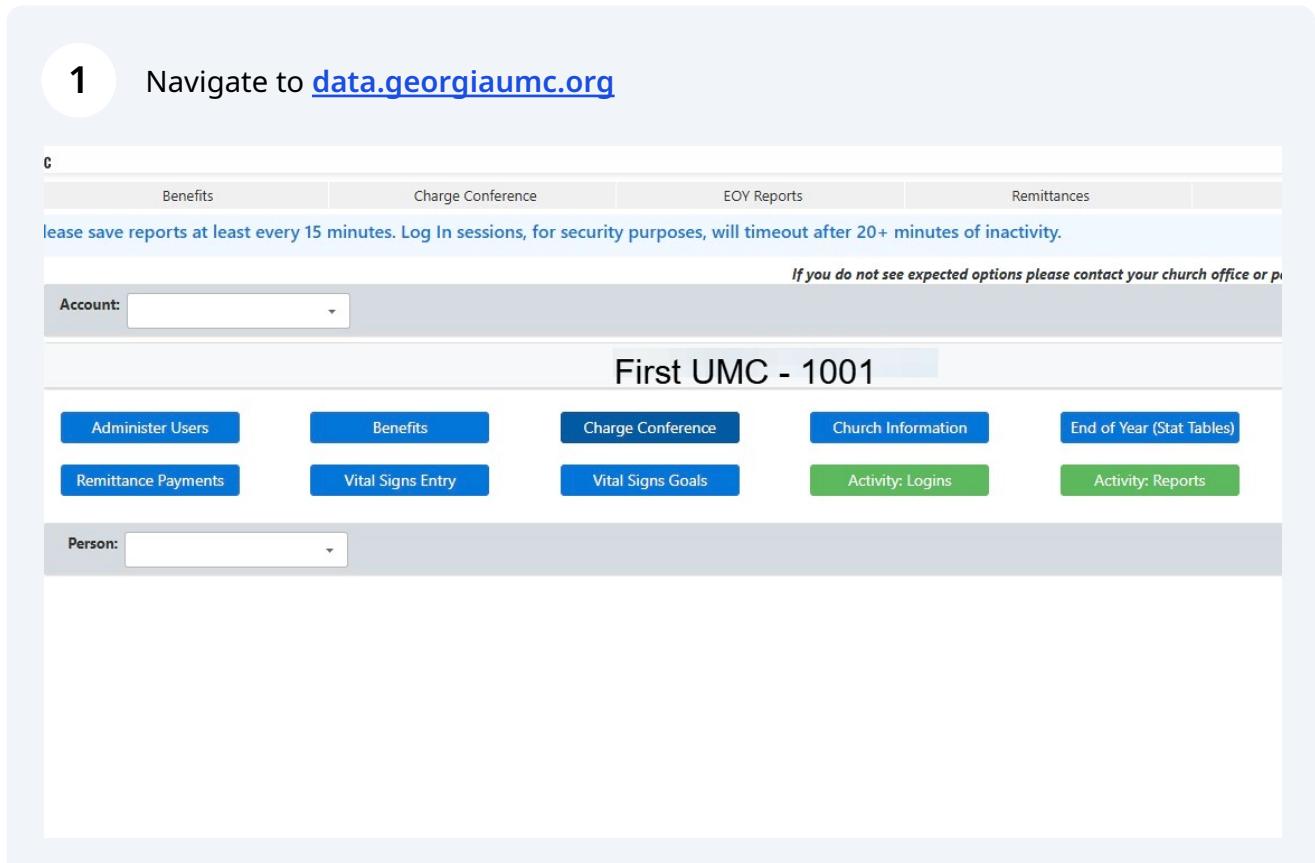


How To Update Lay Members (Delegates) to Annual Conference in Data Services

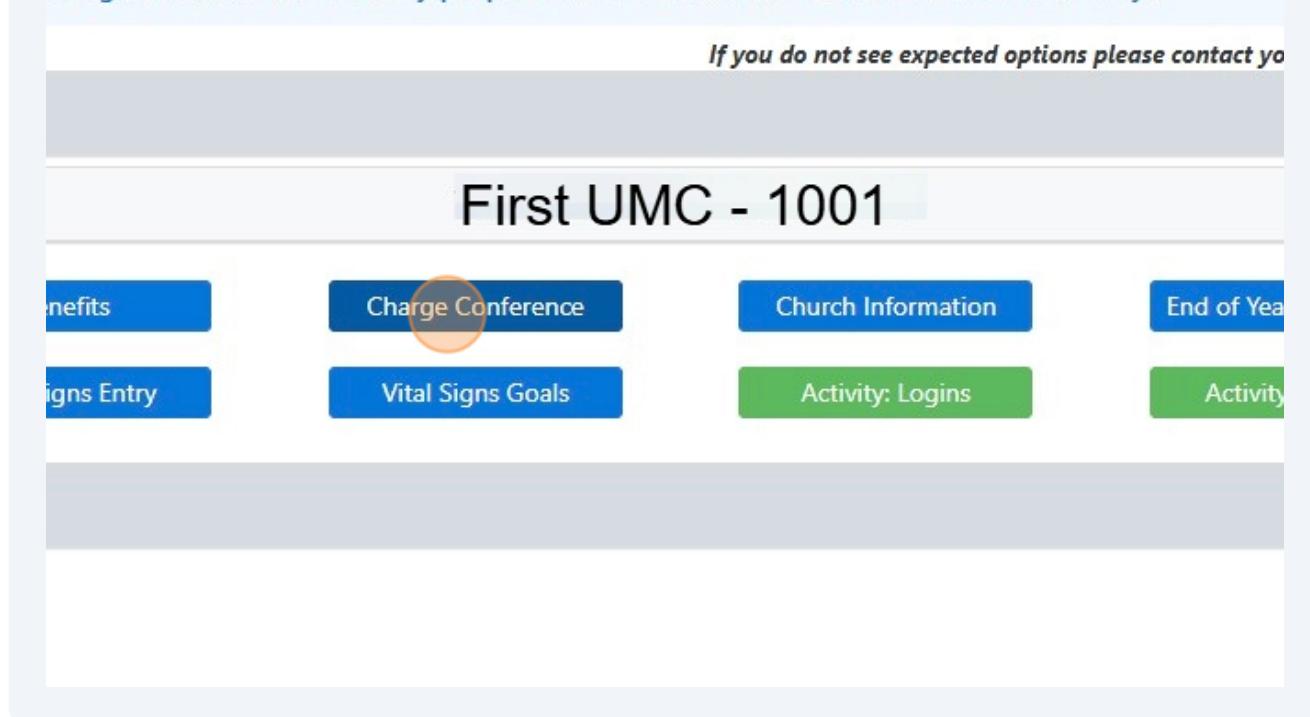
1

Navigate to data.georgiaumc.org



The screenshot shows the login interface for the Data Services system. At the top, there is a navigation bar with tabs for Benefits, Charge Conference, EOY Reports, and Remittances. A message below the navigation bar states: "Please save reports at least every 15 minutes. Log In sessions, for security purposes, will timeout after 20+ minutes of inactivity." A note on the right side says: "If you do not see expected options please contact your church office or pastor." Below the navigation bar is a dropdown menu labeled "Account:". The main content area is titled "First UMC - 1001". It features a grid of buttons for various functions: Administer Users, Benefits, Charge Conference, Church Information, End of Year (Stat Tables), Remittance Payments, Vital Signs Entry, Vital Signs Goals, Activity: Logins, and Activity: Reports. A dropdown menu labeled "Person:" is located below the grid.

