Separate instructions for media desk rotas.

In the dark and distant past when we had church services you would log on to the website and choose your own rota dates.

Going forward we have a new Administration system called I know church and you will still be able to log in and choose your dates for media desk rotas. Here is how to choose a rota date on the new I know Church system.

1. Login to I know Church <https://orchardhillpc.myiknowchurch.co.uk/>
2. From the Icon strip near the top of the page choose TEAMS.
3. Choose the Media Desk team
4. Click on the word Rotas near the top of the page
5. Choose the Rota only event called media desk,
6. On the right hand side you will see EDIT ROTAS click on it
7. Choose the date you wish to serve and whether it is for sound desk or computer
8. Click on add name and select your name from the drop down list.
9. The system automatically saves the selection.
10. If you have chosen the wrong date then simply delete your name at the cross next to it.
11. Notify Bill that you have added your name to the rota.

NOTE: ONLY ONE NAME PER DUTY SHOULD BE ADDED. IF THERE IS A NAME IN THE BOX FOR THE DATE YOU WANT THEN THE SLOT IS TAKEN AND YOU SHOULD CHOOSE ANOTHER DATE.

Close the tab on your browser.