

I am hoping that this step-by-step direction will help us all understand how to login and complete these Charge Conference Forms. The new logon email that went out to clergy set off a panic Conference-wide. I think I have it spelled out below.

A. Charge Conference Forms

1. www.wpaumc.org

a. **Forms** (This is a link on the left side of the webpage)

i. **2009 Online Forms**

1. **Charge Conference Forms**

a. This should open a new window that is yellow and has the following links listed on it.

- Event Registration
- Event Rosters
- **Charge Conference Reports – Complete forms here!**
- **Local Church Leaders – Please update these names!**
- Local Church Statistics
- Administrative Login

b. Once you enter this page (either of the above bold links), you need to log in. (This is where we use the first list provided to us.)

i. The Username, in most instances, is the 5-6 digit Church Number.

ii. The Password is the name of the church, with the first letter capitalized. If there is more than one word in the church name, it is made into one word with the space taken out, and each word is capitalized.

EXAMPLE:

USERNAME: 103967

PASSWORD: Avery

OR

USERNAME: 102677

PASSWORD: KentsChapel

c. This should open a new window that is yellow and has the following forms listed on it.

- ✓ Clergy Information Form
- ✓ A Summary and Covenant of Ministry
- ✓ Church Profile
- ✓ Annual Parsonage Inspection and Inventory
- ✓ Report of Pastor on Local Church Statistics
- ✓ Annual Report of Trustees
- ✓ Annual Report of the Committee on Finance

d. Click on each form to complete.

i. When entering Charge information, each church that needs information is listed.

ii. Click on each church to complete the information.

iii. Click the save button at the bottom of each page to complete.

B. Cabinet Worksheet for the Cabinet

1. www.wpaumc.org

a. **Forms** (This is a link on the left side of the webpage)

i. Cabinet Worksheet of the Church

1. Click on the web link provided under this heading.

a. This is where we use the NEW login information that Ben sent to us as an Excel spreadsheet. This is a form for the LAITY to complete.

b. On the spreadsheet, there are two tabs at the bottom, "Church" and "Clergy" Be sure you are on the "Church" tab for this form.

i. The Username is the first column and in most instances, is the 5-6 digit Church Number.

ii. The Password is the second column. This is similar to the above login process and uses the name of the church, with the first letter capitalized. HOWEVER, there is also a "UMChurch" added after the church name. (If there is more than one word in the church name, it is made into one word with the space taken out, and each word is capitalized)

EXAMPLE:

USERNAME: 103967

PASSWORD: AveryUMChurch

OR

USERNAME: 102677

PASSWORD: KentsChapelUMChurch

e. This is to be completed online and saved by clicking the "Save" button at the top or bottom of the page.

C. Cabinet Worksheet for the Clergy

1. www.wpaumc.org

b. **Forms** (This is a link on the left side of the webpage)

i. Cabinet Worksheet of the Clergy

1. Click on the web link provided under this heading.

a. This is where we use the NEW login information that Ben sent to us as an Excel spreadsheet. This is a form for the CLERGY to complete.

b. On the spreadsheet, there are two tabs at the bottom, "Church" and "Clergy". Be sure you are on the "Clergy" tab for this form.

i. The Username is the first column and the pastor's email address. Some pastors may have recently changed their address and they must use a former one to make this login work.

ii. The Password is the second column. This is a combination of the clergy's first and last name combined into one word, with each word capitalized.

EXAMPLE:

USERNAME: Email address

PASSWORD: First and Last name combined

OR

USERNAME: moodyjan@hotmail.com

PASSWORD: JanMoody

- c. This is to be completed online and saved by clicking the "Save" button at the top or bottom of the page.

In a perfect world, this should work. However, some people have outdated email addresses, changed names due to marriage/divorce, or changed the church number for the first group of forms. Patience and prayer will help us make it through this.

Have fun!

Jan