

## **Adding Names to a Rota**

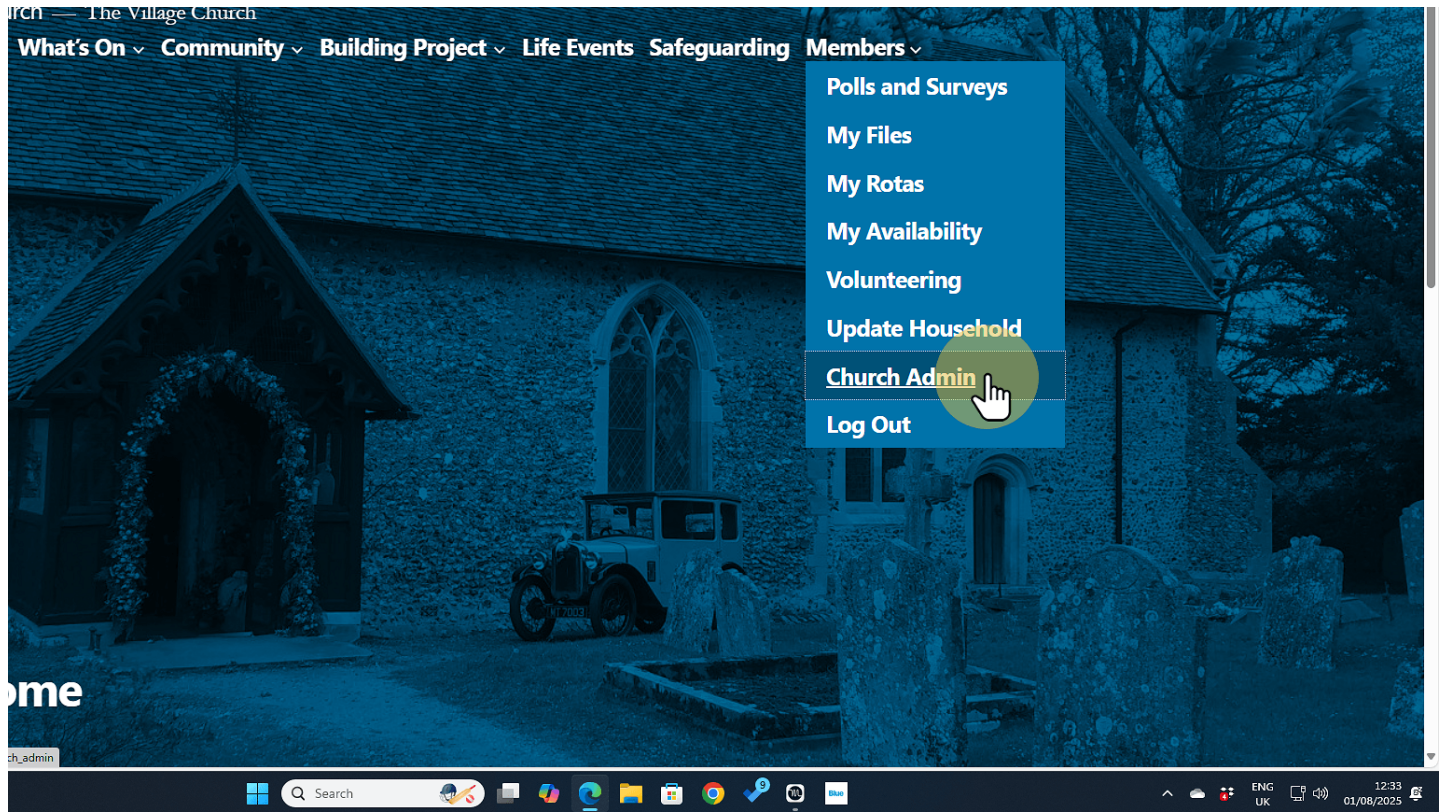
## 1 Log in

First, log into the website with your usual credentials. This picture shows the homepage with the full menu. You may be diverted to the welcome screen. The menu is the same. Hover over the "Members" option.



