

The Iowa Annual Conference Local Church Dashboard

We hope that you have had an opportunity to visit the new Iowa Conference website, www.iaumc.org. As part of that redesign, we have created a very powerful part of our website specifically for local churches. We're referring to it as the "Local Church Dashboard." This dashboard allows each church to log in and manage information specific to their church and, in many cases, have it immediately update the conference database and/or website. As a result, time and money are saved, and communications throughout the conference are improved.

What can churches do in the dashboard?

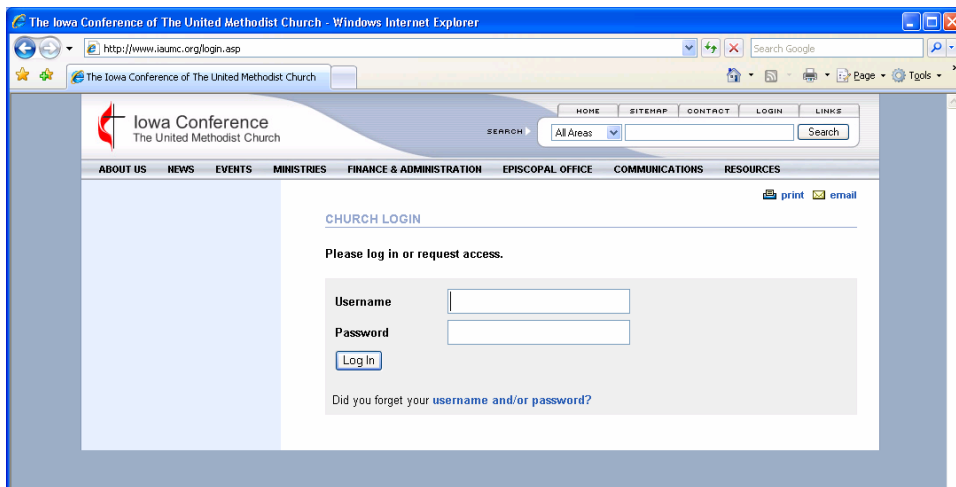
1. Update your local church information
2. Add events that your church is hosting.
3. Add classified ads (such as job openings within your local church).
4. Publish prayer concerns within your local church.
5. Update your account information (username and password).

Accessing the dashboard

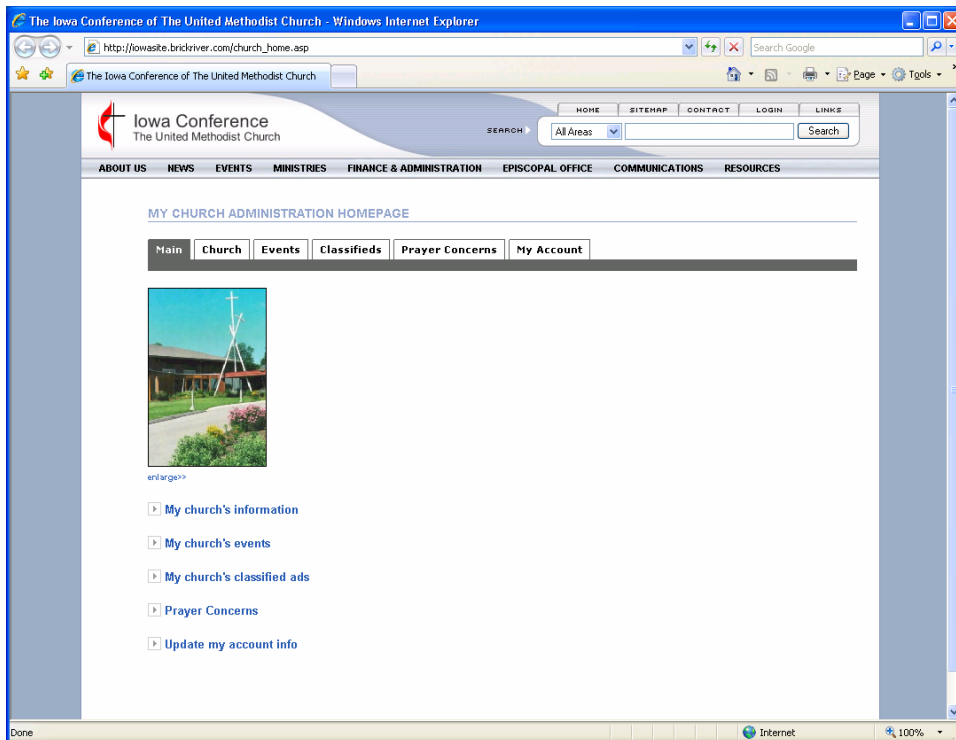
Visit the Iowa Annual Conference website at www.iaumc.org. In the upper right corner you will see the word Login. Click on that link to begin the login process.

