Navigating FormVites

The 2020 Charge Conference Packet is accessed through the church dashboard. [Click here](#) for more information on how to access the church dashboard. If you do not have your dashboard login information, contact your regional administrative assistant or Sarah McWilliams for assistance. Contact information for staff is listed at the end of this document.

**Note for Mac/Apple Users:** The fillable PDFs linked within the forms may not open properly in Safari. We strongly recommend using an alternate browser such as Google Chrome or FireFox to complete these forms. This applies to Apple tablets and smartphones as well.

**Filling Out Your Forms**

After logging into your church dashboard, the link to charge conference forms will be at the bottom of the left navigation panel. The navigation panel is also where you will find the links to update your church’s lay leadership ([click here](#) for more instructions on how to do this). Please remember that updating the church leadership is separate from completing the charge conference forms, but it is an important step to ensure that the conference and districts have the correct information.
Click this link to view your church’s charge conference packet. Your FormVites home screen will look like the picture below. Please note that the “2020 Charge Conference Packet 10/06/2020” refers to the date the forms will close. Forms will remain available through October 5.

Click on “Start this form” to begin work. If you wish to work on your form and then come back later, scroll to the bottom of the form and click the blue “Save” button. This will save your progress so that you can return to it later.

To return to your forms, click the link again on the church dashboard and then click “Edit this form” as shown in the picture above. You may also print from this screen or at any time from the FormVites dashboard. Please note that the print option will not print attachments. It simply prints the form and the information you have entered into the fields.
After saving your progress, the FormVites home screen will show a summary of the fields that are missing answers (if there are any). Open this summary by clicking the arrow beside “Required questions are missing answers.”
Once all forms are completed, you are ready to submit the forms. Enter the name of the person preparing the forms in the available space and submit.

Once submitted, your forms will be reviewed. If a problem is found, you will be contacted by conference or regional personnel. Otherwise, the forms will be approved as submitted. If you need to alter your forms after you have submitted them, please contact your regional administrative assistant for help.
Contact Information

Please note that due to COVID-19, staff may be working remotely and may not be reachable by office phone. Email is the most reliable form of communication.

Regional Administrative Assistants:
   North Region (Montgomery Districts, Demopolis, and Dothan)
   Charlene Moncrief, charlene@awfumc.org
   (334) 239-7329

   South Region (Baypines, Marianna/Panama City, Mobile, and Pensacola)
   Kim Doss, kim@awfumc.org
   (251) 345-3313

Conference Staff:
   Main Office Number: (334) 356-8014

   Conference Operations Coordinator
   Sarah McWilliams, sarah@awfumc.org

   Conference Treasurer/Director of Administration
   Suzanne Krejcar, suzanne@awfumc.org
   Direct Line: (334) 356-1034

   Conference Benefits Officer
   BeLinda Carnegie, belinda@awfumc.org

   Director of Ministerial Services and Assistant to the Bishop
   Rev. June Jernigan, june@awfumc.org