

****Important News from the Conference Office****

Church Name

Church Address

Church City, State, Zip

The AWF Conference Local Church Dashboard

We hope that you have had an opportunity to visit the new Alabama-West Florida Conference web site, www.awfumc.org. As part of that redesign, we have created a very powerful part of our web site specifically for local churches. We're referring to it as the "local church dashboard."

This dashboard allows each church to "login" and manage information specific to their church and, in many cases, have it immediately update the conference database and/or web site. As a result, time and money are saved and communications throughout the conference are improved.



What can you do in the dashboard?

1. Update your local church information
2. Update your local church lay leadership
3. Add events that your church is hosting
4. Add any jobs within your local church
5. Submit conference forms, including the "Local Church Report to the Annual Conference"
6. Update your account information (username and password)

The screenshot shows the website for the Alabama-West Florida Conference, United Methodist Church. The page includes a navigation menu with options like 'OUR CONFERENCE', 'MINISTRIES', 'CALENDAR', 'FISCAL OFFICE', 'PENSION & BENEFITS', 'INFO CENTER', 'FORMS', and 'FIND'. The main content area is divided into several sections: 'Our Conference' with a link to 'The Bishop's Corner' (featuring Bishop Larry M. Goodpaster), 'My Church Administration Homepage' with a church image and a list of links (#1 to #6), and a 'Super Search' box. On the right side, there is a 'Church Login' form with fields for 'Username:' and 'Password:', a 'LOG IN' button, and a 'forgot your password' link. A white box with a black border highlights the login fields and contains the text '<<< This is where you login!'.

Logging In and Managing your Access Information

Below, your church has been provided a unique “Church Specific” username and password to access the dashboard. **DO NOT GIVE THIS ACCESS INFORMATION TO ANYONE ELSE.** To protect the integrity and confidentiality of your church information, this should only be used by the pastor and/or church administrator – whether it is the Pastor, Secretary or a church member. Your username and password are:

- **USERNAME** = [[Dashboard_Username_EMJDMY]]
- **PASSWORD** = [[Dashboard_Password_TXBHD2]]

Logging In: On the right side of the screen at www.awfumc.org, you will find a white box that says “Church Login.” Enter the username and password given above to gain access to this feature.

Changing your dashboard information: After you have logged in to the “CHURCH LOGIN” church dashboard at www.awfumc.org, you may click on your name, the “update my account info.,” or on the “Me” tab to update and/or change your username and password to something that is easy to remember.

Update your Church Information

Once inside the dashboard, you have the ability to update your church information and have it immediately saved to our conference database, which is also available to all district offices. In addition, this updates your church “page” on our web site. This page showcases a photograph of your church (if available), worship times, driving directions, web site address, church e-mail address and more.

To update your church’s information, simply click on “My Church’s Information” from the dashboard homepage, or click on the “church” tab on any of the inner pages.

*One note: When entering the address for your church, be sure to put the PHYSICAL address for your church in the field labeled “Building Street Address” and “Building Town Location.” This enables the web site to show a map to your church.

Update your Lay Leadership

There is a robust lay leadership database for all local church assignments. In this area, you can enter people in your church and assign them to their roles and responsibilities. This information will instantly update the conference database, but is not able to be viewed on the web site. It is for internal conference/district use only and will help us communicate with local church leaders regarding specific events, opportunities, Annual Conference registration, Brochure of Reports mailing, news and more.

Simply click on “My church’s Local leaders” from the homepage or the “Leaders” tab from any of the inner pages.

Add your own Jobs and Events

You may add your own jobs and events through the dashboard. The events will appear in the “events finder,” on the “event calendar” in the “local church” section, and on your church’s page. Please keep in mind that you will only want to add events that would appeal conference-wide.

The jobs will appear in the “jobs finder” and on your church’s page.

Submit Conference forms (including the “Local Church Report”)

The local church report:

We have built a special “forms manager” to allow you to submit your “Local Church Report to the Annual Conference.” While not currently available, we will open up access every year and you will be able to update the form online as many times as you like until either you officially submit the report or until the submission period is over. To access the report, click on “forms” and then click on, “Local Church Report to the Annual Conference.”

All other forms:

The conference will add other forms as well and direct you to them as necessary.

Logout

Don’t forget to push the “Logout” button at the top of the screen when you complete your session in the Dashboard. This will protect your church information.

Forgot your Password?

If you forget your password, either before or after you change it after your first login, you may push the “forgot your password?” button on the “Church Login” screen to e-mail Meredyth Earnest. In addition, since district offices have access to database information, you may call your district office and they will gladly provide you with that information.

Have More Questions?

Please don’t hesitate to contact Meredyth Earnest, 334.222.3127 or meredyth@awfumc.org, or call your district secretary.

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