## 2 Click "Church Admin"

This is an option not open to all users. If you are an authorised user, it will appear in your menu. If not, it won't!



### 3 Choose the "service" for the rota

The landing screen shows the various aspects of church admin for which the user is responsible. In this case, Rotas and Ministries. There may be other options here, depending on your level of authority.

In the Rota module, there are several kinds of services - normal Sundays, benefice services, weddings, etc.

There may also be midweek responsibilities which are not strictly "services."

Click the box under "Choose a service" to show the full list.

The screenshot displays the Church Admin Premium interface. On the left is a dark sidebar with a 'Collapse Menu' button. The main content area is divided into two panels: 'Rota' (orange header) and 'Ministries' (teal header). The 'Rota' panel contains a 'Section menu' dropdown, a 'Service rota' section with a 'Tutorial' button, and a 'Choose a service' section. The 'Choose a service' section has a dropdown menu currently showing 'Schedule for Sunday Worship at St John the Baptist on Wee'. A yellow circle with a hand cursor icon highlights this dropdown. Below it is a 'Choose month' section with a dropdown set to 'Aug 2025' and a 'Change month and service' button. Further down, it shows the 'Aug 2025 Schedule for Sunday Worship at St John the Baptist, Weekly on Sunday 09:30:00' and an 'Add a date' button. A note states 'Dates with nobody serving are not shown in front-end or app schedules'. At the bottom of the Rota panel is a table with the header 'Service date & time' and four rows of dates: August 3, 2025; August 10, 2025; August 17, 2025; and August 24, 2025. The 'Ministries' panel on the right has a 'Section menu' dropdown, 'Add a ministry' and 'Ministries PDF' buttons, and a list of ministries including Bible Reader, Choir, Church Warden, Cleaning, Deanery Synod Representative, Electoral Roll, Electoral Roll Officer, Flowers, Hand Bells, Intercessor, Parish Safeguarding Officer, PCC Member, Refreshments, and Sacristan. The Windows taskbar at the bottom shows the date as 19°C Mostly cloudy and various application icons.

## 4 Click the relevant "schedule" or "rota"

From the dropdown list, select the rota you wish to amend.

Sometimes this shows as "Rota" and sometimes "Schedule," the latter being the term used by our US counterparts.

Service rota

Tutorial

Choose a service

Schedule for Sunday Worship at St John the Baptist on Wee ▼

Schedule for Sunday Worship at St John the Baptist on Weekly on Sunday at 09:30:00  
Schedule for Open Church at St John the Baptist on Weekly on Sunday at 16:00:00  
Schedule for Communion at Wareside Trinity, Wareside on Weekly on Sunday at 09:30:00  
Schedule for Morning Worship at Wareside at St John the Baptist on Weekly on Sunday at 09:30:00  
Schedule for Funeral at St John the Baptist on Ad hoc at 00:00:00  
Schedule for Wedding at St John the Baptist on Ad hoc at 00:00:00  
Schedule for Benefice Service at St John the Baptist on Ad hoc at 10:30:00  
Schedule for Remembrance at St John the Baptist on Annually at 10:50:00  
Schedule for Carols by Candlelight at St John the Baptist on Annually at 18:30:00  
Schedule for Christmas Morning Worship at St John the Baptist on Annually at 10:30:00  
Schedule for Service of Memories at St John the Baptist on Ad hoc at 18:30:00

