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.

St John's Church Welcome Church	News and Events	Book now	Calendar
Install the app Rex to vectoria:	Chat	Ask for Prayer	Documents
	Sermon Audio	Rotas + Signups	Giving
	Account	Website	YouTube
Powered by <mark>% HUBB</mark>	M Addrese Bank) Hume Q Connect	

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

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

St John's Church	- Signups
Welcome Church Edi profil # Lispicit	If any of the groups that you're involved in have rotas that allow signups, they will be listed here. Click on any rota in the list to see where help is needed and sign up. Service Planning Service Planning Service Planning St John's Vimborne Mega Rota Service Planning Service Planning St John's Vimborne St John's Wimborne Story Service Planning Service Support Flower Story Studay Morning Unavailability Tota Flower Story Sunday Morning Services
Back to website	1 Step 5

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

St John's Church	REMINDERS	SIGNUPS					
Welcome Church	Mega Rota Kun 5 May 1	0:30am Sunday Service)		_	C X 0	see where help is needed an	id sign
Install the app Back to website	17) Jun 28 Apr 10:30am 11:40am	Leader	[No signups yet]	2 spaces	Sign up	St.John's Wimborne Sunday Morning	2 20 20
	Evening Service (The Church as	Music Leader	[No signups yet]	2 spaces	Sign up		Un
	Christ's army - Ephesians 6:10- 20) Sun 28 Apr 6:30pm - 7:40pm Sunday Service Sun 5 May 10:30am - 11:40am	All Age talk	[No signups yet]	2 spaces	Sign up		1
Step 6 ➡		Welcome Team	[No signups yet]	Unlimited	Sign up		7
		Coffee Team	[No signups yet]	Unlimited	Sign up	🛏 Step 7	
	Sunday Service Sun 5 May 6:30pm - 7:40pm	Car Park	[No signups yet]	Unlimited	Sign up		
	Sunday Service Sul 12 May 10:30cm - 11:40cm	Reader	[No signups yet]	2 spaces	Sign up		

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.