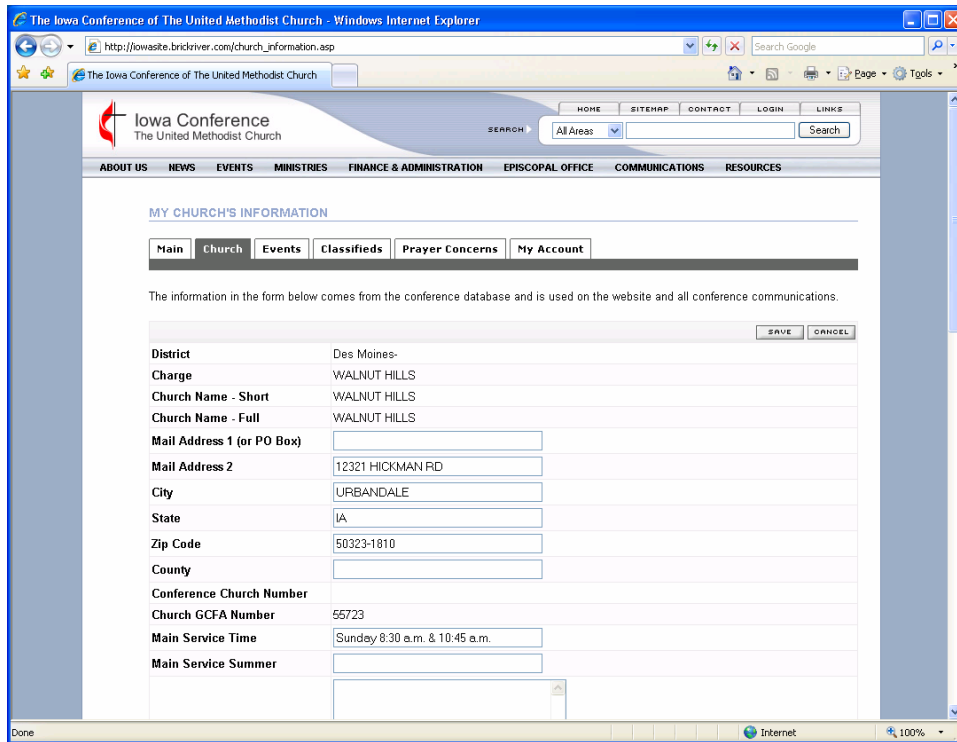


The screenshot shows the Iowa Annual Conference website in a Windows Internet Explorer browser window. The address bar displays <http://www.iaumc.org/>. The website header includes the Iowa Conference logo and navigation links: HOME, SITEMAP, CONTACT, and LOGIN. A search bar is also present. A callout box with a black border and white background points to the LOGIN link with the text "← Login Button". The main content area features a large image of Earth with the text "Transforming the World" and a section titled "This Holy Mystery" with a photograph of a church interior. Below this are sections for "other links" and "news".



Enter your assigned username and password as provided to you. Once logged in you will be taken to the following screen:



