

# Invitation to Register

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Issue 3

We would like you to Register with the new Church Insight Administration System for St Peter's, Church of the Resurrection and St John's.

Registering with this system allows you to receive communications (depending upon your preferences) from the Churches, and to see information in areas of the website set up for various groups. You must be registered to be part of the Rotas used to organise church services, and for various other roles.

Registered members can receive communications in Email, Text message and Printed formats<sup>1</sup>, according to preferences.

## What do I need to Register?

You must be at least 18 years old.

### Register on-line

If possible, please register on-line, as it is quicker, and more accurate. It gives you control over your registration, and we do not require so much information.

You only need an email address and your name. It is quite ok if you share your email with someone else – if that's how you do your email. Every adult who shares the email and is part of our churches should register separately – you each get your own login.

### If you don't have email

If you don't have an email address, please complete the attached form and give it to a Welcomer or post it or hand it in at the Parish Office.

## How do I register?

Using a computer or tablet, please go to:

<https://prestbury.churchinsight.com>

For now, this is not on our proper website, so please don't explore this website — the information it contains is wrong!

<sup>1</sup> Printed formats generally must be collected from the church you attend, or the Parish Office.

At the top right corner there is a Search box, and next to it 'Register'. Please click or tap 'Register'. This opens the Registration form.

### Complete the Registration Form

You only need to fill in the fields that are marked with an asterisk \*.

You must fill in your Christian Name and Surname.

You must fill in your Main Email Address.

Please select which church you attend.

Please confirm that you have reached 18 years of age.

We strongly suggest that you tick both Consent options. If you do not consent for us to keep your personal information for administrative purposes, we cannot register you *at all*. If you do not consent to being sent updates, you cannot participate in mailings about Rotas or hubs and groups that you join.

If you want to receive mailings of The Diary and other news items, you must also tick the box for that option, as well as giving your consent. So just giving your consent will not result in you being inundated! You can always withdraw it later.

Submit the form.

What happens then?

We will contact you if there are any problems with your Registration.

After your registration has been checked, you will then receive an email with details of your Login name and link to obtain a password. This will contain instructions for logging in. Please keep this information safely. You will set a password; you may change this at any time. Please try not to use a password you use for any other system.

Please note that this checking is done by volunteers, and may take a few days.

If you don't hear from us

If you have registered, and you don't hear from us in a few days, please contact the Parish Office, who will ask for this to be investigated.



## Registration Form

If you would like to access the members-only areas of the St Peter's, Prestbury, Church of the Resurrection, Upton Priory and St John's, Adlington web sites, please take the time to register your details with us.

If you do not have an email address, you may complete this form, and hand it to a Welcomer or a Warden or send it to the Parish Office. In this case, you must provide an address or a telephone number (preferably both). At this time you may only register if you are over 18.

Title	
* Christian Name	
* Surname	
Address Line 1	
Line 2	
Town	
County	
Postcode	
Home Phone Number	
Mobile Phone Number	
* Which church do you attend (please tick one)	St Peter's Church of the Resurrection St John's None of these
By signing this form, you consent to your personal information being stored and used by the organisation for administration purposes, including sending communications. You understand that you can withdraw your consent at any time. Further information is available in the privacy policy. By signing, you also confirm that you have reached 18 years of age.	
* Signed	
* On (date)	

Please pass this form to the Parish Office, St Peter's Rooms, The Village, Prestbury, SK10 4DG