2 Click the "Charge Conference" button.



3 Click "Edit" next to Lay Members of Annual Conference

View	Edit	Church Community Profile	Created	PM
View	Edit	Church Information Report	Saved	
View	Edit	Church Profile Report		
	Edit	Lay Leadership		
	Edit	Lay Members of Annual Conference		
	Edit	Lay Servants Annual Report	Saved	
	Edit	Vital Signs Goals	Saved	
	Edit	Vital Signs Weekly Entry	Saved	

4 Search for the Lay Person designated for a leadership role update.

Simplified Accountability Structure (SAS)

Does your church currently function with an SAS leadership model? If yes, also indicate implementation date.

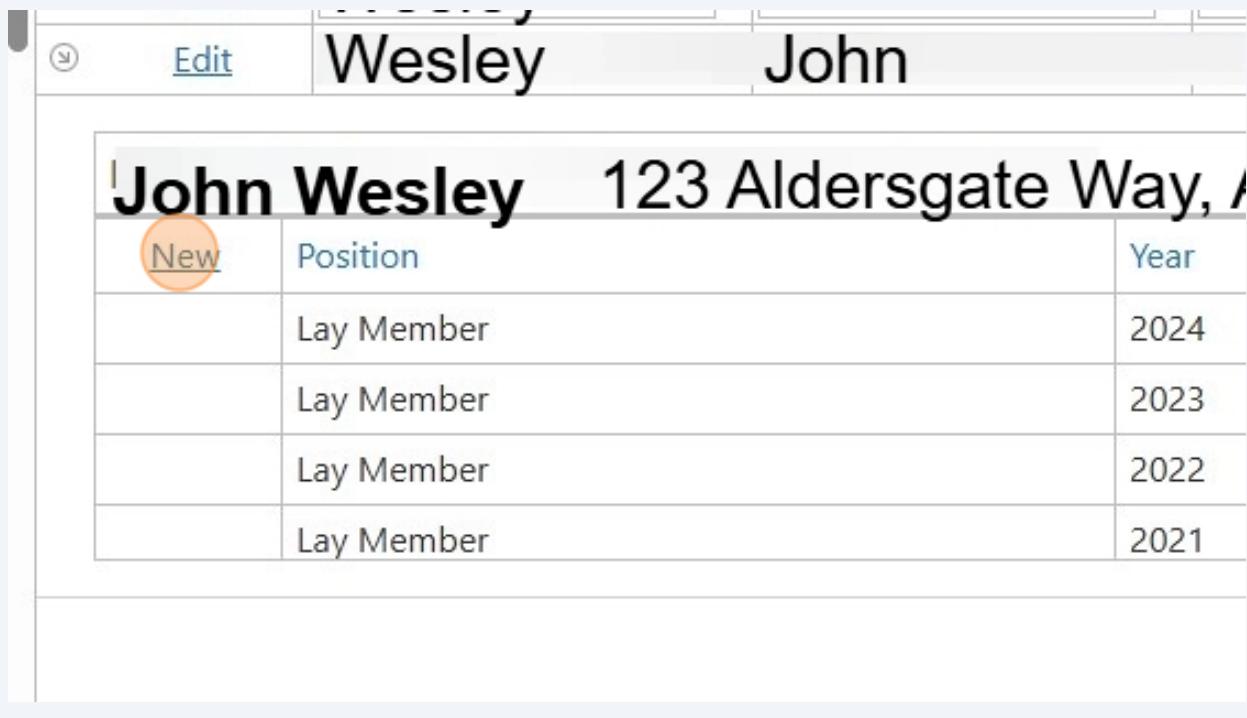
	New	Last Name	First (Preferred) Name
	Clear		
⊕	Edit	''	
⊕	Edit		
⊕	Edit		
⊕	Edit		

5 Click the arrow next to the person you are updating.

Implementation date.

