

Rostering: Requesting a replacement

1. Select the week that you are no longer available.
2. Touch the **red cross** next to the role that you are no longer available for.
3. Touch **Replace** in the pop up menu.
4. A list of all available people to replace you appears. Leave all selected and touch **Send Request**.

Note: if no names appear, then there are no people available to swap with you. If this happens please contact the team leader for the role. Current team leaders are:

Preaching/Leading Church: Ken Gray

Caterpillars: Judy Kal

Bumble Bees: Nat Beckett

PY Juniors: Dave and Bron Gawthorne

PY Seniors: Ross and Jo McKenzie

Music: Jeff Thorpe

A/V: Mike Adams

All other rosters: Sue Thorpe

If you cannot get hold of the roster coordinator, please contact an administrator: Ken Gray, Mike Adams, or Ian Schoonwater.

5. This will trigger an email request to all people on the list. You will be notified when someone accepts your request, and the role will be removed from your list on the app.