August 3, 2025 ▼  
August 10, 2025 ▼  
August 17, 2025 ▼

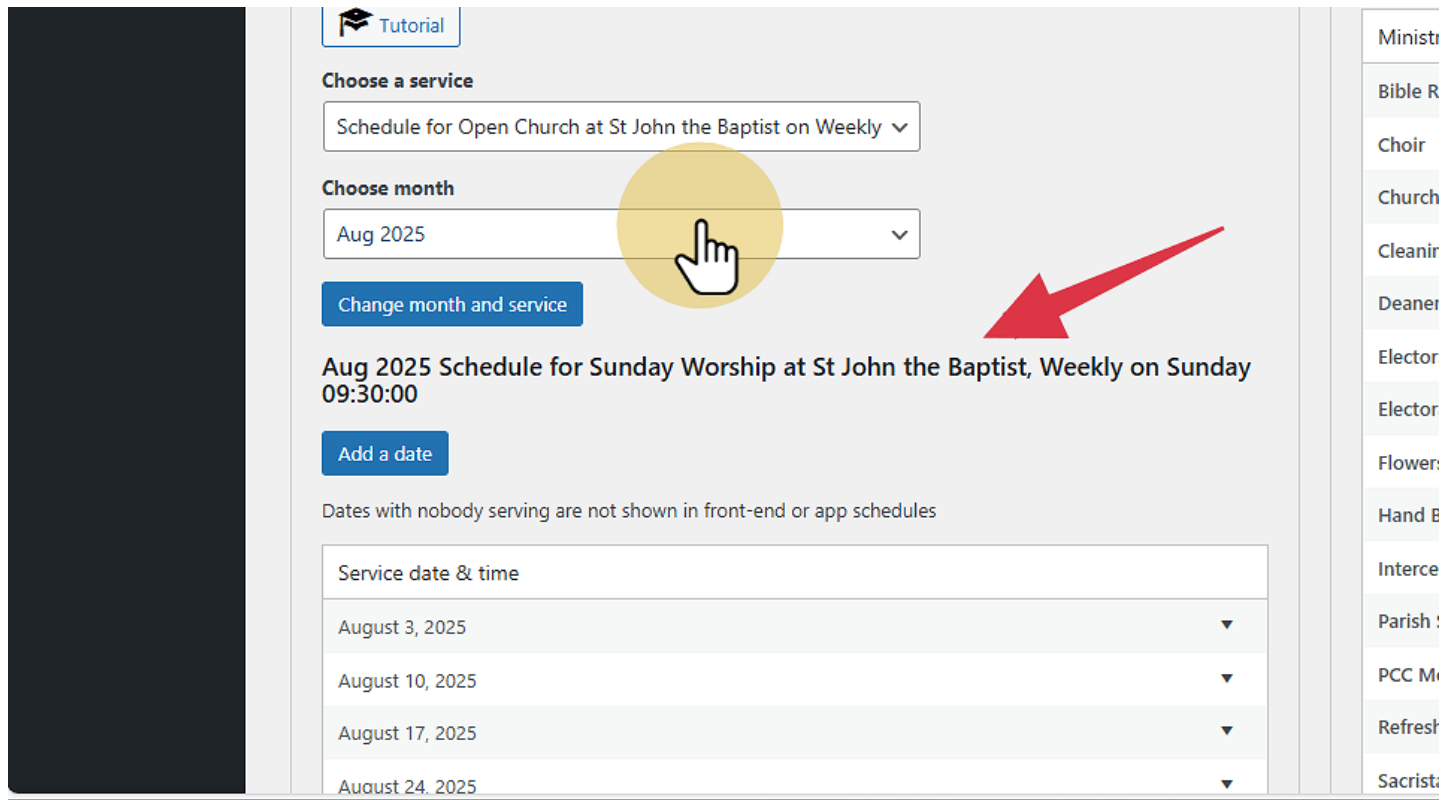
Add a ministry

Ministry  
Bible Reader  
Choir  
Church Wardens  
Cleaning  
Deanery Synod  
Electoral Roll  
Electoral Roll C  
Flowers  
Hand Bells  
Intercessor  
Parish Safegua  
PCC Member  
Refreshments

## 5 Select the relevant month

Clicking the box under "Choose month" shows a dropdown list of all the months.

You may note that the text by the red arrow does not necessarily match with the selection you have made in the previous step. Do not worry about this. It is because you have not firmed up your selection yet...



