

## Welcome Team rota instructions

The Welcome Team rota is set up in the church family website (also known as Churchbuilder). If you don't have an account on Churchbuilder and would like one, please contact the office ([office@stebbes.org](mailto:office@stebbes.org)).

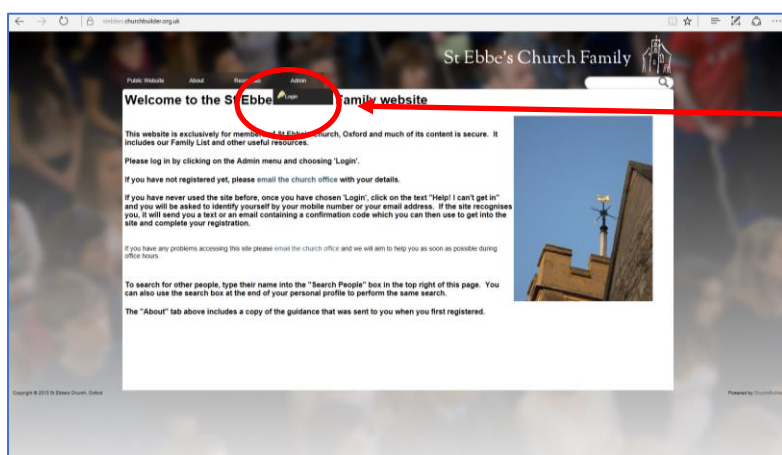
**Email reminders:** The rota is set up to email a reminder to you of when you are due to be on duty. It is a basic email which tells you when you are on duty and gives you a link to click if you want to swap your duty with someone else. If you do not wish to receive email reminders, you can turn this off in your own profile on the website.

**Viewing the rota:** You can view the rota by going to: <https://stebbes.churchbuilder.org.uk/> and following the instructions below.

**Arranging swaps:** In general, most people help with welcoming on a set Sunday each month. But if you know you will be away, you do not need to wait for the email reminder to arrange a swap. You can go into the rota and ask people to swap with you as far in advance as you wish (see 'Swapping rota duties' on page 3 below).

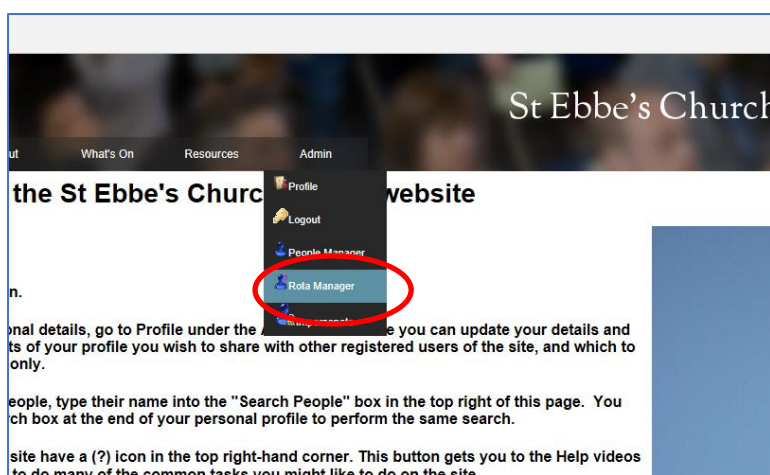
### To view the rota:

1. Log in to the website: Click on *Admin* and then on *Login*.

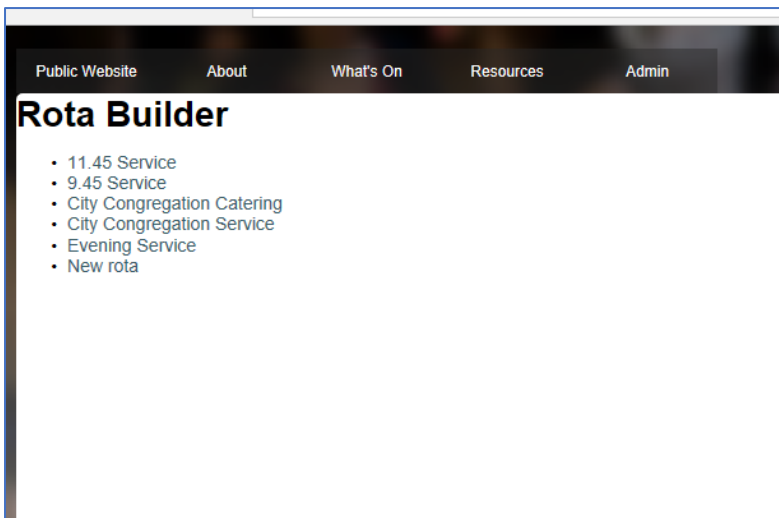


The *Login* link is under *Admin* in the tabs at the top of the homepage screen.

