How to tell us when you can help

This guide shows you how to let us know which services you can help with. You do not need a special account or any special skills. If anything is unclear, please do get in touch with the parish office for help.

The short version

1. Go to our website page for the rota.
2. Type your name.
3. Tick the boxes for the jobs you can do on each date.
4. Press the button "Prepare my answers".
5. Press "Open email to the office" and send the email that appears.

That is all. The rest of this guide explains each step in more detail.

What you will need

- A computer, tablet or smartphone that is connected to the internet.
- An email address that you can send messages from.
- The address of our rota page: https://www.stsp.org.uk/volunteering

Step 1: Open the rota page

Open your usual web browser (the program you use to look at websites) and go to the address above. You can click on that address from here and it will take you to the right page.

You will see a heading that says **"When can you help?"**, a box for your name, and a large grid of dates and tick boxes below it.

Step 2: Type your name

Click or tap in the box that says **"Your name"** and type your first name and surname, for example *Margaret Smith*. Please type your name the same way each time, because that is how we match your answers to you.

Step 3: Tick the jobs you can do

The grid has one row for each service. Each row shows the date and the name of the service on the left, and then five jobs across the top:

- **Steward**: welcoming people and helping things run smoothly during the service.
- **Altar Server**: helping the clergy at the altar.
- **Reading** / **Intercessions**: reading aloud during the service, or leading the prayers.
- **Flower Arranging**: arranging the flowers.
- **Refreshments**: preparing or serving refreshments after the service.

To say you can do a job on a date: click or tap the empty square where that date's row meets that job's column. A green square with a white tick will appear.

If you tick one by mistake: tap the same square again and the tick will disappear.

You do not have to fill in every row. Only tick the dates and jobs you are happy to do. If you cannot help on a date, simply leave that row empty.

Asking to learn a new job: when you tick a square, a small box with the letter **T** appears next to it. Tap the **T** if you have not done this job before and would like to be shown how. It will turn gold. Tap it again to switch it off. If you do not need training, ignore it.

On a phone or tablet: the grid is wider than the screen. Slide your finger left and right across the grid to see all five jobs.

Step 4: Press "Prepare my answers"

When you have finished ticking, scroll down to the maroon button that says **"Prepare my answers"** and press it.

The form will check what you have entered:

- If it says "**Please type your name first**", scroll back up and type your name in the box.
- If it says "**You haven't ticked anything yet**", tick at least one square in the grid.

If all is well, a new box appears underneath called **"Send your answers"**. It shows your answers written out in plain words, so you can check them. Please read through it. If something is wrong, scroll up, change your ticks, and press "Prepare my answers" again.

Step 5: Send your answers by email

Your answers have not gone to us yet. You need to send them from your own email. There are two ways to do this. Try the first, and if it does not work, use the second.

The first way: let the form open your email for you

1. Press the button **"Open email to the office"**.
2. Your email program should open with a new message already written. The "To" line should say **office@stsp.org.uk**, and the main part of the message should be full of your answers, including a long line of letters and numbers at the end.
3. **Do not change or delete anything in the message.** The long line of letters and numbers looks strange, but it is what lets us enter your answers automatically.
4. Press **Send**.

The second way: copy and paste

If nothing opens, or you are sent somewhere you do not recognise, do this instead:

1. Go back to the rota page and press the button **"Copy text"**. A message should appear saying "*Copied*". If it does not, click inside the box that shows your answers, then hold down the **Ctrl** key and press **A**, then hold down **Ctrl** and press **C**. (On an Apple computer, use the **Cmd** key instead of Ctrl.)
2. Open your email as you normally would and start a new message.
3. In the **To** line, type: **office@stsp.org.uk**
4. In the **Subject** line, type: **Rota availability**
5. Click in the large message area. Hold down **Ctrl** and press **V** to paste. (On an Apple computer, use **Cmd** and **V**. On a phone or tablet, press and hold your finger in the message area until a menu appears, then choose **Paste**.)
6. Check that your answers have appeared, including the long line of letters and numbers at the end. Then press **Send**.

The most important thing: please send the whole message. If the long line at the end is missing, we may not be able to read your answers automatically.

After you have sent it

There is nothing more you need to do. We will add your answers to the rota. You will not get an automatic reply, so do not worry if you do not hear back straight away.

If you need to change your answers

You can do this at any time before the rota is made up.

1. Go back to the rota page on the **same computer, tablet or phone** you used before. Your ticks and your name will still be there.
2. Change anything you need to.
3. Press "Prepare my answers" and send the email again.

We will use your newest email in place of your earlier one, so you do not need to tell us anything else. If you are using a different device, you will need to tick everything again.

If something goes wrong

The grid does not appear, or the page looks blank. Try pressing the refresh button in your browser, or try again on a different device. Then let the office know.

I cannot see all the jobs in the grid. On a phone or tablet, slide the grid sideways with your finger.

Pressing "Open email to the office" does nothing. This is quite common. Use the copy and paste way described in Step 5.

My email opened but the message looks very strange. That is expected. The long line of letters and numbers is meant to be there. Please do not delete it.

I made a mistake after I sent the email. Do it again with the corrected ticks and send a new email. We will use the newest one.

I changed my mind about a date. The same applies. Update your ticks and send it again.

About your information

Your answers are sent only to the parish office and used only to make up the service rota. Others cannot see your availability that you have submitted – only the rota itself becomes public within the church.

Thank you for your help. It makes a real difference to our services.