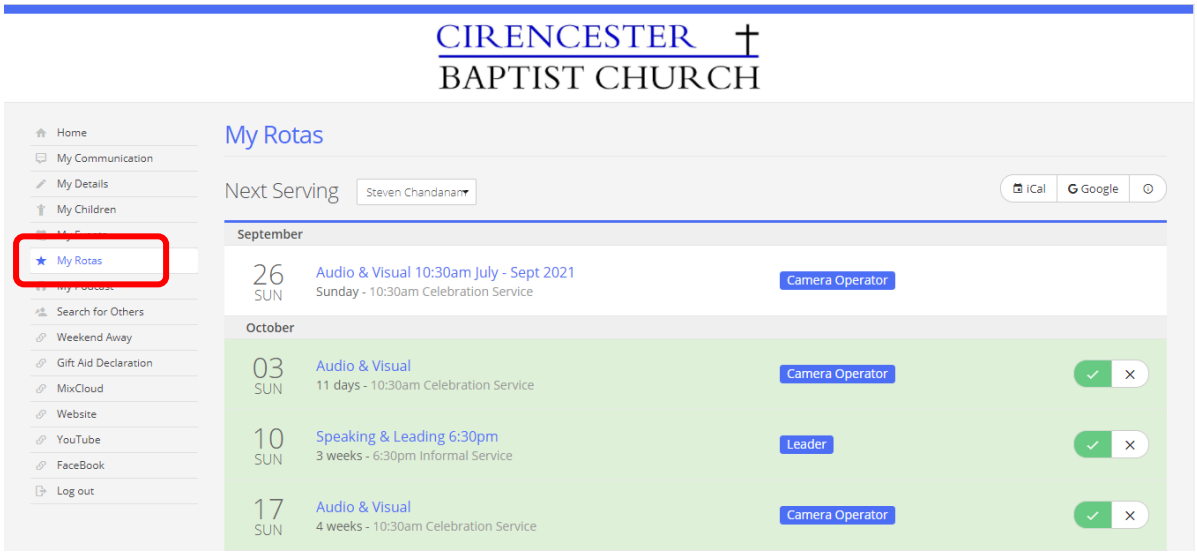
User Guide - My Rotas

The My Rotas section displays all your upcoming serving commitments and rotas. You'll only see the My Rotas page if you have future serving dates on a current published rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

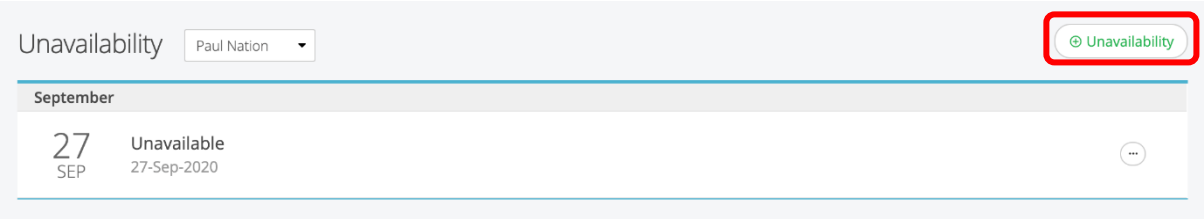
At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.



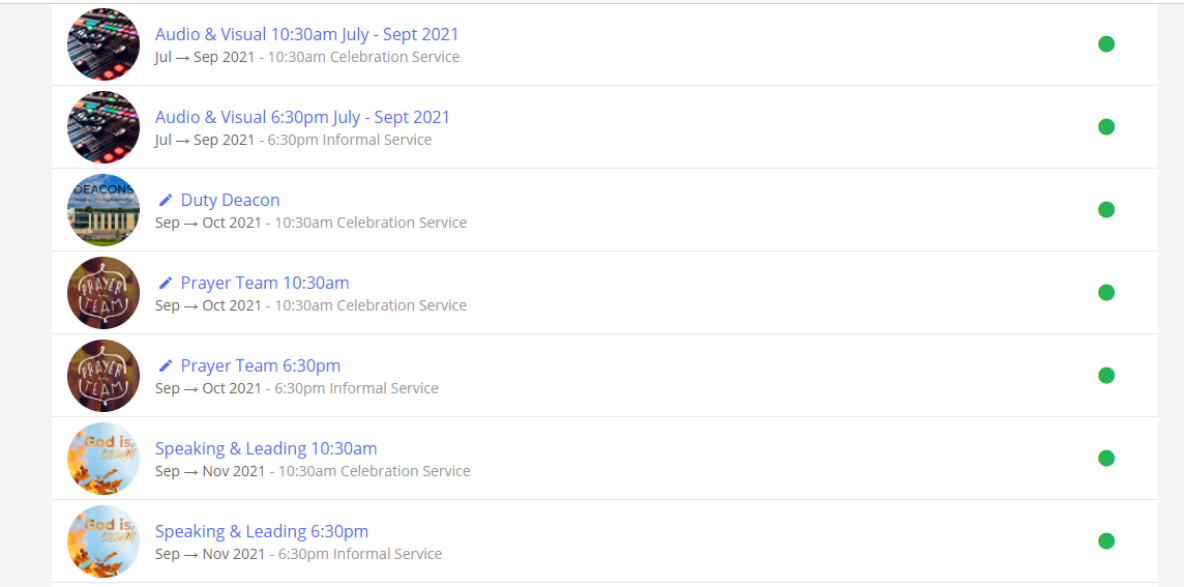
Rota names shown in red indicate a rota date clash, where you're scheduled to serve at the same date/time on other rotas. It's of course perfectly possible to be on multiple rota dates at the same time, but some clashes may require you to organise a swap, or to ask to be removed from a rota. For rotas with 'accept/decline/ enabled you'll have the option to accept or decline. *Accepts* are shown with a green background. Rotas shown in red strikethrough on a red background indicate 'unavailability' - *unavailability* that you've specifically blocked out (affecting all rotas for the unavailable dates) or a rota date that you've 'declined'. You'll continue to see these rota dates listed if your ministry overseer hasn't yet replaced you on the rota; or you may be required to organise a swap.

