

Church Dashboard Leadership Directory Updates

Are You Missing Something Important? Not sure? You might be!

The Heartland District Office sends notices **every week** via e-mail. So you might be thinking, "Great! I have an e-mail address, so I am going to be receiving everything." Maybe not! ***Is it in the Church Dashboard Leadership Directory (aka Conference Console; aka Brickriver)?*** If your answer is "yes," ***Is it the correct address?*** Let's make sure we are all going to get this important information from the District. Read on and see how you can ensure you will be kept in the loop!

What is the Church Dashboard Leadership Directory?

The Church Dashboard Leadership Directory is the database used as the source for communication from the district and the conference. It is located on the West Michigan Conference Website at <http://www.westmichiganconference.org>.

Why does it need updated and when?

The Church Dashboard Leadership Directory is the source for your connection with the District and Conference! The Local Church Dashboard Leadership Directory updates your local church information on the conference website and also the district database record and affects almost every correspondence that we send, including the rather expensive mailings of annual conference materials that keep your conference members informed and prepared to participate in this event. Updates **need to be completed as soon as your leadership changes for the new year**, and it can be edited as needed throughout the year.

How Do I Update It?

1. Go to the West Michigan Conference website at <http://www.westmichiganconference.org>.
2. Scroll down under "Other Links," and click on "Church Dashboard Login."
3. Enter your user name and password and click on the red login box with the arrows. (If you do not know your user name and password, please contact the District Office. Once you are logged in, you can change your user name and password to something that will be easier to remember - but should be hard for someone else to guess.)
4. Click on the top link that says "Leaders." This will bring you to the leadership directory screen.

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5. Select "add someone" from the right drop down menu for each leadership position that has a new person serving this year. This will bring you to a screen where you can check to see if that person's record exists already within the database. If it does, select that person's name and click "OK." If it is not already on the list, go below the list of names to "add a brand new person." Fill in the form with all of their contact information and click save. Remember- the accuracy of the contact information is essential. When you have added all your new leaders, your leadership directory will show both last year's and this year's leaders.

NOTE: Please DO NOT edit an existing person with a new person's information. Remember that the records in the database belong to the people - not the positions. So individual records should remain consistent, while their relationship to certain positions changes. The edit action is to update an individual's information.

6. After you are done adding all the new leaders, go down the list and select "detach" from the drop down menu for each person who has completed their term or stepped down from a position. Confirm this change when asked by clicking "OK." Your leadership list is now up-to-date!
7. Click on "click here to update the contact info for people in your church" to check the contact information for each person on the list and make any corrections - **especially email addresses!** Use of email for communication is saving our churches many thousands of dollars in ministry shares each year, but we need accurate email addresses to do this. To update the records for the people in your church, click on the first or last name of each person on the list. Check each field for accuracy and then click **SAVE (very important)** if you make any changes.
8. Finally, let Melanie know that you have finished updating your leadership directory.
e-mail: office@umcheartland.org
Phone: (989) 773-5140

If you need help, please contact the Heartland District Office (989-773-5140). If you do not have a computer, that's alright. Just find someone who does, or go to your local library. All you need is your updated leadership list and a computer somewhere with an internet connection.

The Heartland District Office also has a website where we post many items as well to keep you informed so please make sure you check it often!

www.umcheartland.org

Please share any items/ideas you may have about what we can add to the site to make it better for you.