



FAQ

Downloading Assist Files in UMCARES

Assist files include but are not limited to instructions, guidelines, and fillable forms. Click open below the name of the Assist File and the file should automatically download

How to make a single PDF File

Method 1: If your document is in Word or Excel, you can select "Save as" then change the file type to PDF

Method 2: If your document is in a Word or Excel file, you can select "Print" then select Adobe PDF as your printer

Note: if you need to combine elements, for instance, your sermon manuscript, exegesis, and theological questions, you should do this in Word BEFORE saving/printing as a PDF file

Method 3: If you are scanning a document, first make sure that your scanner can scan to a PDF. Most newer scanners have this feature but may default to a jpg file. Select PDF as your output

How to Upload a file to UMCARES

1. Click the "Add File" button next to the Uploaded Files
2. Select "Local File"
3. Select "Choose File" then select the file from your computer
4. After the file has been selected, click "Save" to upload the file

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Uploaded Files Add File **1**

Resource Information

Name

Description

Location URL **2** Local File Amazon S3 File

File Upload No file chosen **3**

Select File. Maximum file size 100MB.

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How to Upload a link to your worship service video

1. Click the “Add File” button next to the Uploaded Files
2. Select “URL”
3. Copy and paste the URL for your video into the URL box
4. Click “Save” to upload the link

Working with JotForms

DS Evaluations, Reference Forms, and Ordination Project Evaluations are submitted to the OCE via a JotForm. Open the assist file which contains the link to the appropriate JotForm. Send this link to the selected individuals as instructed in the step guidelines. Once completed, the forms are automatically sent to OCE and will be uploaded to your UMCARES track.

How to Complete a step

1. Click the “Sign” button
2. Then click “OK” in the pop-up box

WARNING: This closes the step and you will not be able to make edits. If you need the step re-opened, contact the OCE.

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