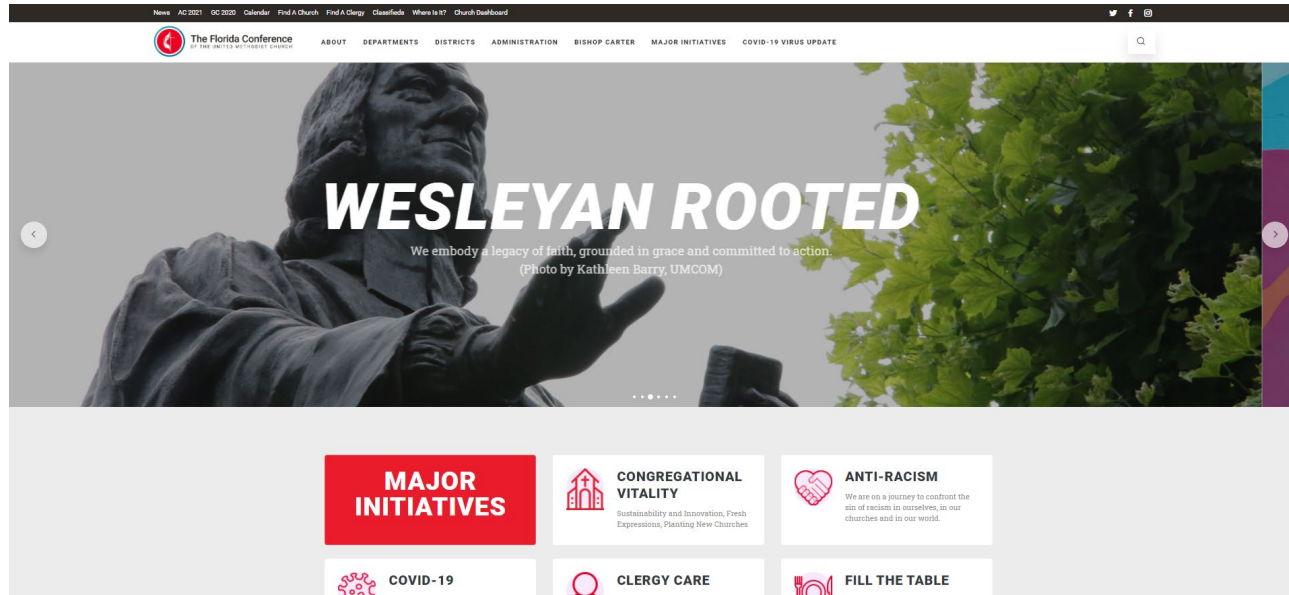


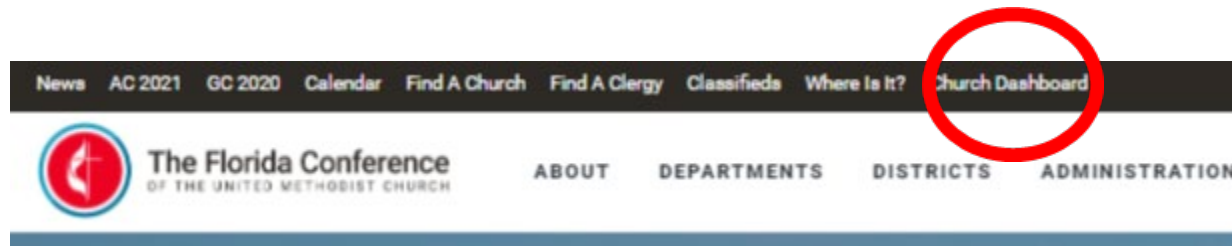
Dashboard Overview

How to login and navigate the Church Dashboard:

