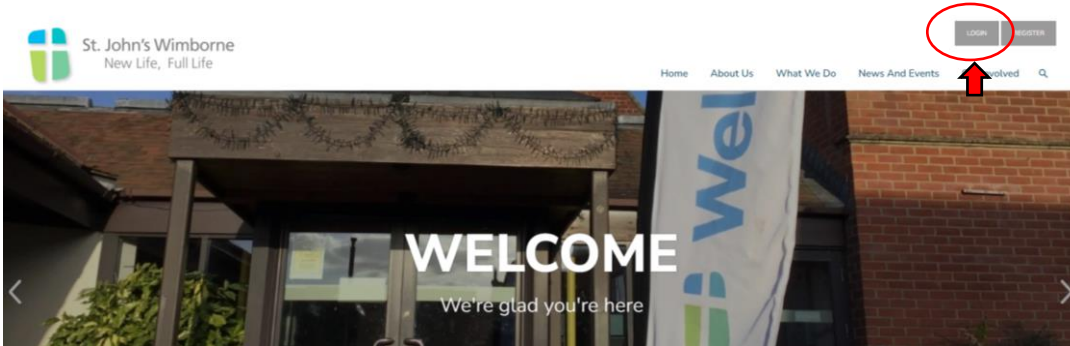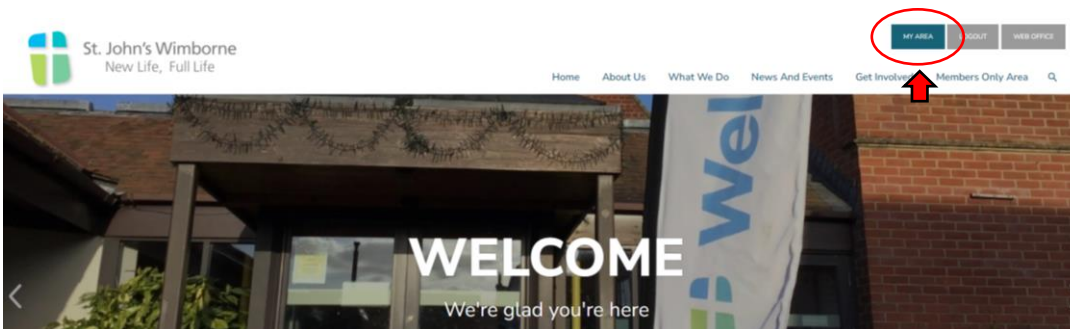# How To: Remove yourself from a Church Hubb Rota

These instructions will guide you in removing yourself from a St John's rota. **NOTE:** If this is part of a swap with someone, that person needs to (separately) sign up onto the rota. You can remove yourself before or after they sign up.
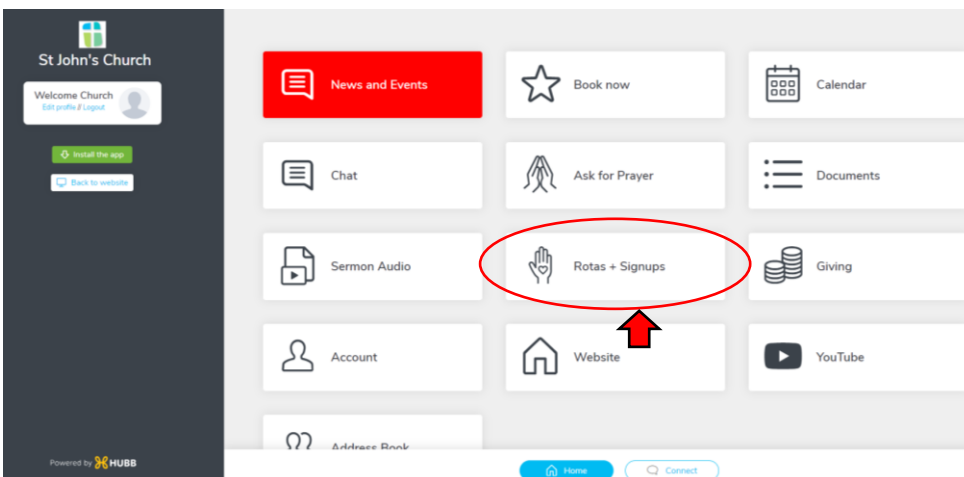
Step 1 - **Login** to Church Hubb with your username and password.

