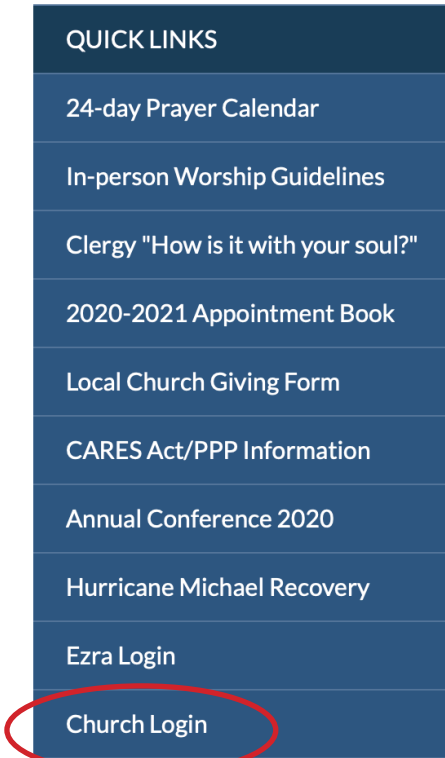




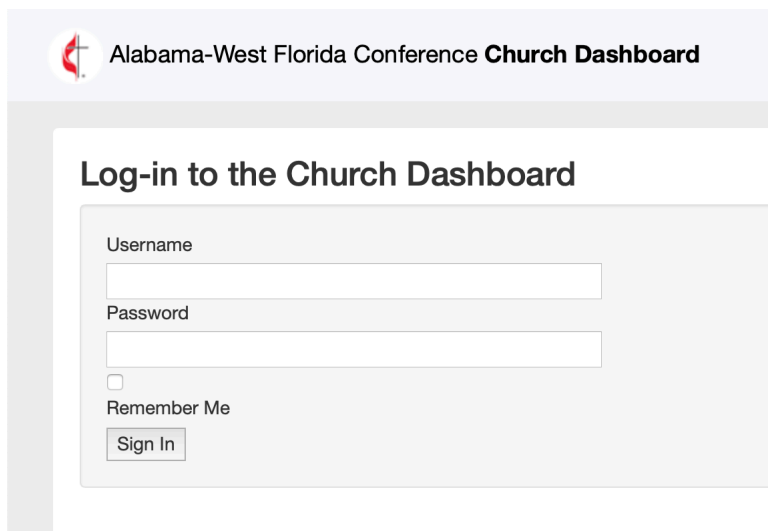
Accessing and Using the Church Dashboard



To access your church's dashboard, click the "Church Login" link under the "Quick Links" menu on the right side of the conference home page (www.awfumc.org).

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Logging In And Managing Your Information

