

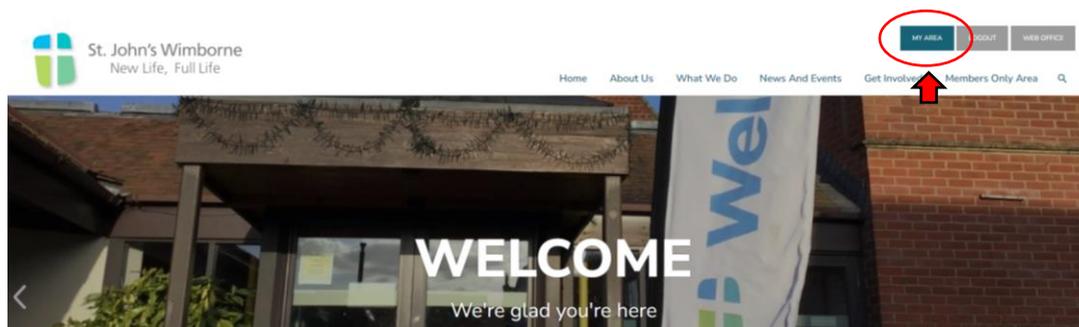
How To: Sign-up onto a Church Hubb Rota

These instructions will guide you in signing up onto a St John's rota. **NOTE:** If this is part of a swap with someone, that person needs to (separately) remove themselves from the rota. You can sign up before or after they remove themselves.

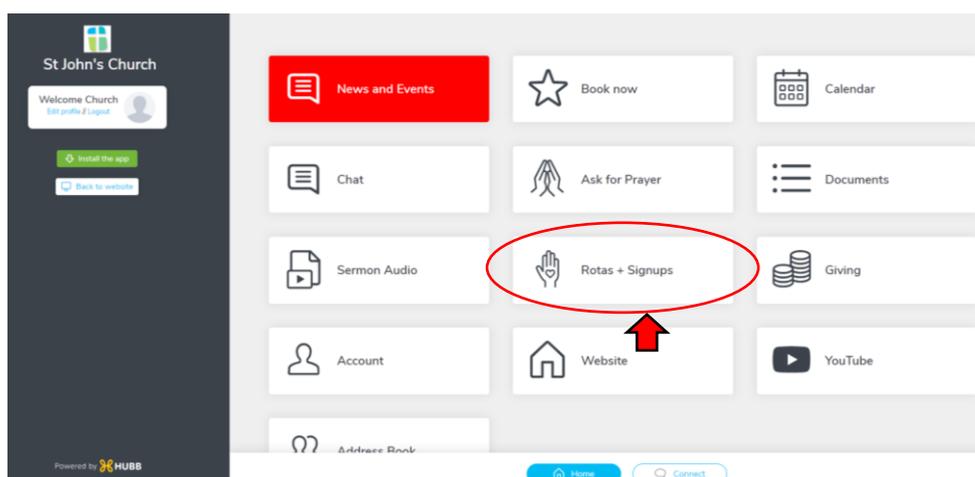
Step 1 - **Login** to Church Hubb with your username and password.



Step 2 – Click on the **My Area** button at the top right of the screen.

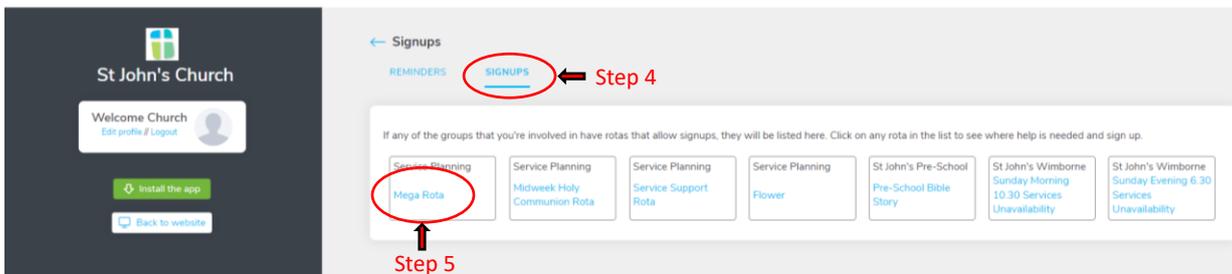


Step 3 – Click on the **Rotas & Signups** button.

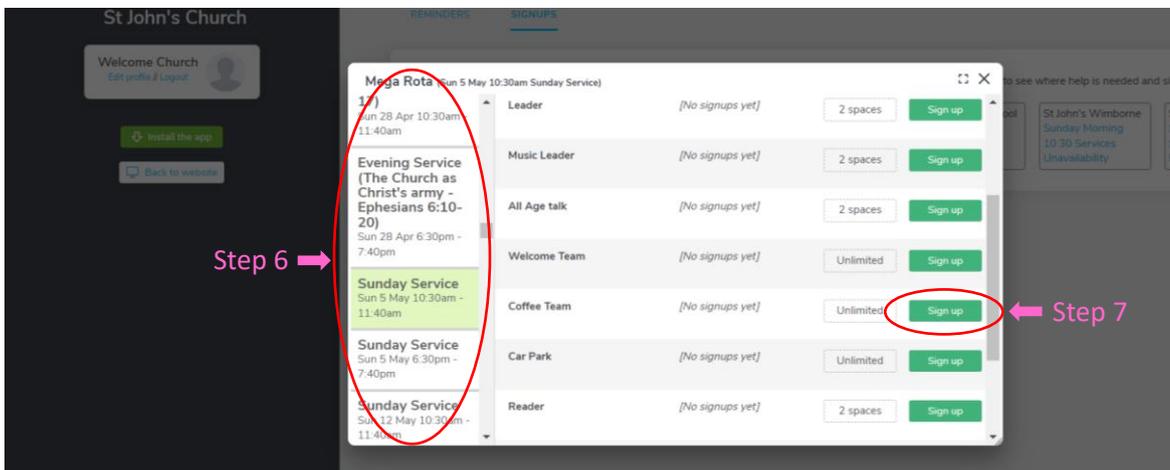


Step 4 – Click on the **Signups** tab.

Step 5 – Select the rota you want to sign up to



Step 6 – Scroll down the list of services and select the service you require.



Step 7 – Click on the green **Sign up** button next to the role you wish to sign up for. Your name will then be added to the rota.