

## Accessing

## The

## Local Church Dashboard



From the <http://www.awfumc.org/> homepage, click on “Church Login” under QUICK LINKS.

### Logging In And Managing Your Information

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 the Conference Office 1-888-873-3127. New log in information will be assigned to you. 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.

**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.**

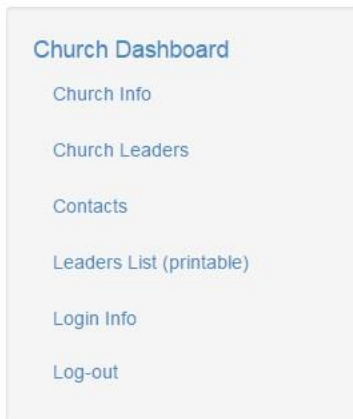
**CLICK SIGN IN**



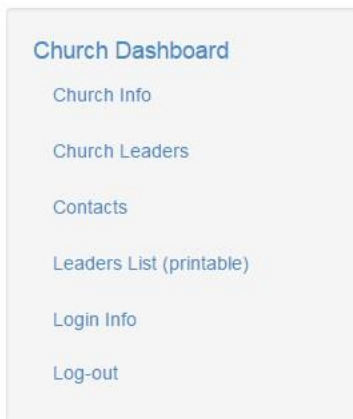
### Church Dashboard

A login form with the following elements: a 'Username' label above a text input field, a 'Password' label above a text input field, a 'Remember Me' checkbox, and a 'Sign In' button. Three arrows point to the Username field, the Password field, and the Sign In button.

# Update Your Church Information

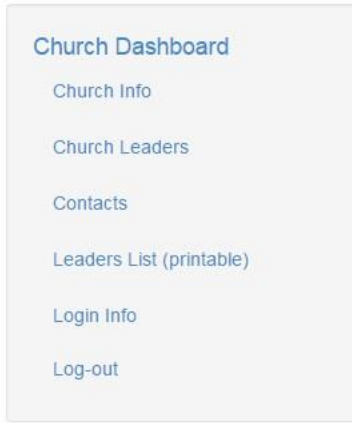


If you wish to change your LOGIN information, you may do so by selecting LOGIN INFO on the dashboard homepage.



You may update your church information and church leaders through the dashboard. 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. Most communication is done on an email basis.

## Update Your Leaders



### These positions are required and must be entered:

- LC-AB Administrative Board/Church Council Chairperson
- 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-LL Lay Leader
- LC-MS Membership Secretary
- LC-SP-LL Staff/Pastor Parish Relations Lay Leader
- LC-SP-SL Staff/Pastor Parish Relations Staff Liaison
- LC-SPRC-Staff/Pastor Parish Relations Chair
- LC-TE Trustee Chair
- LC-TR Treasurer

You may

Add New Assignment

OR

Edit Assignment

Our new 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, **ADD** them to your leader list. Make sure a **START** date is entered. You may want to enter a **START** date for those currently serving (those who are not new).

Because there is not an option for you to delete a record please email or call the district or 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 an excel file of your leadership. See "*Leaders List (printable)*"

**Note:** Clergy are not listed in the lay leadership. Please do not add another record for you pastor into the database! If you would like to add a position for your pastor please call or email your [District Office](#). Clergy records cannot be adjusted through the church dashboard.

**MAKE SURE YOU**

Log-out

!

### Have More Questions?

Please do not hesitate to contact your [District Office](#).