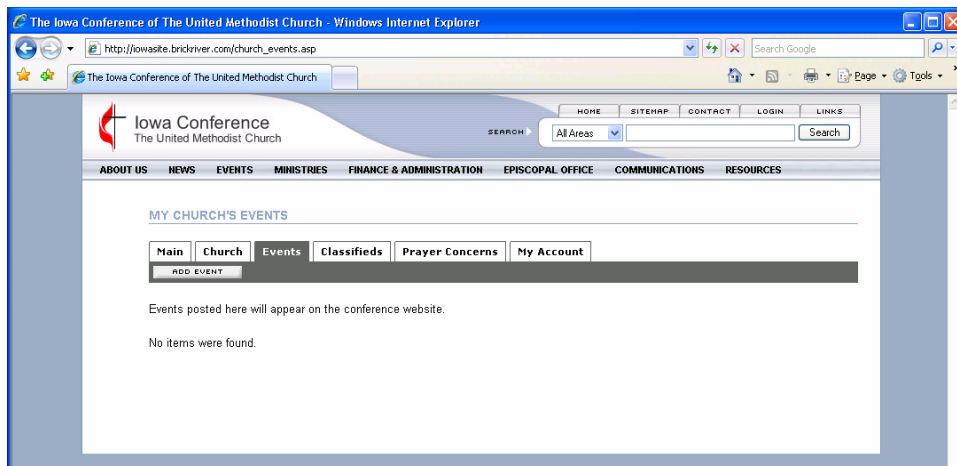


Church information

This option may be accessed by clicking on the hyperlink for My Church's Information, or clicking the Church tab.

Here you will be able to access information pertaining to your church, such as service times, directions, and website addresses. Changes to the mailing information should be sent to Jill.Stanton@iaumc.org.

Enter the appropriate information and then click the Save button.



Events:

To add an Event:

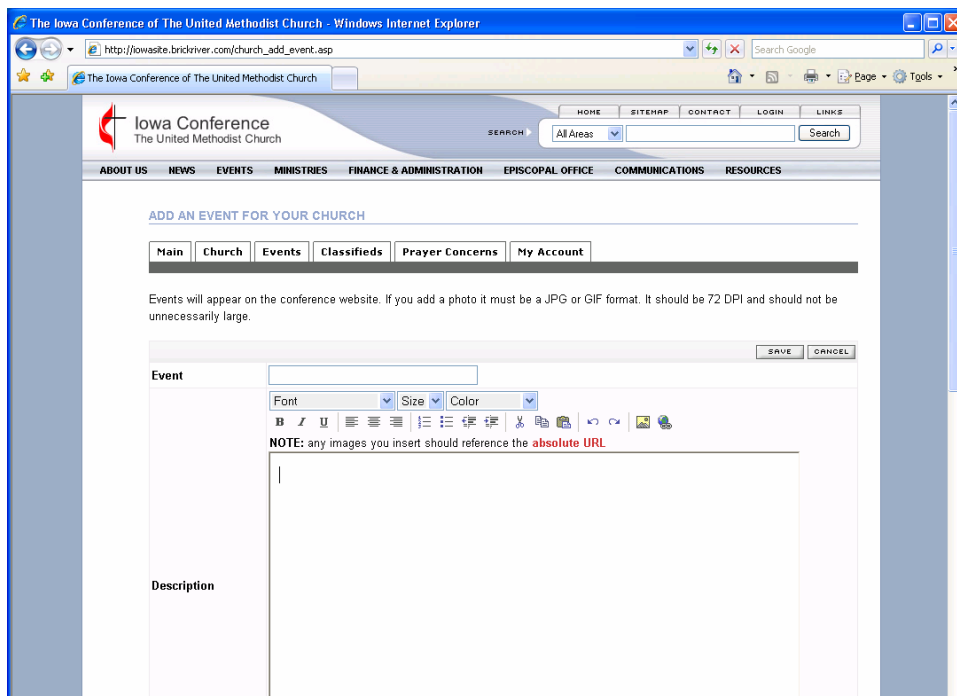
- *Click “Add a new Event”
- *Fill in the information. Be sure to include start date, end date, time, and District. **Please be sure to select the “Arial” font to be consistent with the rest of the website.**
- *If the event should be included on the conference calendar, choose “Show on Conference Calendar”.
- *Save

