

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.

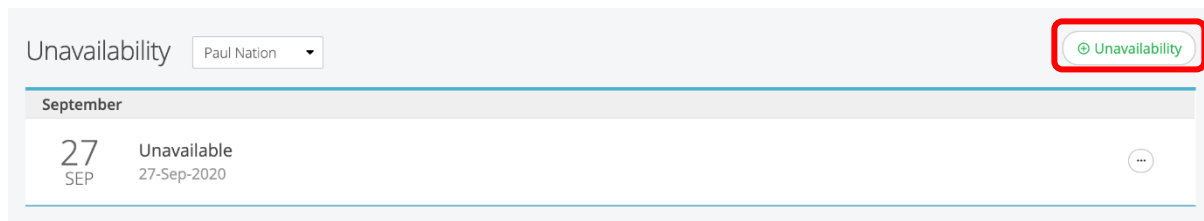
At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.

The screenshot displays the 'My Rotas' page for CIRENCESTER BAPTIST CHURCH. The sidebar on the left contains navigation links: Home, My Communication, My Details, My Children, My Rotas (highlighted with a red box), My Rotas, Search for Others, Weekend Away, Gift Aid Declaration, MixCloud, Website, YouTube, Facebook, and Log out. The main content area is titled 'My Rotas' and features a 'Next Serving' section for Steven Chandanam. Below this, a calendar view shows upcoming serving dates for September and October. The calendar entries include dates, times, and roles assigned, such as 'Camera Operator' and 'Leader'. The 'My Rotas' link in the sidebar is highlighted with a red box.















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.

	Audio & Visual 10:30am July - Sept 2021 Jul → Sep 2021 - 10:30am Celebration Service	
	Audio & Visual 6:30pm July - Sept 2021 Jul → Sep 2021 - 6:30pm Informal Service	
	 Duty Deacon Sep → Oct 2021 - 10:30am Celebration Service	
	 Prayer Team 10:30am Sep → Oct 2021 - 10:30am Celebration Service	
	 Prayer Team 6:30pm Sep → Oct 2021 - 6:30pm Informal Service	
	Speaking & Leading 10:30am Sep → Nov 2021 - 10:30am Celebration Service	
	Speaking & Leading 6:30pm Sep → Nov 2021 - 6:30pm Informal Service	

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.

The screenshot shows a rota management interface with tabs for 'Dates' and 'Teams'. Below the tabs are filters for 'Show' (All dates) and 'in the future'. The main area displays a grid of dates for April 2021, organized by week and time slot. Each slot lists team members and their roles. A context menu is open over the 18:00 slot for Week 3, showing options: 'Organise swap', 'Add unavailability', 'Accept', and 'Decline'. The 'Sign Up' button for Week 4 is also highlighted.

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.

The screenshot shows the 'Organise swap' form in the Rota Management interface. The form is titled 'Audio & Visual (03-Oct-2021 - 10:30am Celebration Service)'. It includes a 'Save Changes' button and a 'Cancel' link. The form fields are:

- Team:** Audio & Visual
- Date:** 03-Oct-2021
- Swap with:** -- Select person -- (dropdown menu)
- Return swap:** -- Select person -- (dropdown menu)

Instructions for the form:

- Select the person you're swapping with.
- If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)

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...

The screenshot displays a web interface for managing a rota. At the top, there are tabs for 'Dates' and 'Members', with 'Dates' selected. Below the tabs, there are filters: 'Show' followed by 'All dates' and 'in the future'. The main content area is titled 'December 2018' and shows five columns representing different dates and times. Each column contains details about the service (e.g., SUPA Week 1, SUPA Week 2, SUPA Week 3, SUPA Week 4), a progress bar indicating the number of spaces available (e.g., 6/8, 5/8, 7/8, 6/8, 6/8), a 'Sign Up' button, and a list of team members with their roles and counts. For example, in the first column (2 10:30am), the roles are Team Leader (2) and Team Helper (4). In the fifth column (30 10:30am), the roles are Team Leader (1) and Team Helper (4).

Date	Time	Service	Spaces Available	Sign Up	Team Leader	Team Helper
2	10:30am	SUPA Week 1 Family service Theme: Did Adam have a belly button?	6 / 8	Sign Up	2	4
9	10:30am	SUPA Week 2 Sunday: Advent 2 Theme: Incarnational Living - Doing Life Jesus' Way Bible: John 1:14	5 / 8	Sign Up	2	3
16	10:30am	SUPA Week 3 Baptism service - lots of guests expected	7 / 8	Sign Up	2	5
23	10:30am	SUPA Week 4	6 / 8	Sign Up	1	4
30	10:30am	SUPA Week 4	6 / 8	Sign Up	1	4

...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.