**Tutorial**

**Choose a service**

Schedule for Open Church at St John the Baptist on Weekly ▾

**Choose month**

Aug 2025 ▾

**Change month and service**

**Aug 2025 Schedule for Sunday Worship at St John the Baptist, Weekly on Sunday 09:30:00**

**Add a date**

Dates with nobody serving are not shown in front-end or app schedules

Service date & time	
August 3, 2025	▼
August 10, 2025	▼
August 17, 2025	▼
August 24, 2025	▼

**Ministr**

**Bible R**

**Choir**

**Church**

**Cleanir**

**Deaner**

**Elector**

**Elector**

**Flower:**

**Hand B**

**Interce**

**Parish :**

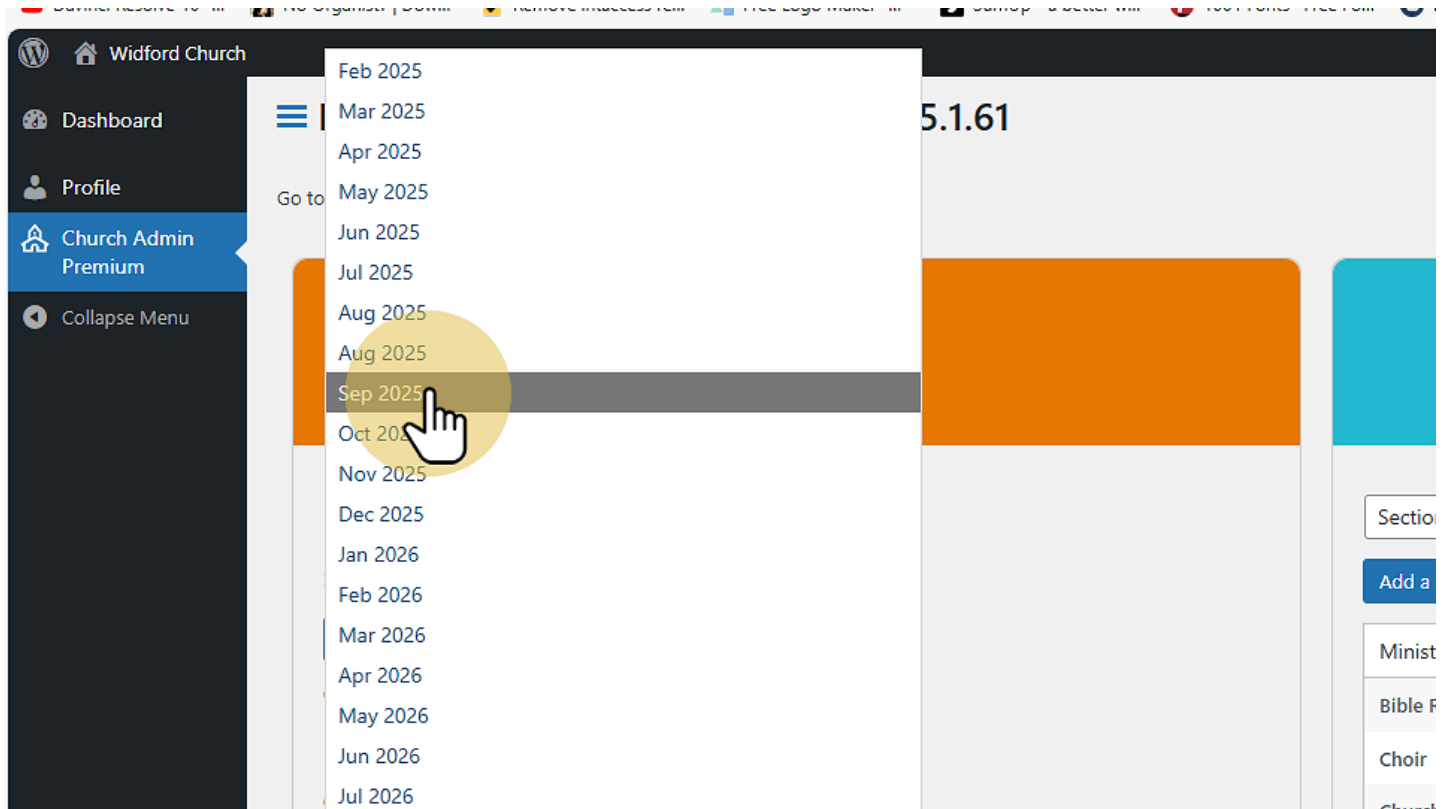
**PCC M**

**Refresh**

**Sacrist**

## 6 Select the month

From the dropdown list, select the month of the rota you wish to change.



