

Local Church Dashboard Q & A

This page will hopefully answer any questions regarding the information entered into the Conference Database through the Local Church Dashboard on www.awfumc.org.

Q. What are church pastor/secretaries' (or other person deemed responsible) responsibilities concerning the inputting of local church information into the Conference database?

A. After the officers for the new year have been elected at the annual charge conference, the local church secretary (or other person, as designated by the pastor) is asked to enter the names, positions, and contact information of the church officers, committees, and staff persons into the Conference database. Secretaries will also need to keep the church information page current, as it is referenced by the conference, district and web site.

Q. Does this only need to be done once a year, after the annual charge conference?

A. To be most useful, it is important that the database is kept as correct as possible. If addresses or officers change at any time during the year, the church secretary is asked to make the update in the database.

It is important to keep the "My Church's Information" section up-to-date, as that sets what is put into the "Church Locator." It is also important to keep the "My Church's Local Leaders" section up-to-date, as that provides contact information for the district and the conference.

Q. How do I access the database?

1. Go to the Conference web site, <http://www.awfumc.org>.
2. Look for the church log-in box on the right side of the screen. Enter your user name and password.
3. To work on your officers' list, click on "My Church's Local Leaders" and follow directions.

4. *To update information concerning your church's location, mailing address, worship times, etc. click on "My Church's Information."*
5. *To retain the changes made to a section, click "save" before exiting.*
6. *Make sure to "Log Out" after each visit to the dashboard to protect your information.*

Note:

- *Do not type in all capital letters, except to abbreviate the name of the state.*
- *Do not add a person to the database more than once. How do you know if a person is already in the database? After clicking on "Add a Person," the names of those already entered will appear in a list at the top of the page.*
- *To add a position to someone who is already in the database, simply click on "Add a Person" by the position name and select that person's name in the list.*
- *When all names and positions are entered, view a printable version. Be sure that contact information is provided for each person. This information can be printed and turned in at charge conference.*

If you have any questions please contact the Administrative Assistant at your district office.

Q. What if I forget my user name or password?

A. Your district office has that information and will gladly assist you.

Q. How does one change the password or user name?

A. After logging-in, click on "Update My Account Info" and change as needed.

Q. Do I have to enter ALL committees?

A. You only need to enter positions listed in the database which apply to your church. This database is shared by the almost 700 churches

in our conference, some with particular committees that may not apply to all churches.

Q. What is the procedure for posting events on the Conference website through the database?

*A. Follow steps 1 & 2 for "How do I access the database," then click on "My Church's Events." Enter information as needed, then save. Note: when you see "Display Start Date" and "Display End Date" that indicates the time period in which you want the event to be visible on the conference web site. Usually, the "display end date" is the day following the event. **You must always enter a Display Start/End date when prompted.***

Q. What is the procedure for posting jobs on the Conference website through the database?

A. Follow steps 1 & 2 for "How do I access the database," then click on "My Church's Jobs." Enter information as needed, then save.