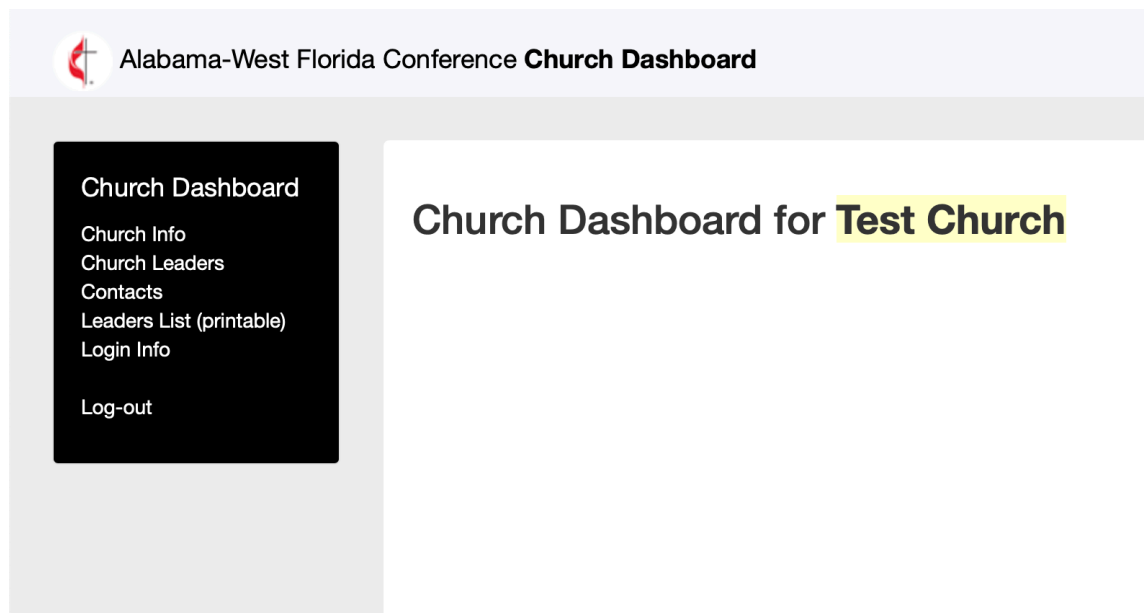


To protect the integrity and confidentiality of your church information, the username and password should only be used by the pastor, church administrator and/or secretary.

Enter in your username and password. If you do not remember your username and password, you may obtain it by contacting your district office or Sarah McWilliams at the Conference Office at 334.356.8014 or sarah@awfumc.org. New log in information will be given to you.

If you have your username but cannot remember your password, click the “Need help logging in?” link. The system will ask for the church’s email address and will send a link to that address to reset the password.

When typing in the username and password make sure you use the tab key on your keyboard. Any space or tap on the keyboard will be interpreted by the computer/site as part of the login information. The tab key clears the field. Click “Sign in.”



If you wish to change your login information, you may do so by selecting “Login Info” on the dashboard homepage menu.

You may update your church information and church leaders through the dashboard. This information feeds directly into the conference website, so having the correct addresses and worship times are very important for people wanting to visit your church. Also, it is very important that your church’s physical location is correct so the map link will work. These updates will appear on your church page found on the conference website. Correct contact information, especially an email address, will ensure people will be able to contact you. The majority of communication is done on by email.

Updating Church Leaders

The “Church Leaders” section is where churches can update their local church leadership. This applies to Charge Conference work and is very important in keeping the conference records up to date. The conference staff uses this information for Annual Conference, when contacting groups specific communication, and other reports. The list of required positions is located on the right side of the page. These are the positions required by Charge Conference.

Church Dashboard

Church Info
 Church Leaders
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 Leaders List (printable)
 Login Info

Log-out

Leaders

Add New Assignment

Edit leader assignments here. To edit contact info [go to this page](#).

Action	Assignment	Person	Start Date	End Date	Class
<input type="button" value="Edit Assignment"/>	LC-SPRC-Staff/Pastor Parish Relations Chair	Test Person sarah@awfumc.org			
<input type="button" value="Edit Assignment"/>	LC-TE Trustee Chair	Test Person sarah@awfumc.org			
<input type="button" value="Edit Assignment"/>	LC-TR Treasurer	Test Person sarah@awfumc.org			

Finished? Please let us know.

I am done!

Required Positions

These positions are required and must be filled

LC-AB Administrative Board/Church Council Chairperson
 LC-AD Alternate Member to Annual Conference
 LC-CC-LD Charge: Lay Member to Annual Conference
 LC-CC-SPR Charge: Staff/Pastor Parish Relations Chair
 LC-FC Finance Chair
 LC-FS Financial Secretary
 LC-LD Lay Member to Annual Conference
 LC-LL Lay Leader
 LC-MS Membership Secretary
 LC-SP-LL Staff/Pastor Parish Relations Lay Leader
 LC-SP-SL Staff/Pastor Parish Relations Staff Liaisons
 LC-SPRC-Staff/Pastor Parish Relations Chair
 LC-TE Trustee Chair
 LC-TR Treasurer

When updating leadership, please remember that the system is date sensitive. When a person no longer serves a position, click on "Edit Assignment" and enter an end date for that position. This will remove them from the position not the church.