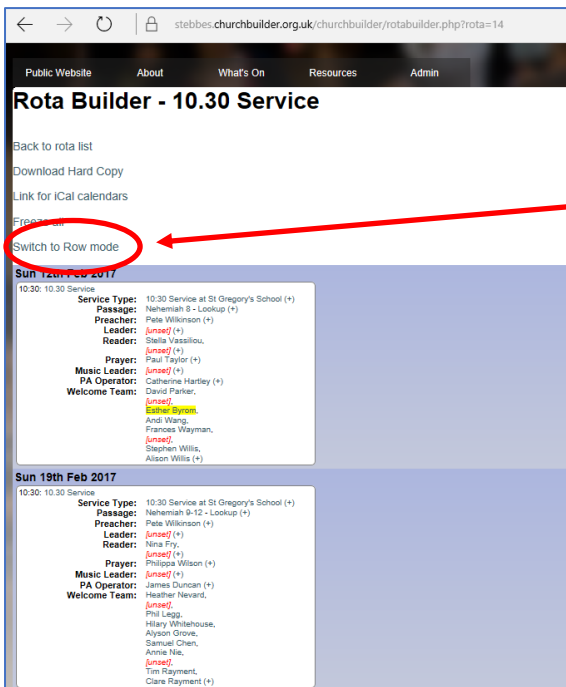
2. When you have logged in, click on *Admin* again and then on *Rota Manager*.



3. You will see the screen below. We have set the Welcome Team rota within the relevant service rota. Please click on the service you are serving at.

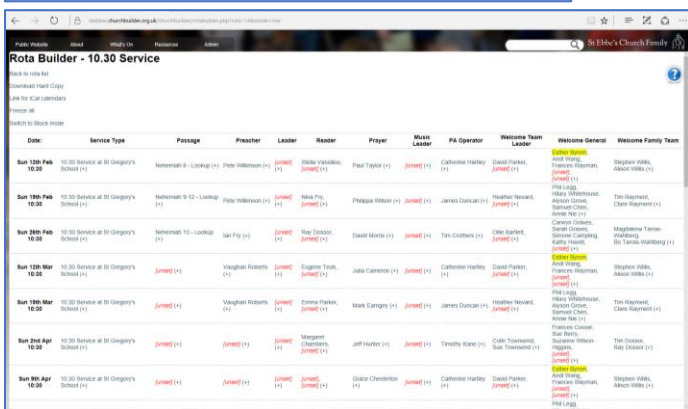


4. You will then see the service rota. It lists the forthcoming services in date order and gives details of who is playing the various roles in the service.



You may find it easier to view the rota in rows (see picture below), in which case, click on 'Switch to Row mode'.

If you are on the rota for a particular service, your name will be highlighted in yellow.

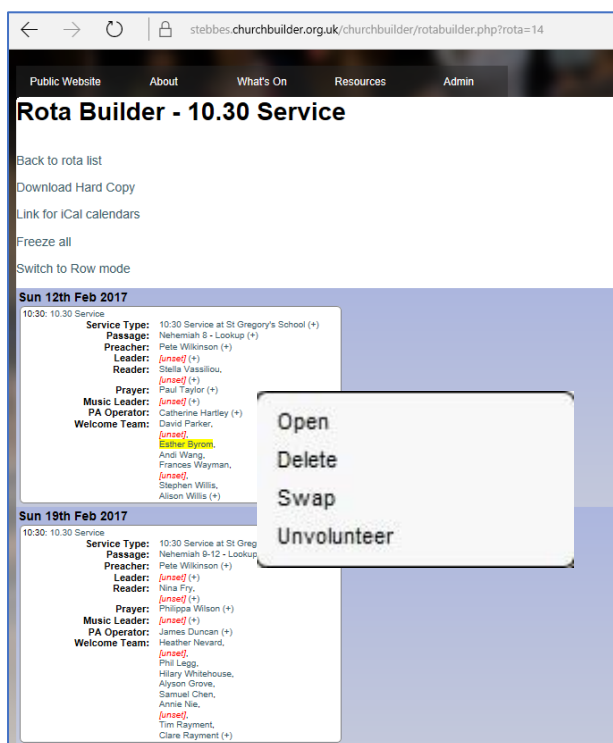


## Swapping rota duties

The system allows you to request to swap a rota duty with someone else on the rota. Once you've entered your request, the system will email your request to the relevant people. If they can swap, they will use a link in the email to indicate their offer to help. Once an offer to help is made, you will receive a notification email and can accept the offer. Accepting the offered swap triggers three actions: 1) the rota is changed, 2) an acceptance email is sent to the person with whom you are swapping, and 3) an email is sent to all the other people you asked to say that a swap is no longer needed.

