

Memphis Conference Database Quick Reference Sheet Local Church Officials

Please also see "Tech Support" on the conference website for video demos, notes, discussions and updates info.

Overview

1. Update next year's local church officials directly through the website instead of on the lengthier Local Church Officials Form.
2. Enter only the information that is currently incorrect or incomplete for the ensuing year.
3. Avoid the need for multiple re-entries of data by local church, district and conference personnel.
4. Provide secure access to the contact information for mailing labels, email, and directories.
5. Use the Browser Print feature to print the listing of leaders for the Charge Conference record instead of the Local Church Officials form, since the information has already been entered into the database.

Login to the Local Church Dashboard

1. Go to www.memphis-umc.org
2. Click on "Login" near the top center of the screen
3. Enter Church username and password. *(If unknown, click the "forgotten" link and enter the email address associated with the church, or contact the WebServant).*
4. If desired, both the church username and password may be changed at any time after logging into the dashboard and selecting "Login Info" in the menu bar.

Leaders Section

1. Click "Leaders" in the menu bar.
2. The "Your Assigned Leaders" table lists the officials for this church already in the database.
3. The order and numbers on this table correspond to those on the Local Church Officials form.
4. The "Click a Position Below to Add a New Person To It" section below the table enables quick updating of the positions by either clicking the name of someone already in the database or by adding a new person to the database.
5. The "Update My Contacts" button provides a list and enables updating of people and contact info.
6. The "Download This List" button provides an Excel spreadsheet of the Leaders data which may be used for mail merge, email, labels, directories, listings, updating other programs, etc.

Other Features

1. The "Edit this Assignment" link enables setting start and/or end dates for the position to be filled by the listed person. The person will continue to be listed in the position until the end date has passed. This feature enables the listing to include both those currently serving, and the upcoming changes.
2. When a new assignment is made the person is automatically associated with the church and selected position, and their contact information does not have to be re-entered for each position they serve.
3. Persons already in the database are selected from a listing for the church, so that the only people who are not already listed need to be added.
4. To prevent accidental loss of data, please send deletion requests to the WebServant for persons who should no longer be associated with the church or to resolve duplications, etc.

SFHPTS

(Super Friendly Highly Personal Tech Support)
is available by contacting Bill Lawson at
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regarding any issue.