Solihull Parish in the digital age

The parish website

You, and any member of the public, can view the parish website by entering the address www.solihullparish.org.uk in your web browser (Edge, Firefox, Chrome etc.). That will get you to the 'public' information about the Parish – About Us, Our Churches, Worship & Music, Children, Families & Youth, Life Events etc.

The ChurchBuilder administration system

Our Parish's administration system is based on a church management system called ChurchBuilder (sometimes abbreviated in this article to CB). If you are registered and logged in you will be able to:

1. See other church members' contact details (if permission has been given by the individual).
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 or volunteer for dates. You will also receive reminders of rota duties coming up for you.
3. View the Church Calendar.
4. See internal documents such as meeting Minutes, Pewslip, Parish Magazine, Safeguarding Policy, etc.
5. Communicate very easily with others in the parish.

Registration

If your email address or phone number is known to ChurchBuilder AND you are on the Congregational Roll of one of the churches, you will be able to register online and then to log in. Here's how:

> Open your internet browser (Internet Explorer, Edge, Firefox, Chrome etc.) and type in this address:
> parishofsolihull2.churchbuilder.org.uk

SECTION A - If you have previously registered on the site and know your Username and Password:

If you are registered on ChurchBuilder you will already have chosen a Username and a Password. Click on **MEMBERS** in the menu bar at the top and then on **Login**. Enter your Username and Password. If you are the only person who uses your computer then you can set the 'Remember Password' box to **yes** so the system will log you in automatically when you go to the ChurchBuilder site. If other people have access to your computer then leave the setting at **no** and enter your login details each time you enter ChurchBuilder.

SECTION B - If you have forgotten your login details, proceed as follows:

Click on **MEMBERS** in the menu bar at the top and then on **Login**. Click on '**Get an account / reset password**'. You will then be asked to identify yourself by entering your mobile number, email address, or the confirmation code you received when you initially set up your login. If one of these identification methods doesn't work, try one of the others. If all fail, contact Philip Leach on psleach@blueyonder.co.uk who should be able to help. If the system has recognised you, you will receive a Confirmation Code either by text message to your mobile, or by email to the address you gave. Enter this code in the box provided. The system will then display a form. If your Username is not showing enter a new Username and then enter and confirm your new password. If your Username is visible go straight to the Password entry. Once this is done you will be logged in.

SECTION C - If you have never previously registered on the site

You need to register on the ChurchBuilder site to get an account.
Click on **MEMBERS** in the menu bar at the top and then on **Login**. Click on '**Get an account / reset password**'. You will then be asked to identify yourself by entering the mobile number or email address you have previously given to the church. If one of these identification methods isn't recognised, try the other. If both fail, you will not receive a Confirmation Code so click on **Cancel** and a box headed **Request an account** will pop up. Fill in the details requested and click **OK.** The system will again try to identify you as a church member and you will either be sent a Confirmation Code or you'll be contacted by the person you named as knowing you.
When you receive a Confirmation Code either by text message to your mobile, or by email to the address you gave, enter this code in the box provided. If you've left the site you'll need to go back in and click on **MEMBERS/Login/Get an account / reset password**. The system will then display a form. If your Username is not showing enter a new Username (something like firstname.surname) and then enter and

confirm your new password. If your Username is visible go straight to the Password entry. The system will test the strength of your password and may ask you to try a new one until it satisfied it is strong enough. Once this is done you will be logged in. You will be asked to agree to the Terms and Conditions of the site. This may seem strict, but there is sensitive information on the site which only church members should be able to access.

Next time you want to login, click on **MEMBERS** in the menu bar at the top and then on **Login**. Enter your Username and Password. If you are the only person who uses your computer then you can set the 'Remember Password' box to **yes** so the system will log you in automatically when you go to the ChurchBuilder site. If other people have access to your computer then leave the setting at **no** and enter your login details each time you enter ChurchBuilder.

If the registration fails there could be a few reasons, but we don't want to prevent you registering, so contact us by emailing loginproblem@solihullparish.org.uk giving your name and confirming your usual email address. We'll get back to you as soon as we can.

The rest of this introductory article assumes that you have registered and are logged in to the website.

Viewing Contact Details

To protect people's privacy we are asking everyone in our congregations to consider carefully whether they wish their contact details to be available to others. You can decide not to allow it, and no amount of searching by anyone other than Clergy, the Parish Office staff and Wardens will find your details. But it is very helpful to others if you agree to allow at least some of your contact details to be available to others because it makes it very easy for them to get in touch with friends and people in groups they belong to. By agreeing to this, your name will be found if someone searches for it. Please be assured that only members of the church congregations can find your information, never general members of the public. But even then, only the information that you have expressly agreed to make available will be seen. For example, you could allow your email address to be available to church members, but not your phone number or street address. Any combination is possible and you are in total control because you can edit your own Profile and set these 'permissions' by opening it in the MEMBERS menu. Click on MEMBERS and then Profile and you'll see all the information the parish holds on the system about you. You'll be able to edit the information yourself, and we encourage you to do so to keep it accurate.