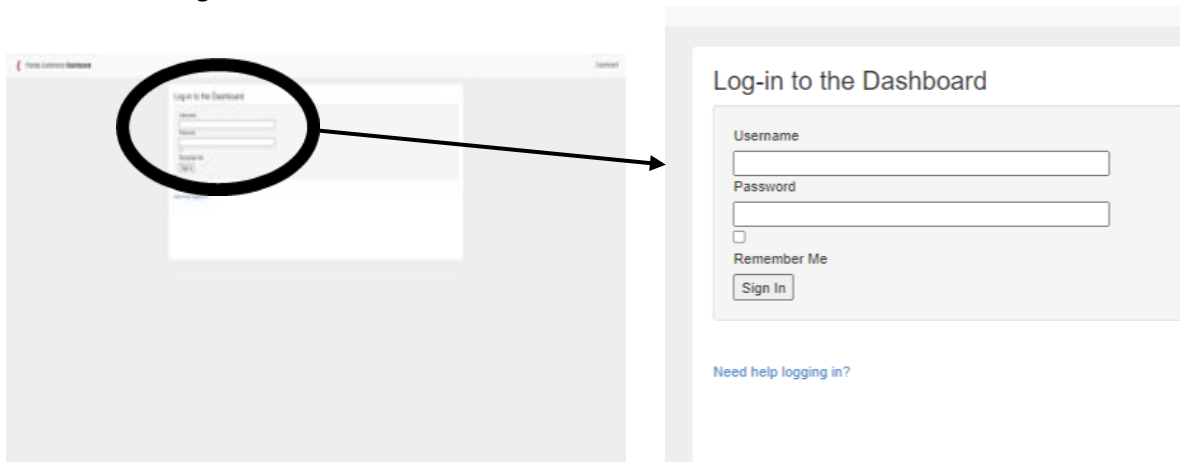
1. Begin at the Florida Conference website: www.flumc.org.



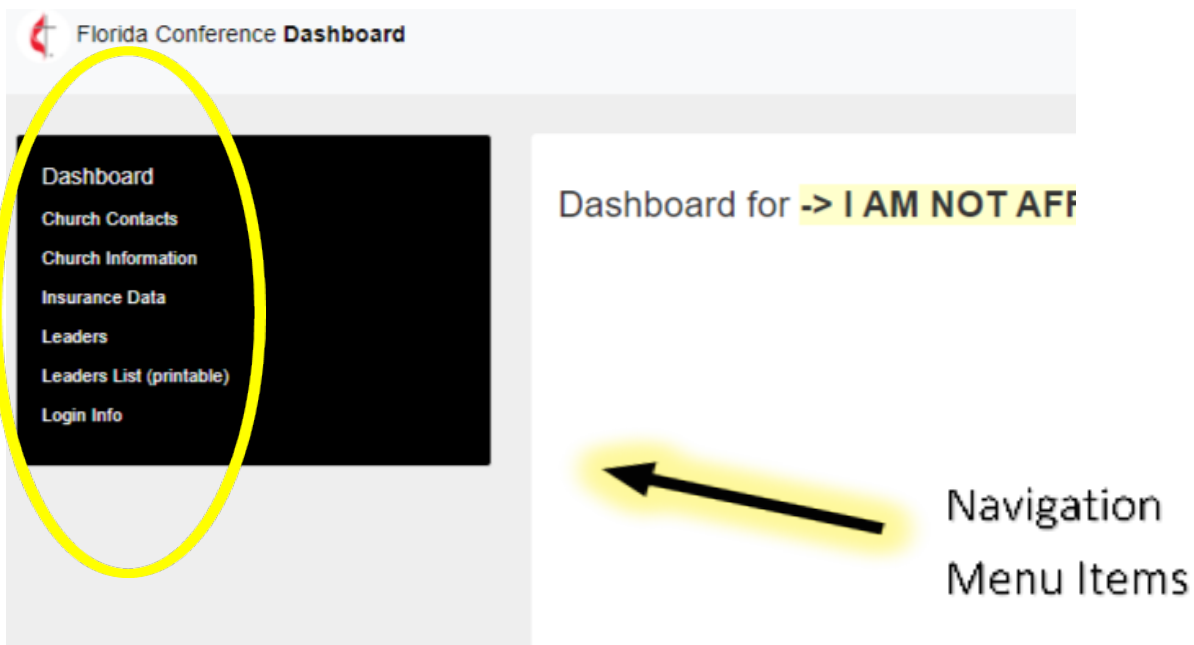
2. Click the church dashboard link on the home page.



3. On the dashboard login screen, type in the church GCFA number in the box labeled "Username." Then, type the password in the box labeled "Password." Click "Sign In".



4. The Church Dashboard Home Page will appear. It displays basic information about the church. Navigation for each of the areas is to the left of the screen.



5. Click on the menu items to see what is on that page. We will look at Church Information, Leaders, Church Contacts, and Insurance Data.

6. Find and click "Church Information". Church contact information is located here and an image of the church that is displayed in the church locator. Scroll down to see the church service times. Click the green UPDATE button in the upper left corner to modify incorrect or missing information.