## 7 Confirm your selection

Click "Change month and service" to confirm your selection.

Tutorial

Choose a service

Schedule for Open Church at St John the Baptist on Weekly

Choose month

Sep 2025

Change month and service

Aug 2025 Schedule for Sunday Worship at St John the Baptist, Weekly on Sunday 09:30:00

Add a date

Dates with nobody serving are not shown in front-end or app schedules

Service date & time
August 3, 2025
August 10, 2025
August 17, 2025
August 24, 2025

Ministry

Bible Reader

Choir

Church Ward

Cleaning

Deanery Sync

Electoral Roll

Electoral Roll

Flowers

Hand Bells

Intercessor

Parish Safegu

PCC Member

Refreshments

Sacristan

8 Edit the relevant week's rota

You can see that the text by the red arrow now matches the selection you have made in the previous steps,

On the table, find the date of the "service" and click "Edit" in the relevant row.

Profile

Church Admin Premium

Collapse Menu

Choose a service

Schedule for Open Church at St John the Baptist on Weekly

Choose month



Sep 2025


Change month and service

Sep 2025 Schedule for Open Church at St John the Baptist, Weekly on Sunday 16:00:00

Add a date

Dates with nobody serving are not shown in front-end or app schedules

Service date & time	Edit	Delete	Cleaning	Flowers	Un/Locking	Copy
September 7, 2025		Delete		Click to enter data	Click to enter data	Copy to new schedule date... September 7, 2025 Copy rota
September 14, 2025	Edit	Delete	Click to enter data	Click to enter data	Click to enter data	Copy to new schedule date... September 14, 2025 Copy rota
September 21, 2025	Edit	Delete	Click to enter data	Click to enter data	Click to enter data	Copy to new schedule date... September 21, 2025 Copy rota
September 28, 2025	Edit	Delete	Click to enter data	Click to enter data	Click to enter data	Copy to new schedule date... September 28, 2025 Copy rota
Service date & time	Edit	Delete	Cleaning	Flowers	Un/Locking	Copy



[https://widfordchurch.org/wp-admin/admin.php?page=premium\\_church\\_admin&section=rota&action=edit-rota&...](https://widfordchurch.org/wp-admin/admin.php?page=premium_church_admin&section=rota&action=edit-rota&...)

## 9 Find the relevant rota task

All the tasks for that rota now appear on screen. In this example, the rota covers Cleaning, Flowers and Un/Locking, but other rotas may include Setting Up, Welcome, Reading the Bible, Serving Refreshments, etc.

Underneath the task heading, blurred out in this example) is the list of all the people who are recorded as being members of the team which serves in that ministry.

Scroll down the page to find the rota task you wish to update.

Widford Church

Dashboard

Profile

Church Admin Premium

Collapse Menu

Premium Church Admin Version v.5.1.61

Section menu

Edit rota for September 7, 2025 Open Church

Service time

16:00:00

Cleaning

Enter names, separated by commas

Flowers

## 10 Select the volunteer

From the list of volunteers, select the relevant person by clicking the checkbox next to their name.

If the person does not appear on the list, you may type their name in the box where it says, "Enter names..." If that person is in the database, their name will appear in a dropdown box underneath. If they have set up their account to receive rota email reminders, they will be sent one. If the person is not on the database, they will not be reminded.

Widford Church

Dashboard

Profile

Church Admin Premium

Collapse Menu

Premium Church Admin Version v.5.1.61

Section menu

Edit rota for September 7, 2025 Open Church

Service time

16:00:00

Cleaning

Enter names, separated by commas

Flowers

## 11 Save your work

Once you have allocated all the volunteers to all the tasks for that date, scroll to the bottom of the page and click "Save."

That's it!

Repeat for as many weeks as are necessary.

