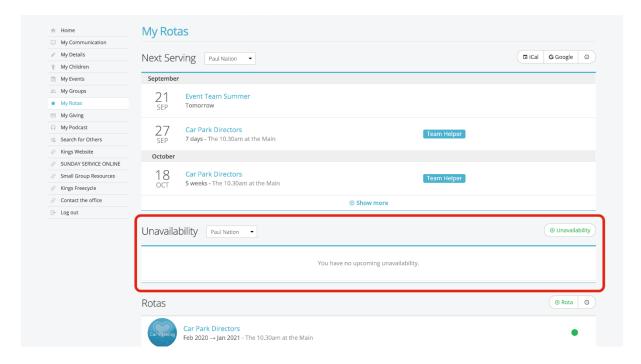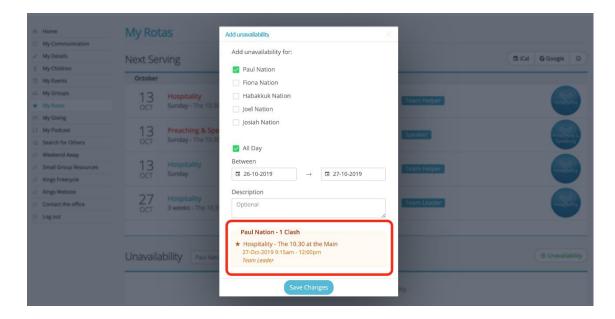# Adding Unavailability in My ChurchSuite

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**.

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.

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.

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.