

## Accessing

# The Local Church Dashboard

QUICK LINKS
2015 Brochure of Reports
Forms
2015-2016 Appointment Book
Pension Health Eligibility Matrix
Clergy Cost Benefit Calculator
Connectional Giving
Apportionment Calculator
Church Login
Photo Albums

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 Traci Herndon at the Conference Office 1-888-873-3127 or [traci@awfumc.org](mailto:traci@awfumc.org). 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.**

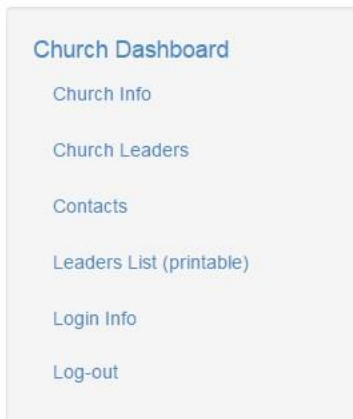
**CLICK SIGN IN**



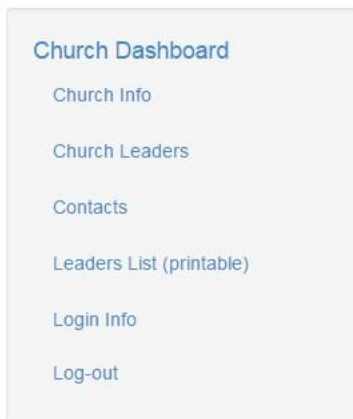
### Church Dashboard

Username	<input type="text"/>	←
Password	<input type="password"/>	←
<input type="checkbox"/>	Remember Me	
<input type="button" value="Sign In"/>		←

# Update Your Church Information



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

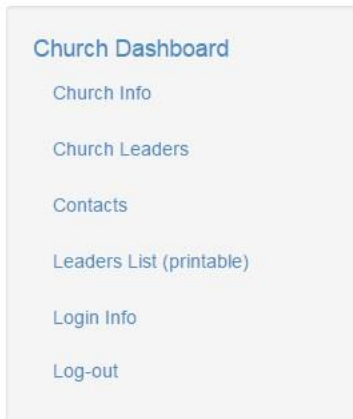


You may update your church information and church leaders through the dashboard. Having the correct addresses and worship times are very important for people wanting to visit your church. Also, it is very important that your church's PHYSICAL location is correct so the map link will work. These updates 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



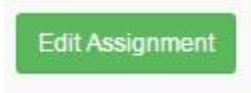
Church Leaders - These positions are **required**: Administrative Board/Church Council Chairperson, Lay Delegate to Annual Conference, Staff/Pastor Parish Relations Chair, Finance Chair, Financial Secretary, Lay Leader, Membership Secretary, Trustee Chair, and Treasurer.



You can



OR



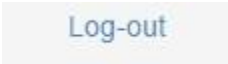
Our new system is date sensitive. When a person no longer serves a position, click on "**EDIT ASSIGNMENT**" and enter an **END** date for that position. This will remove them from the position not the church. Those just starting to serve in a position, **ADD** them to your leader list. Make sure a **START** 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. If your pastor serves in a lay position, please contact your [district office](#) or Traci Herndon [traci@awfumc.org](mailto:traci@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.

**MAKE SURE YOU**



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## Have More Questions?

Please do not hesitate to contact your [district office](#) or Traci Herndon at 1-888-873-3127 or [traci@awfumc.org](mailto:traci@awfumc.org)