Florida Conference Dashboard -> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH Log-out

Dashboard

Church Contacts

Church Information

Insurance Data

Leaders

Leaders List (printable)

Login Info

Church Information Update

Version	Active
When Draft Active	
Primary Image	
Church SHORT Name	-> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH
Church FULL Name	-> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH
Is Extension Ministry (for dashboard)	No
Email Address	sloher@fumc.org
Alternate Email Address	
Business Phone	
Mobile Phone	
Home Phone	
Church Fax	
Mailing Address 1	450 Martin L King Jr Ave
Mailing Address 2	
Mailing City	Lakeland
Mailing State	Florida
Mailing Zip	32815
Mailing Country	
Mailing Region	
County	
Physical Address 1	1 Way St
Physical Address 2	
Physical City	Lakeland
Physical State	
Physical Zip	32815
Physical Country	
Physical Region	
County	
Church Website URL	http://
Main Service Time	10:00am Sunday Morning
Summer Service Time	
Other Worship Time	
School Time	
Handicap Access	
Driving Directions	
Facility Attributes/Disaster Tags	
Theological Preference	
Membership Engagement	
Parsonage Phone	
Parsonage Address 1	
Parsonage Address 2	
Parsonage City	
Parsonage State	
Parsonage Zip	
Parsonage Tags	

7. Next, click “Leaders.” This page shows the current leadership at this church.

Florida Conference **Dashboard** -> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH [Log-out](#)

Dashboard
Church Contacts
Church Information
Insurance Data
Leaders
Leaders List (printable)
Login Info

Leaders

[Add New Assignment](#)

Edit leader assignments here. To edit contact info go to [this page](#).

Action	Assignment	Person	Start Date	End Date	Class
Edit Assignment	Lay Leader	Test Loher 450 Martin Luther King Jr Ave Lakeland, FL	03/01/2021	12/31/2021	

Finished? Please let us know. [I am done!](#)

Required Positions

These positions are required and must be filled

- Finance Committee (CFA)
- Lay Leader
- SPRC
- Trustee

Note: Please refer to the Leadership videos and guide sheets on the Church Dashboard Tutorial page for information about maintaining the church leadership list.

8. Click "Church Contacts". This page displays the contact information for the church leadership.

Florida Conference **Dashboard** -> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH [Log-out](#)

Dashboard
Church Contacts
Church Information
Insurance Data
Leaders
Leaders List (printable)
Login Info

Contacts

search church contacts

[Download Contacts](#)

Edit	Contact	Email	Phone	Mailing Address	Not in my church
<input type="button" value="Edit"/>	Test Loher		BUSINESS (863) 688-5563	450 Martin Luther King Jr Ave Lakeland, FL	<input type="button" value="remove from my church"/>

You can update the contact information by clicking the edit button to the left of the contact's name.

9. Click Insurance Data. This page displays the church's various insurance schedules. Click on the appropriate tab for each insurance schedule to view the information.

The screenshot displays the Florida Conference Dashboard. At the top left, the logo and text "Florida Conference Dashboard" are visible. At the top right, there is a notification: "-> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH Log-out".

On the left side, there is a dark sidebar menu with the following items: Dashboard, Church Contacts, Church Information, Insurance Data, Leaders, Leaders List (printable), and Login Info.

The main content area is titled "Ministry" and has a navigation bar with tabs: Ministry, Property, Drivers, Vehicles, Workers Comp, and Insurance Summary. The "Ministry" tab is active.

Below the "Ministry" tab, there is a blue button labeled "Ministry Schedule Change Request". Below that are buttons for "Copy", "CSV", "Excel", "PDF", and "Print".

A horizontal menu contains the following categories: Members, Volunteers, Participants, Child Care, and Academic. Each category has a small triangle icon next to it.

