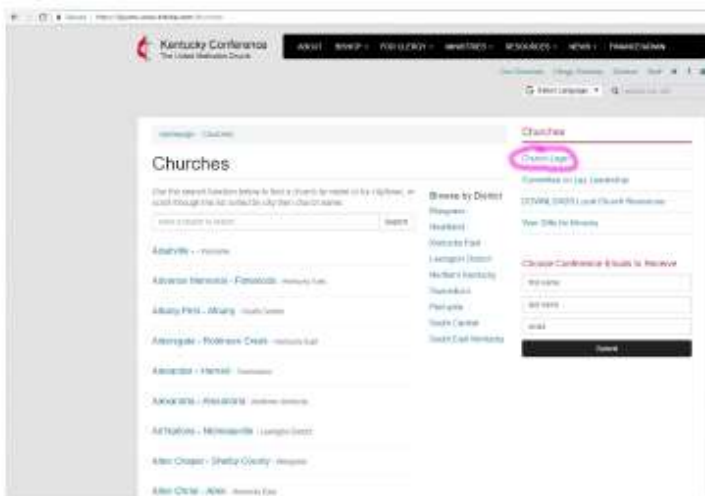


Accessing the Local Church Dashboard



From the <https://www.kyumc.org/> homepage, click on **"Our Churches"** under the black Menu bar at the top of the page.



Select **"Church Login"** from the right-hand column.

Logging In and Managing Your Information

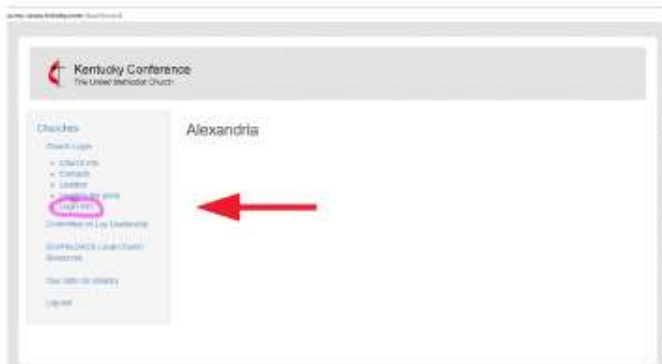
Enter in your **USERNAME** and **PASSWORD**. If you do not remember your username and password, you may obtain it by contacting your **district office**. Your username will be given to you along with a temporary password. Once you log into the dashboard you will need to change your password. To protect 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.



The screenshot shows the 'Church Login' form on the Kentucky Conference website. It includes fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button. Red arrows point to each of these elements: the Username field, the Password field, the Remember Me checkbox, and the Sign In button.

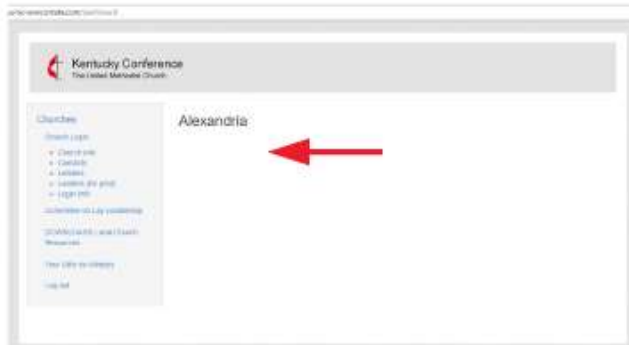
After entering your Username and Password, be sure to click on **“Sign In”** to be taken to the Church Dashboard page. *You may also check the **“Remember Me”** box before you “Sign In” to make it easier the next time you login.*



The screenshot shows the 'Church Dashboard' page for 'Alexandria'. In the left sidebar, under the 'Choices' section, the 'Login Info' link is circled in pink. A red arrow points to this link.

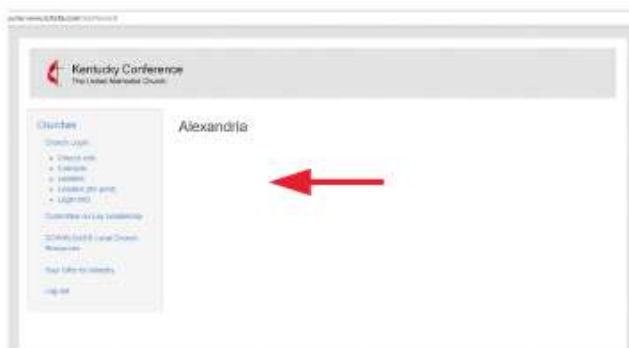
To change your **TEMPORARY PASSWORD**, select **“Login Info”**.

Update Your Church Information



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.

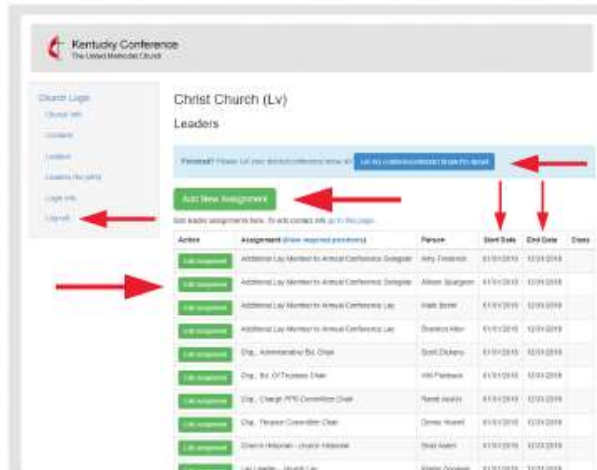
Update Your Leaders



Church Leaders - These positions are **REQUIRED**:

- Administrative Board/Church Council Chairperson
- Lay Delegate to Annual Conference
- Staff/Pastor Parish Relations Chair
- Finance Chair
- Finance Secretary
- Lay Leader
- Membership Secretary
- Trustee Chair
- Treasurer

Update Your Leaders



You can **ADD NEW ASSIGNMENT** or **EDIT ASSIGNMENT**

Our system is **DATE SENSITIVE**. A **START DATE** and an **END DATE** must be entered for **EVERY** assignment and **EVERY** year.

Because there is not an option for you to delete a record, please email or call the District 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 Positions.
See "Leaders" (for print)"

Note: Clergy are not listed in the Lay Leadership. If your pastor serves in a Lay Position, please contact your District Office and the position will be assigned in the Conference Data Base. Clergy records cannot be adjusted through the Church Dashboard.

Be sure to click on "Let My Conference/District know I'm done!"

LAST STEP:
Make sure you **LOGOUT!**

Questions?
Contact your District Office.