To look for someone else, click on People Manager in the MEMBERS menu, type the name of the person you want to find and click 'Search for People'. You do not have to know their whole name e.g. typing Alison will bring up a list of every Alison in the church (who has given permission to be 'found'). You can then click on the person you wish to contact. Clicking on their post code will take you to a google map showing where they live. So in this way you will be able to see contact details of those people in your church who have given permission for their details to be available. For Child Protection reasons, you will not be able to view any children in a household except your own.

If you do see any, please contact Viv Dobson – vhdobson@gmail.com - so we can rectify it.

To edit your own details

Click on MEMBERS (top right of the screen), then 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. In the editing box that appears edit those details you wish to change. Click OK.

To 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 MEMBERS (top right of the screen) and then on Profile. Click on Photo (under the silhouette at the top right of the page) and then on Upload. You can either drag and drop the photo into the top box, or if you're not sure how to do that click on Browse, go to the folder where you have saved the photo on your computer, click the filename and it will be uploaded. When the lower box shows the name of the photo and the word 'Completed', it has finished uploading. Now click on OK (you may need to scroll to the bottom of the box if the OK button isn't visible). The picture should now appear in your Profile.

Rotas

Churches use rotas a lot to organise volunteers and staff for particular services and other events. We are no exception. If you are a Server or a Lector (someone who reads from the Bible at a service), a Welcomer, Sidesman, Intercessor, you will be able to see your rota on the system. You can still ask your rota organiser to send you a hard copy if you want. but you can also produce a hard copy yourself on the website. In the MEMBERS menu is 'Rota Manager' and that is your access point. A useful feature of Rota Manager is that it will automatically email you (and everyone else on the current rota) to alert you to the fact that you have a duty on the rota and when it is. You will then have the opportunity to do a Swap with someone else online. You will also be able to tell the person setting up the rota of any periods you are unavailable (holidays for example), and you'll be able to volunteer for particular duties that you'd like to carry out. Six days before your duty you'll get a reminder email and then another one the day before. You can turn these automatic emails

off in your Profile if you find them annoying, but you are encouraged not to. Almost all of us have forgotten a duty at one time or another.

Viewing Rotas
Click on MEMBERS (top right of the screen). Click on Rota Manager. Select the rota you wish to view. Only those rotas you are likely to be on will be in the list.

Swapping Duties
In the first email you get after a new rota has been published, there is a link allowing you to Swap a duty with someone else. Also, when you look at the rota itself on the website you can initiate a Swap at that stage. 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 one of the boxes after their name. Click on 'Send request' at the bottom of the page and those you have selected will be notified of your request. They will respond by accepting or refusing until an agreement is made. At that point, the rota will be automatically changed and the person in charge of the rota will be informed.

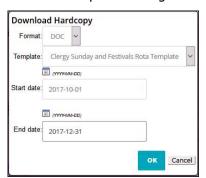## Marking Yourself as Unavailable or Volunteering for a Duty
When a rota has the word 'Unset' against a particular duty, it means that no one has yet been allocated that duty. At this stage you can tell the person in charge of the rota that you are unavailable for that duty, or you can volunteer to do it. This will be seen by the person in charge when they work on setting up the rota so they can avoid picking you if you're unavailable or be aware that you'd like to do the duty if you've volunteered. Click on the word 'Unset' and choose Unavailable or Volunteer. The system will automatically record your intentions.

Printing a Rota
Some of you may wish to print out a rota that you are on so you have a hard copy record. You can do this by going to the website, clicking on MEMBERS/Rota Manager, and then selecting the rota you are interested

in. When you have it up on your computer screen, look for the buttons near the top left and click on the one circled in the picture alongside.

That will bring up a box entitled **Download Hardcopy** which allows you to choose the format of the hardcopy, the particular printout you want (probably only one in most cases), the Start Date and End Date of the duties that will be shown i.e. the date range of the printout. In most cases you'll want to select DOC as the format so it opens in Word on your computer. Then just use the calendar icon to select the dates you want, usually the start and end of a month or group of months, and click **OK**. Wait a moment and the printout will open in Word, and you can then print it out as usual.

Viewing Calendars
Click on WHAT'S ON (top centre of the screen), and then on Calendar. There are several 'layers' of the Calendar, some of them restricted to particular groups of people. You will see only those layers that are important for you and the role you play in the church. You can turn layers on and off to unclutter the calendar if you wish by ticking/unticking the box against the name of the layer. The arrows at the top left move you from month to month and the buttons top right allow different views of the calendar information. Unless your role requires it, you will not be able to add events to the calendar.

Summary
If you've progressed this far, your head might be spinning, and I apologise if it is. You can ignore all the above if you want, but to get the most use out of the website as a source of information I encourage you, at least, to register. You will find that you pick up the finer points naturally as you make use of the system, and if it's a bit of a mystery to start with, you can always ask me.

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