-Feb-2020 → 20-Feb-2020