	New	Last Name	First (Preferred) Name
	Clear	Wesley	
⊕	Edit	Wesley	John

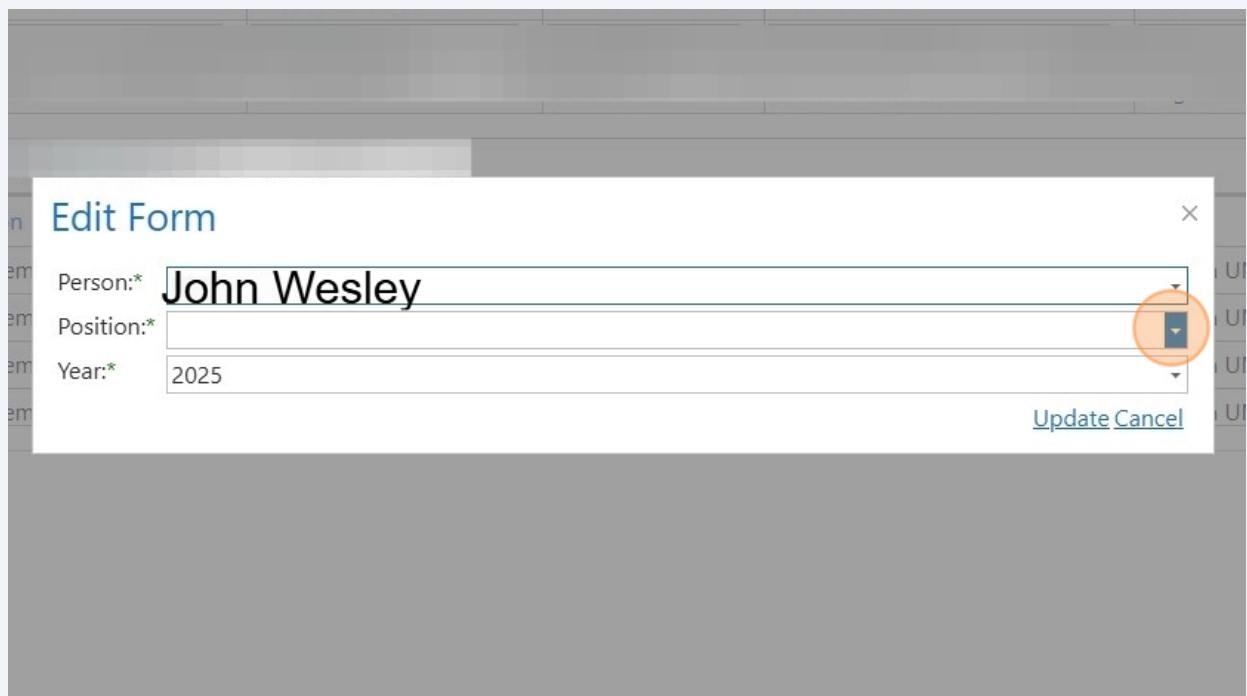
6 Click "New"



The screenshot shows a software interface with a header "Edit" and names "Wesley" and "John". Below this is a table with a header row "Position" and "Year". The table contains five rows of data: "Lay Member" for the years 2024, 2023, 2022, and 2021. The first row, "New", is highlighted with an orange circle. The table is set against a background of a list of Lay Member positions for John Wesley.

Position	Year
Lay Member	2024
Lay Member	2023
Lay Member	2022
Lay Member	2021

7 Use the "Position" Drop Down.



The screenshot shows an "Edit Form" dialog box. It contains fields for "Person:" (John Wesley), "Position:" (a dropdown menu with an orange circle around it), and "Year:" (2025). At the bottom are "Update" and "Cancel" buttons.

Person: **John Wesley**

Position:

Year: 2025

Update Cancel

8 Click "Lay Member"

John Wesley

Admin Board/Church Council Chair

Children's Coordinator

Finance Chair

Financial Secretary

Lay Leader

Lay Member

Lay Member Reserve

9 Click "Update"

John Wesley

Lay Member

2025

Update Cancel