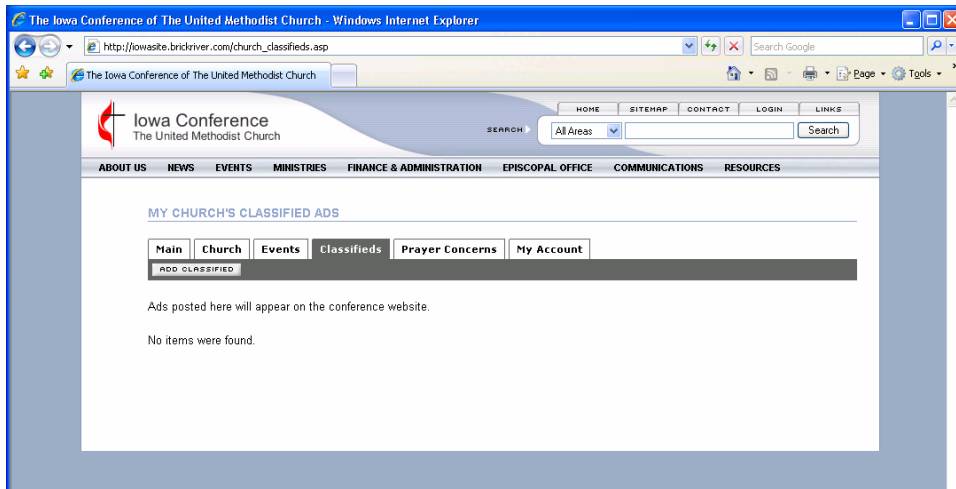
To edit the event:

- *Choose “Events” under the console section.
- *Quick search your event or click “show all events”
- *Find your event
- *Make any changes needed
- *Save

To delete an event:

Select the event you wish to delete, and then click on the “Delete Event” button in the top left corner of the screen. You will be asked to verify your deletion.





Classifieds:

To create a new classified:

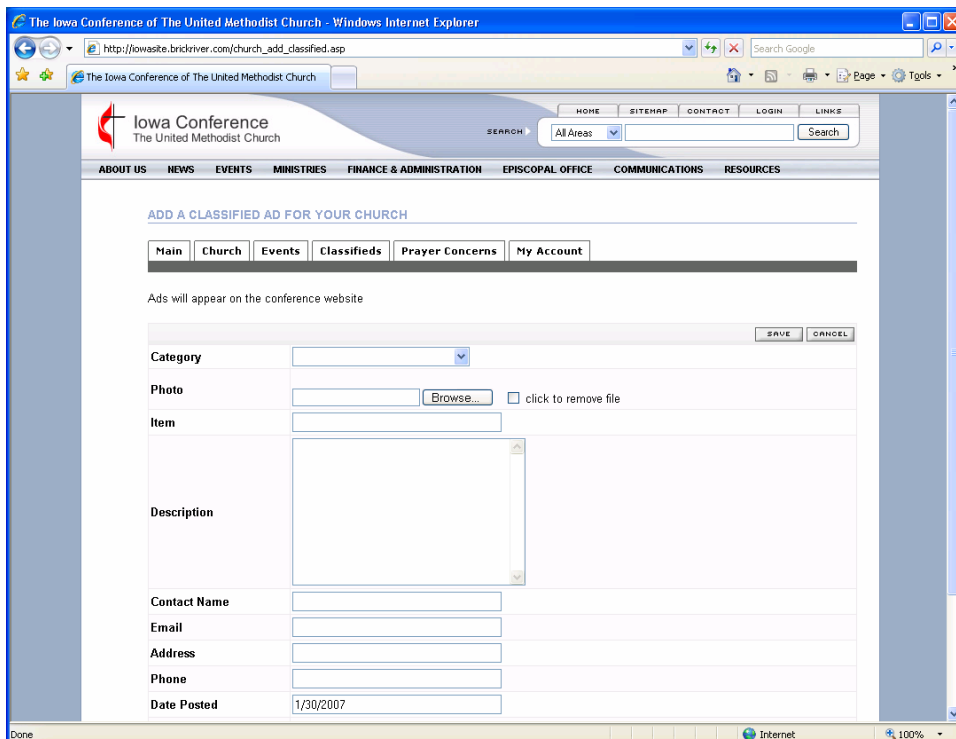
- *Click “Add a new Classified”
- *Choose a category from the drop down box
- *Complete information (contact name, description, etc)
- *Click Save