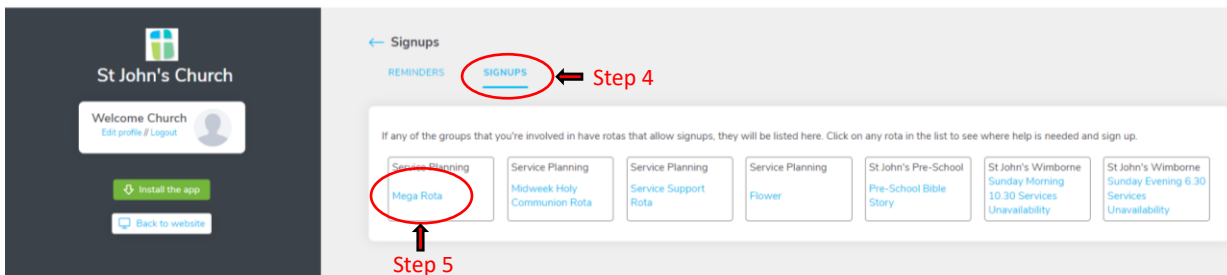Step 2 – Click on the **My Area** button at the top right of the screen.

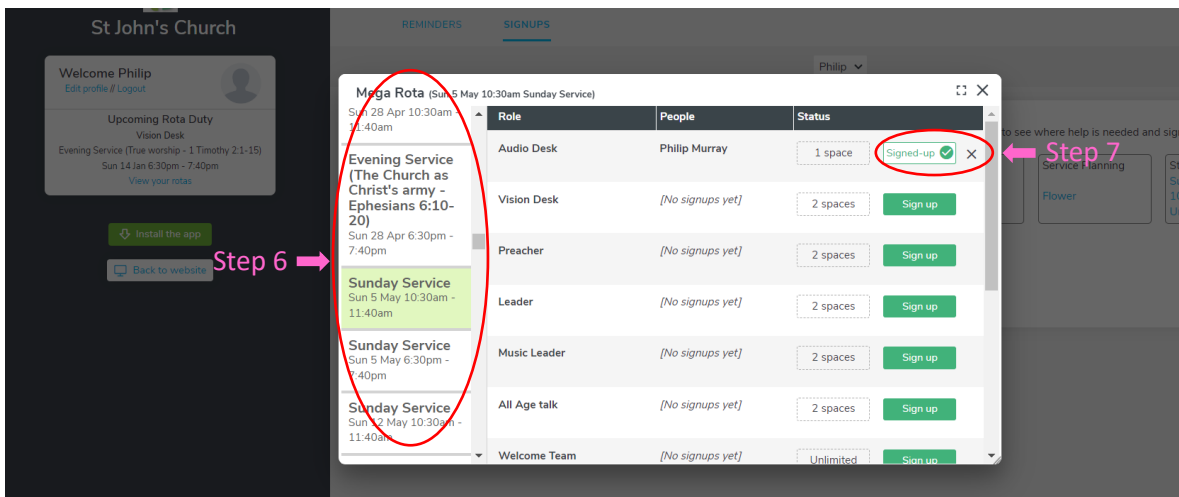Step 3 – Click on the **Rotas & Signups** button.

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

Step 5 – Select the rota you wish to remove yourself from.

Step 6 – Scroll down the list of services and select the service you are assigned to.

Step 7 – Click on the cross next to the green tick to the righthand side of your name. Your name will then be removed from the rota.