Scrolling down the My Rotas page further is the **Unavailability** section. Here you can add your unavailability block out dates - perhaps for holidays or known dates when you won't be available to serve on any rota. Adding unavailability sets you as unavailable for all rotas in that range of

unavailable dates. By adding unavailability your rota overseers can more easily manage their rotas, planning and identifying gaps ahead of time.

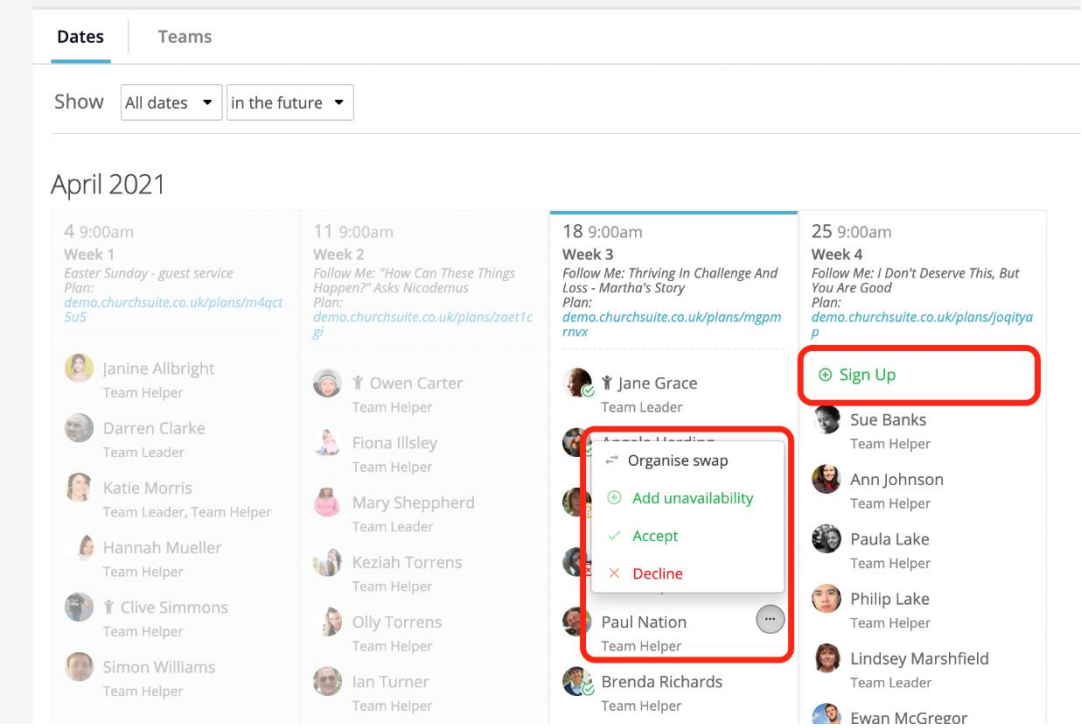


Finally, below the Unavailability section is a list of all your **Rotas**. Rotas with a pencil icon represent rotas that you oversee; those without a pencil icon are rotas that you belong to. Once a rota ends or your final date on a rota passes, that rota will disappear from the list. Rotas with a green traffic light (see image above) on the right-hand side are *published* rotas – the rota is live and visible to all rota members. Ministry overseers may also see their rotas with a red traffic light, indicating that the rota is still in *draft.* Draft rotas are only visible to overseers and not visible to rota members until they are published. Essentially overseers can plan, create rotas and work on them without them being visible to rota members until they are ready to be published.