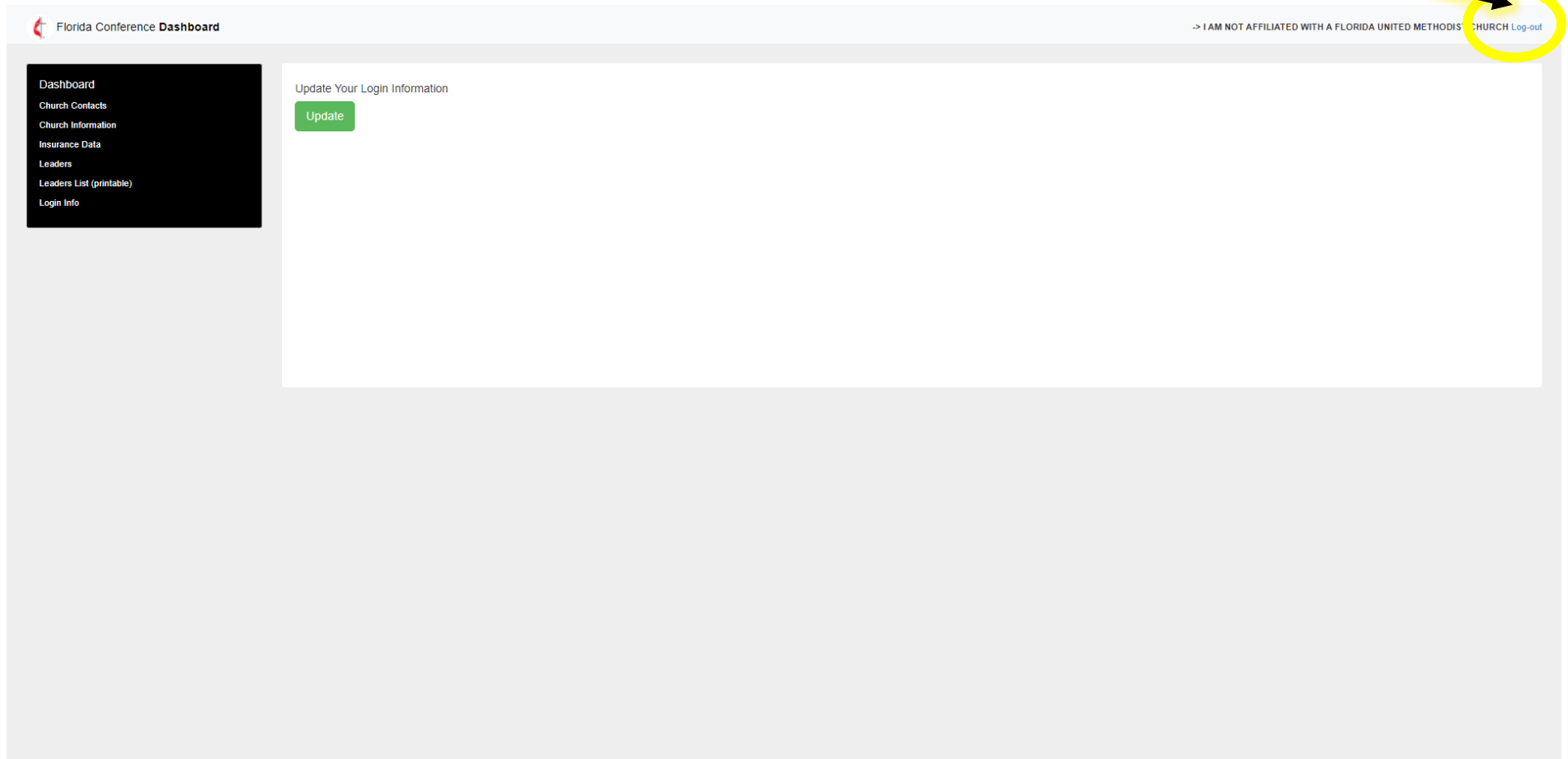
Below this menu, a table is shown with the message "No data available in table".

10. Click Login Info at the bottom of the menu. To update your Login Information, click on the green Update button.

The screenshot shows the Florida Conference Dashboard interface. At the top left, there is a logo and the text "Florida Conference Dashboard". At the top right, there is a link that says "-> I AM NOT AFFILIATED WITH A FLORIDA UNITED METHODIST CHURCH Log-out". On the left side, there is a dark sidebar menu with the following items: Dashboard, Church Contacts, Church Information, Insurance Data, Leaders, Leaders List (printable), and Login Info. The main content area is titled "Update Your Login Information" and contains a single green button labeled "Update".

Note: Additional menu items will be added as needed and may include the Fund Balance report and the Church Profile.

11. You may end your session by clicking the “Log-out Link” next to the church name in upper right of the screen.





Find other Guide Sheets and Tutorial Videos at

www.flumc.org/dashboard-tutorial