

# **\*\*HOW TO UPDATE YOUR CHURCH INFO\*\***

## **The Oklahoma Conference Local Church Dashboard**

We have created a very powerful part of our website specifically for local churches. We're referring to it as the Brick River database or "local church dashboard". This dashboard allows each church to login and manage information specific to their church and, in many cases, have it immediately update the district and conference database and/or website. As a result, time and money are saved and communications throughout the conference are improved.

### **What can you do in the dashboard?**

1. Update your local church information
2. Update your local church lay leadership
3. Add events that your church is hosting
4. Add any jobs within your local church
5. Add any prayer concerns
6. Access End-of-year forms.
7. Update your account information (username and password)

### **Logging In and Managing your Access Information**

Your church has been provided a unique username and password to access the dashboard. **DO NOT GIVE THIS LOGIN INFORMATION TO ANYONE THAT DOES NOT HAVE A NEED FOR IT.** To protect the integrity and confidentiality of your church information, this login should only be used by the pastor and/or any persons designated by the pastor –whether it is the Treasurer, Secretary or a church member. The church's username and password were originally mailed out to each church. If you no longer have that information available, you can request it by emailing [websupport@okumc.org](mailto:websupport@okumc.org). Please include your name, phone number, email address, position within the church and your Church's GCFA number with your request.

**Logging In:** On the left side of the screen at [www.okumc.org](http://www.okumc.org), you will find an option for "Brick River Church Log In" located just below the Quick Links, as shown below. Click on the arrow inside the box. Enter your church's username and password.

#### **Quick Links:**

- > **Bishop's Corner**
- > **Find a Church**
- > **Clergy Directory**
- > **Calendars**
- > **Forms**
- > **Publications**

**Brick River  
Church Log In:**



**Changing your login information:** After you have logged in, click on either the “Update my account info” option near the bottom of the screen or on the “Account” tab located near the top of the screen. This will bring up the page where you can change your username and password. Be sure to click on the “Save Changes” button before exiting this screen.

## Update your Church Information

Once inside the dashboard, you have the ability to update your church information and have it immediately saved to our conference database, which is also available to all district offices. In addition, this updates your church “page” on our website. This page showcases a photograph of your church (if available), worship times, driving directions, website address, church e-mail address and more.

To update your church’s information, simply click on “My Church’s Information” from the dashboard homepage, or click on the “church” tab on any of the inner pages.

\*One note: When entering the address for your church, USE ALL CAPS and be sure to put the PHYSICAL address for your church in the field labeled “Building Street Address” and “Building Town Location.” This enables the website to show a map to your church.

## Update your Lay Leadership

There is a robust lay leadership database for all local church assignments. In this area, you can enter information about the people who have leadership roles and responsibilities within your church. This information will instantly update the conference database, but will **not be viewable on the website**. It is for internal conference/district use only and will help us communicate with local church leaders regarding specific events, opportunities, news and more.

PLEASE NOTE: When editing or adding people and their information use ALL CAPS and do not use punctuation in the addresses.

Click on “My Church’s Local leaders” from the homepage of the dashboard or on the “Leaders” tab from any of the inner pages.

Near the top, center of the page that opens, you will see: **Click here to update the contact info for your people.** This area is where you will make changes to a person’s address, phone number, email, etc., to maintain current information throughout the year. **(Do not make any changes to fields within a clergy person’s record. If you feel that something is incorrect on their record, contact your district office.)**

Further down on the page, you will see two buttons. One button, “No Changes this Year”, is to let us know that you have verified all the information currently listed and you have no changes to your officers this year.

The other button, “Completed Changes”, is to let us know that you have made all the updates necessary to reflect your new list of Local Church Officers. Click on this button when all updates are completed.

Located just below these buttons, you will see a list of filled leadership positions, with the names of the people currently filling those positions within your church. The column to the right of “Last Name” is labeled “Action”. By clicking on the drop-down arrow in this box, you can see the available options. You can choose to either “Detach” or “Add Someone”.

Choosing “Detach” will remove that person’s name from any lists associated with that position in your church, but will not delete their information from the database. You will be asked to confirm that you want to detach that person from that position. (Their name will still appear in the selection window when you choose to “Add Someone” or “Add Person”.) \*\*If a person needs to be completely deleted, you will need to contact your district office and they will make that deletion.

The “Add Someone” option only enables you to add an additional person to that already filled position within the church. (For instance, if you had John Smith filling the position of Lay Member to Annual Conference, you could click on the “Add Someone” option to add Jane Doe as an additional Lay Member to Annual Conference.)

Just below your list of filled positions, you will see an entire listing of local church leadership positions, with the option to “Add Person”. You can use this option to:

1. Replace a person that has been detached from a position
2. Fill a position that has not previously been filled
3. Add an additional person to an already filled position

Don’t forget to click on the “Completed Changes” button when you are finished with all your updates.

## **Add your own Jobs and Events**

You may add your own job opportunities and events through the dashboard. The events will appear in the “events finder,” in the “event calendar” in the “local church” section, and on your church’s page. Please keep in mind that any events you add will be viewable by the general public. So, if you’re planning a church picnic and announce that the church will provide all the food, you may get more people attending than you plan on.

The job opportunities will appear in the “jobs finder” and on your church’s page.

## **Submit Conference forms**

Click on “Submit Forms” from the dashboard menu (or use the “Forms” tab) to access the link to your year-end statistical form.

## **Logout**

Don’t forget to push the “Logout” button at the top of the screen when you complete your session in the Dashboard. This will protect your church information.

## **Have More Questions?**

Please don’t hesitate to email [websupport@okumc.org](mailto:websupport@okumc.org) with any questions you may have.