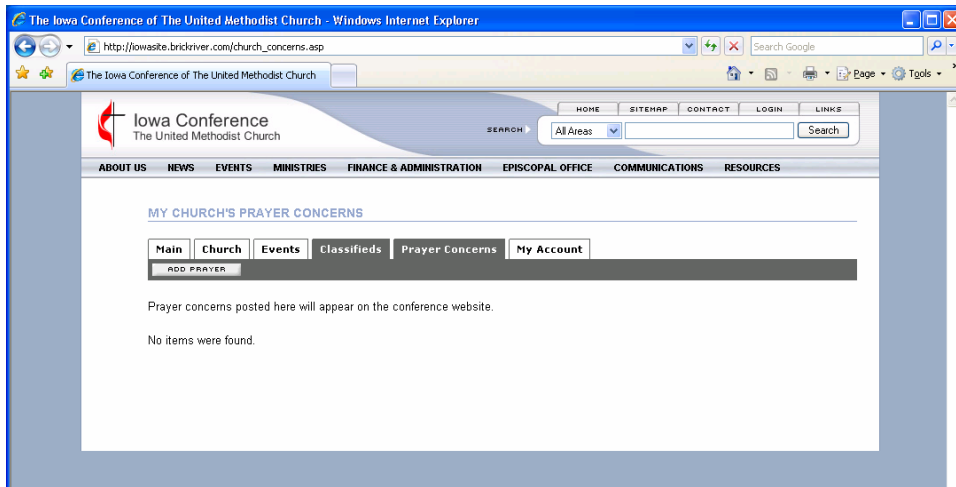
To edit a classified:

- *Find your classified by searching or clicking “show all classifieds” and finding yours in the list and open.
- *Make changes and save

To delete a classified:

Select the classified you wish to delete, and then click the “Delete Classified” button on the top left corner of the screen. You will be asked to verify your deletion.





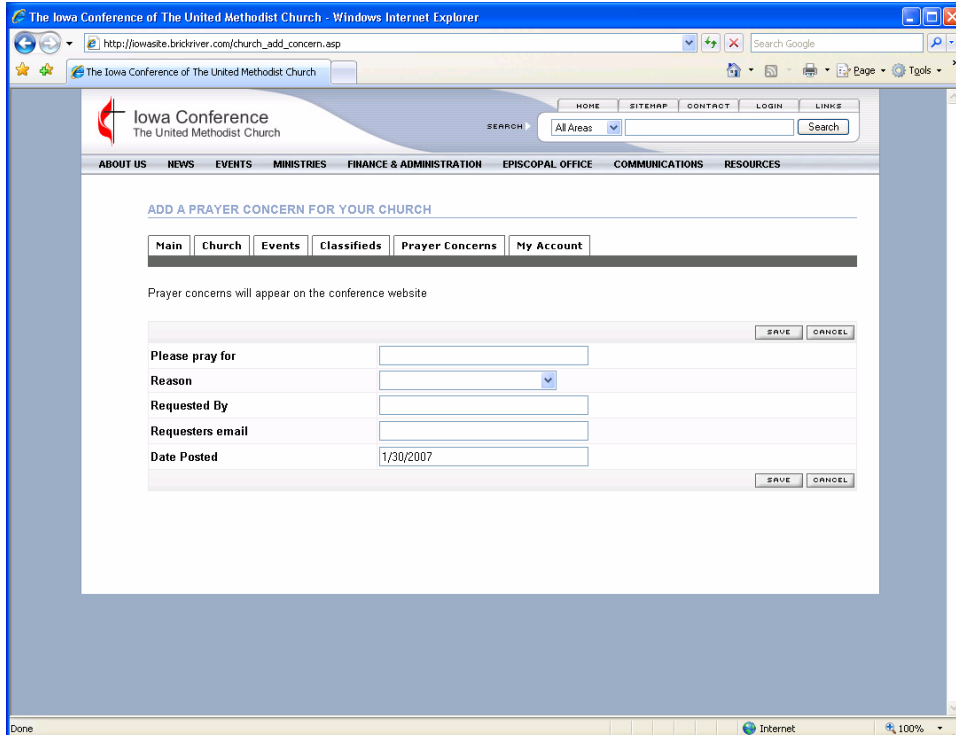
Prayer Concerns:

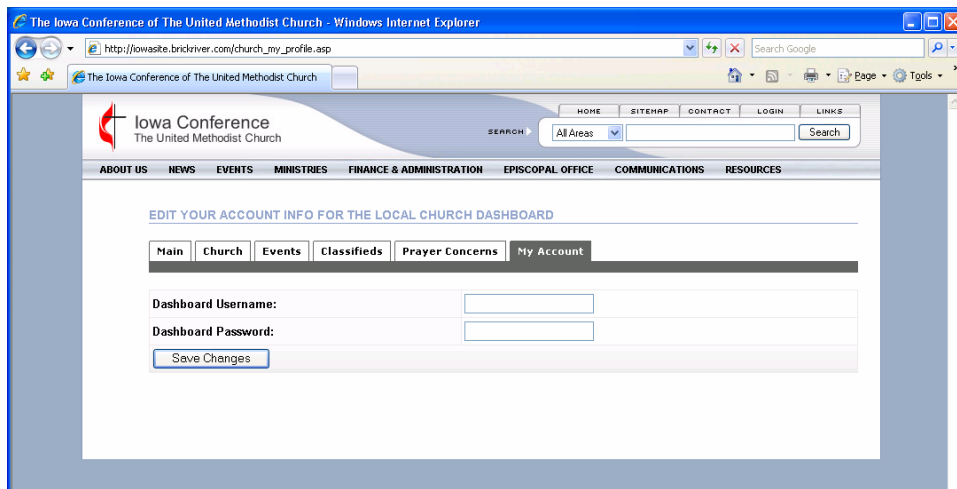
To add a new prayer concern:

- *Choose “Prayer Concerns” from the Console Section
- *Click “Add a New Prayer Concern”
- *Add the prayer concern, person requesting, and an e-mail.
- *Save

To delete a Prayer Concern:

Select the prayer concern you wish to delete, and then click on the “Delete Prayer” button in the top left corner of the screen. You will be asked to verify your deletion.





My Account:

This is where you can change your username and password.

Difficulties with the Dashboard

Please contact Roland.Minshall@iaumc.org via email with any problems you experience while utilizing the Dashboard functions. It would be helpful if you could include any error messages. This can be accomplished by pressing **Alt** and **Prt Scrn** at the same time, then switching to your email program and clicking in the body of the message and pressing **Ctrl** and **V** at the same time. This will insert a copy of your screen directly into the body of the message.



Conference Offers 7 Villages Experience

Written: 4/4/2007

The Iowa Annual Conference formally began offering the interactive 7 Villages experience on Wednesday. Conceived by Billy Reeder, a former United Methodist conference communicator from Arkansas, and further developed in conjunction with Brick River Technologies – the designer of the Annual Conference’s website, 7 Villages provides a social network for leaders, members, and organizations that want to make the world a better place. (7 Villages has also been adopted as a networking system for use throughout The United Methodist Church by United Methodist Communications.)

In addition, it’s a blogging system to share your thoughts, ideas, beliefs, and knowledge. 7 Villages is a community library of resources, ideas, best practices, and it’s a volunteer connecting system that allows individuals to find opportunities, and organizations to post needs.

Through this free network, you can personally connect to the wider church community via the Internet. The network is built of virtual villages of people--groups that share common ministries or interests. A village could be formed by members of an adult Sunday school group or junior-high youth group, a UMW or UMM chapter, even a Conference agency.

Each person who joins the network creates a personal profile page. You share your interests and skills on your profile page. You can link to other pages that feature individuals and groups with similar interests. Online conversations begin to flow, and people are brought together who want to make a Christian difference.

Access to 7 Villages is easy: www.iaumc.org/7V An easy link to create an account can be found there. Exciting ways to use 7 Villages are also listed. “By signing up through the conference you will be given a premium account that will give you space to host files,” said Paul Schneider of Brick River. So...by part of an online system that connects United Methodists locally, throughout Iowa, and even nationally – and share stories, ideas, resources, needs and more.

(Dear parents, Security checks are in place to ensure that 7Villages is a safe experience for all users. As always, the best way to protect your child while he or she is online is by your personal supervision and by educating your child through honest, open discussions about the Internet and providing safety tips. 7Villages is available for use by people ages 13 and older.)