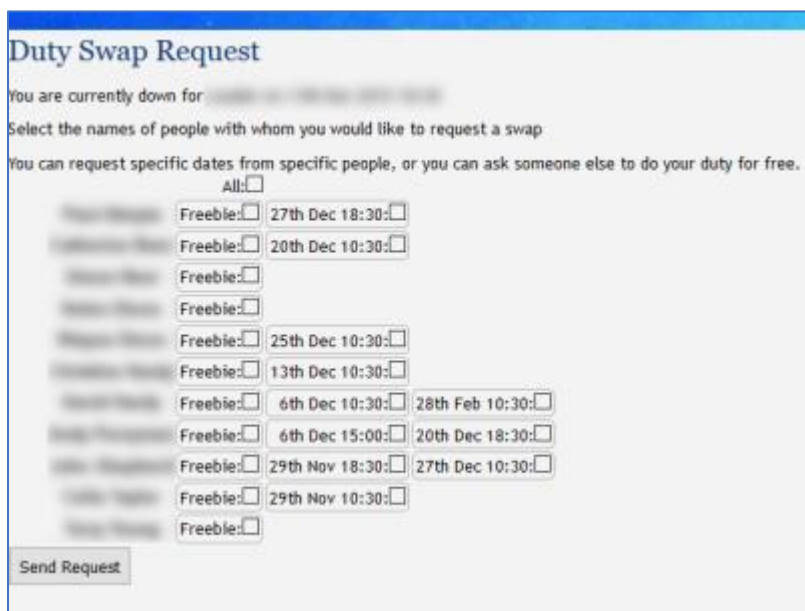
### Requesting a Swap

1. Log in to the site, select *Rota Manager* from the *Admin* menu and select the relevant rota, as described on pages 1-2 above.
2. Find the date you wish to swap, right-click on your own name and click on *Swap*.



If no swap option is visible then either you have tried to do a swap on someone else's name, the date has already passed, or swaps have not been enabled for this activity.

3. Once you click on *Swap*, the Duty Swap Request window displays a list of the other people on the rota that you can request to do your duty. Next to their names you will see the dates that they are due to be on duty.



You can request to swap specific dates from specific people, or you can click the 'Freebie' box to ask someone to do your duty for free (i.e. without you doing one of their duties in return).

Both Freebie and specific dates can be requested. In fact if you select date/s and no freebie, the system automatically also asks for a freebie as well as the selected dates. Select the 'All' box to ask all others for a freebie.

4. Click the *Send Request* button when you are happy with your selections. Emails will then be sent to the people you have selected asking for the swaps. They can indicate on the system if they can offer you a swap.
5. When an offer to swap is made, you will receive the details in an email from the system. **The offer automatically expires after 48 hours** so if you want take up the offer, you need to accept it within this time limit.
6. **To accept an offer**, go back into the duty swap request window. You can do this using the link in the offer email. The offer/s will be highlighted in yellow. Click the *Accept* button to take up an offer. Accepting the offered swap triggers three action: 1) the rota is changed, 2) an acceptance email is sent to the person with whom you are swapping, and 3) an email is sent to all the other people you asked to say that a swap is no longer needed.

## Responding to a Swap Request

If someone else serving on your rota wants to ask you to swap a duty, they can use the swap facility on the rota. You will then receive the request in an email from the system.

1. The email will give you all the details of the request and will also include a link to get directly into the rota swap request on the system. **Only follow the link if you want to offer to swap.**
2. On the duty swap request window you will again see the details of the request. Select the options you are able to offer. Free cover means they will not do a duty for you in return. Then click the 'Offer' button. If you are not able to help, do not click any boxes, and do not click the 'Offer' button.
3. If the duty swap request window shows 'swap unavailable' instead of the details of the request, then a swap will have already been completed and an email to this effect should have been sent to you.
4. Once you have clicked the Offer button, the person who requested the swap will be notified of your offer by email. Your offer will remain valid for 48 hours. If the person who requested the swap doesn't take up the offer within 48 hours, it will expire.
5. If your offer is taken up, you will be notified by email and the rota will be changed. Likewise, if someone else's offer is taken up, you will be notified by email.