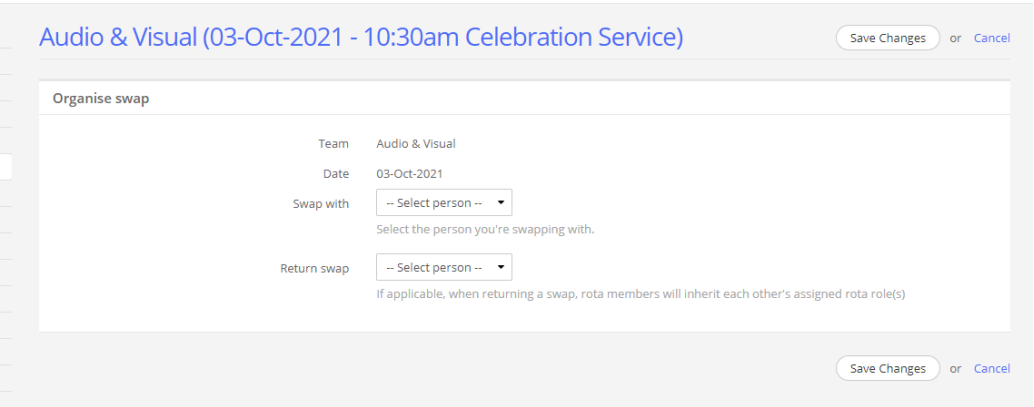


Clicking into a rota displays the rota **Dates** where you can see all the people serving on the rota and their roles. Depending on the rota's settings, it may also be possible for you to **Sign Up** to future dates on the

rota, to **Accept** or **Decline**, to **Organise a swap** with others, or **Add unavailability**. Previously accepted serving can be declined, and vice-versa, without constraint. Declining a rota date will send a decline notification to the rota's overseer.

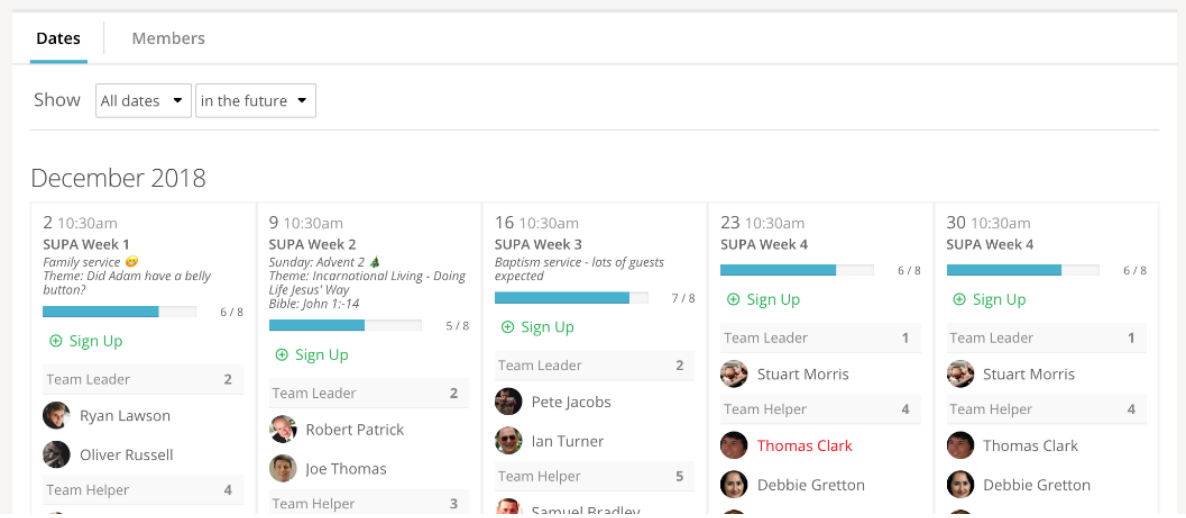


Selecting **Organise swap** enables you to record details of the person with whom you have already decided to swap with – you shouldn't "inflict" a swap on someone! You can only swap with another available rota member. Select their name from the **Swap with** drop-down list, and then select details of any **Return swap** you may have agreed. Saving the changes will update the rota immediately, adding swapped people to rota dates with an 'accepted' status.



After adding a rota swap, an email confirmation will be sent to *you* confirming you are no longer serving on that date, and to the *swapee* confirming to them that they are now serving on that date, including a note of their roles on that date. A further email is sent to the *ministry overseer* advising the swap transaction.

Some rotas might have sign-up enabled – you'll see a **Sign-Up** button at the top of each rota date with spaces available...



...so, overseers might publish empty or part-completed rotas, and then invite ministry members to sign up to future dates based on their availability. It's a great way of recruiting and helps team members too because they can manage their serving commitments based on their known availability. You can sign up to a rota date whenever you see **Sign up** on the rota.