

Alive

ChurchSuite

Getting Started

WHY ARE WE USING CHURCHSUITE AND WHAT DOES IT DO?

Alive Church are moving to a new database called ChurchSuite.

WHY: CHURCHSUITE WILL ENABLE US TO COMMUNICATE BETTER ACROSS THE CHURCH AND WITHIN LOCATIONS.

ALIVE CHURCH MEMBERS WILL BE ABLE TO SIGN UP TO EVENTS, VIEW THE CHURCH EVENT CALENDAR, CREATE SERVICE ROTAS, SHARE LIFE GROUP NOTES AND SERVICE PLANS.

IT WILL PROVIDE A BETTER WAY OF CONNECTING WITH NEW PEOPLE, ALONG WITH LOTS OF OTHER HELPFUL TOOLS WE WILL NEED FOR THE FUTURE.

Using the app

Download the ChurchSuite app from your App Store.

Once installed, launch the app.

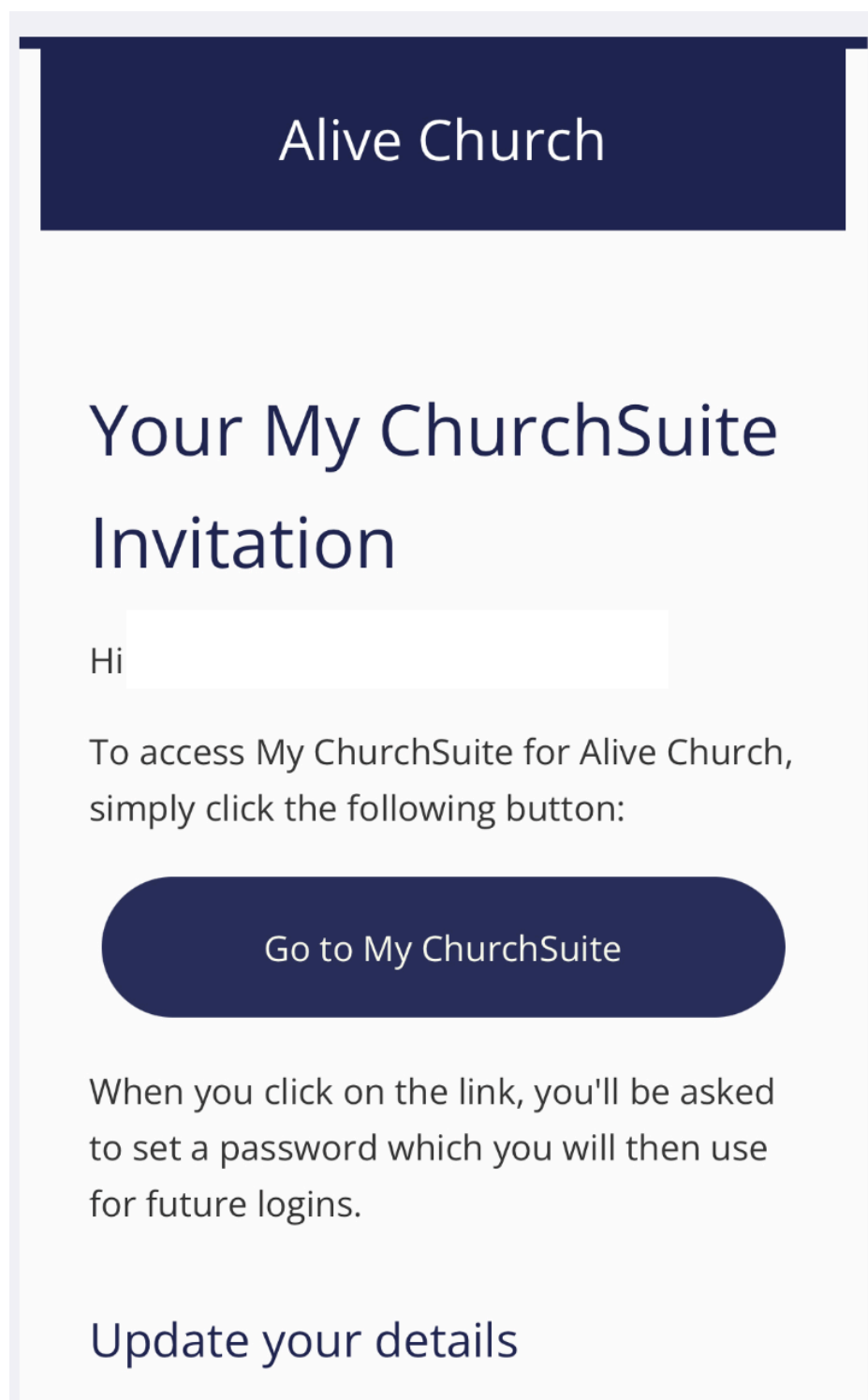
Search for **Alive** in the 'Church' field

Enter your login details and get started.

You just need to follow the 5 easy steps below to get started!

1 Click on the invitation email you should have received from Alive Church inviting you to register with My ChurchSuite.

(If you have not received an email please ask the Churchsuite host in your location to assist or visit www.alivechurch.org.uk/churchsuite)



2 You will be prompted to set up a new password which will be used every time you login to ChurchSuite.

Please make a note of your password for future use

My ChurchSuite can be accessed either through our free app, available for both [iOS](#) and [Android](#) or via any web browser.