Those just starting to serve in a position, click "Add New Assignment." Select the position in which they will serve. Positions with an asterisk (*) are required. Then either select the person's name from this list of people already in your leadership list or search the database to find them.

Church Dashboard

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Leaders

1. PICK THE POSITION

LC-LD Lay Member to Annual Conference *

2. PICK THE PERSON - LOOK AT PEOPLE IN YOUR CHURCH FIRST

Test Person

Can't find the person in your church? Search the whole database...

enter the name

Finished? Please let us know.

I am done!

Required Positions

These positions are required and must be filled

LC-AB Administrative Board/Church Council Chairperson
 LC-AD Alternate Member to Annual Conference
 LC-CC-LD Charge: Lay Member to Annual Conference
 LC-CC-SPR Charge: Staff/Pastor Parish Relations Chair
 LC-FC Finance Chair
 LC-FS Financial Secretary
 LC-LD Lay Member to Annual Conference
 LC-LL Lay Leader
 LC-MS Membership Secretary
 LC-SP-LL Staff/Pastor Parish Relations Lay Leader
 LC-SP-SL Staff/Pastor Parish Relations Staff Liaisons
 LC-SPRC-Staff/Pastor Parish Relations Chair
 LC-TE Trustee Chair
 LC-TR Treasurer

If a person is neither in your leadership list or in the conference database, you may add a person to the database. Before doing this, please double check to make certain you have made every effort to ensure that they are not already listed in the database. You do not have to search by complete name. Searches may be by last name or even partial name. We want to avoid duplicate records for people. When adding a new person, please enter all information possible, especially email address and at least one phone number.

Alabama-West Florida Conference **Church Dashboard** Test Church [Log-out](#)

Church Dashboard

- Church Info
- Church Leaders
- Contacts
- Leaders List (printable)
- Login Info
- Log-out

Leaders

1. PICK THE POSITION

2. PICK THE PERSON - LOOK AT PEOPLE IN YOUR CHURCH FIRST ↻

Test Person

Can't find the person in your church? Search the whole database...

Sorry, we did not find anyone with that LAST or FIRST name in our database

Still not able to find the person?

Finished? Please let us know.

Required Positions

These positions are required and must be filled

- LC-AB Administrative Board/Church Council Chairperson
- LC-AD Alternate Member to Annual Conference
- LC-CC-LD Charge: Lay Member to Annual Conference
- LC-CC-SPR Charge: Staff/Pastor Parish Relations Chair
- LC-FC Finance Chair
- LC-FS Financial Secretary
- LC-LD Lay Member to Annual Conference
- LC-LL Lay Leader
- LC-MS Membership Secretary
- LC-SP-LL Staff/Pastor Parish Relations Lay Leader
- LC-SP-SL Staff/Pastor Parish Relations Staff Liaisons
- LC-SPRC-Staff/Pastor Parish Relations Chair
- LC-TE Trustee Chair
- LC-TR Treasurer

After selecting your person, you can move on to creating a new assignment. Make sure a start date is entered. You may want to enter a start date for those currently serving (those who are not new). If you know that a position has an end date, please enter it. List all information available.

Because there is not an option for you to delete a record please contact your district or the conference office if you need to remove a name from your leadership listing. (i.e. deceased, moved membership, etc.) After completing your updates you may download a copy under "Leaders List (printable)."

Note: Clergy are not listed in the lay leadership. If your pastor serves in a lay position, please contact your district office or Sarah McWilliams (sarah@awfumc.org) at the conference office and the position will be assigned in the conference database. Clergy records cannot be adjusted through the church dashboard. If any other adjustments need to be made to a clergy record, please contact the Office of Ministerial Services at 334.356.8014 or erika@awfumc.org.