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 homepage (www.awfumc.org).

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.
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.
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.

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.