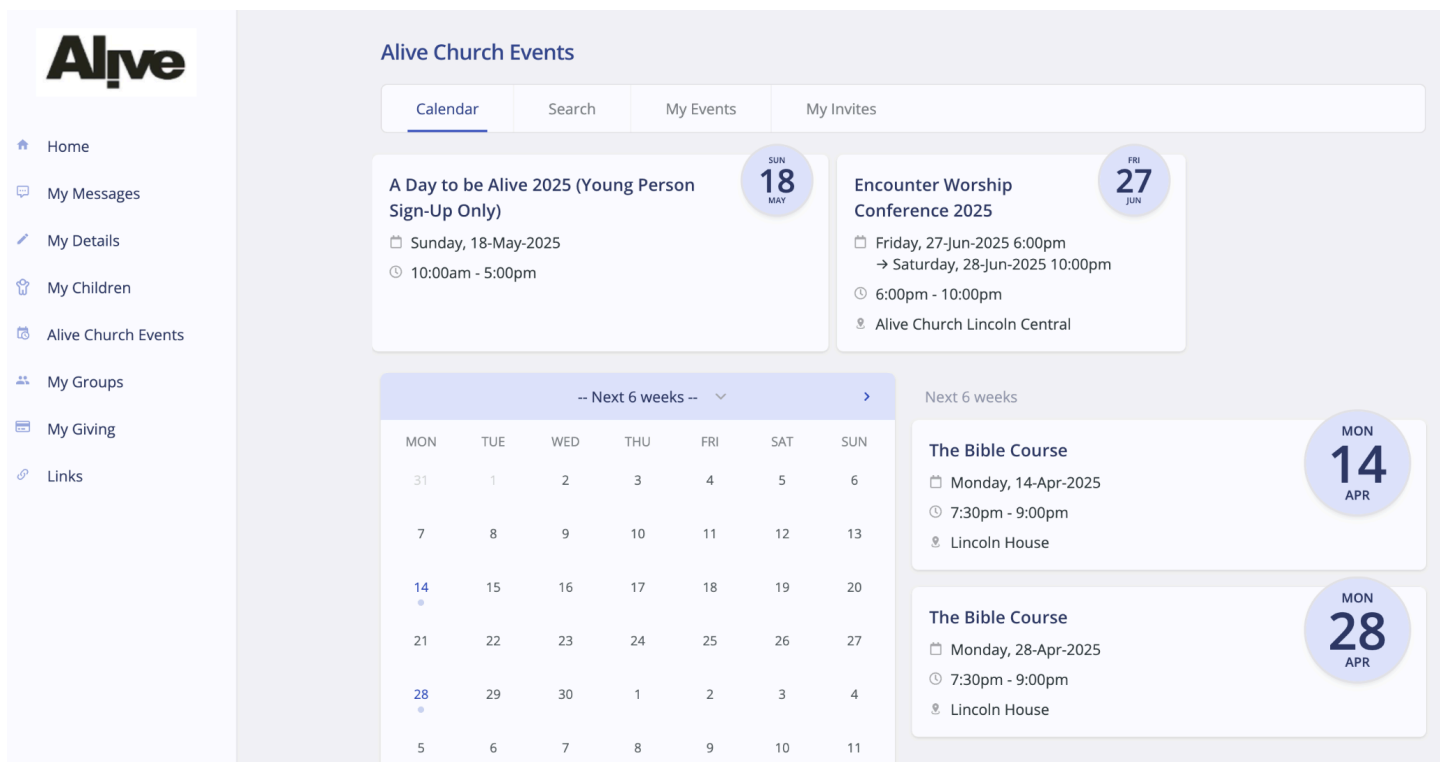
3 Choose MENU From the TAB on the left hand side click MY DETAILS
Here you can check your personal details, privacy settings and edit them by clicking the edit button

The screenshot displays the ChurchSuite user interface. On the left is a vertical navigation menu with the following items: Home, My Messages, My Details (highlighted with a blue arrow), My Children, Alive Church Events, My Groups, My Giving, and Links. The main content area is titled 'Alive Church' and features a large white box with the 'Alive' logo and the text: 'WELCOME TO MY CHURCHSUITE ! This is the place to stay on top of your personal information and engagement with ALIVE CHURCH From information on Alive Church and location events, to pastoral care and life groups, use the menu to navigate.' Below this are two event cards. The first card is for 'A Day to be Alive 2025 (Young Person Sign-Up Only)' on Sunday, 18-May-2025, from 10:00am to 5:00pm. The second card is for 'Encounter Worship Conference 2025' on Friday, 27-Jun-2025, from 6:00pm to 10:00pm, with a continuation on Saturday, 28-Jun-2025 from 10:00pm onwards, located at Alive Church Lincoln Central.

4 Under the tab on the left hand side click MY CHILDREN
Here you can check, amend or add your children including any medical notes / additional needs



5 Under the tab on the left hand side click ALIVE CHURCH EVENTS
Here you can see the Alive Church event calendar and book into any of our Church wide events.



YOU ARE NOW REGISTERED ON CHURCHSUITE - PLEASE LOG OUT BY CLICKING ON THE MENU AND LOG OUT TAB AT THE BOTTOM OF THE PAGE.

THAT'S ALL FOR NOW - WE WILL UPDATE YOU ON ANY NEW ITEMS LATER IN THE YEAR

Using the app

Download the ChurchSuite app from your App Store.

My ChurchSuite can be accessed either through our free app, available for both [iOS](#) and [Android](#) or via any web browser.

Once installed, launch the app.

Search for **Alive Church** in the 'Church' field

Enter your login details and get started.