

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

1

Navigate to data.georgiaumc.org

6

Benefits

Charge Conference

EOY Reports

Remittances

lease save reports at least every 15 minutes. Log In sessions, for security purposes, will timeout after 20+ minutes of inactivity.

If you do not see expected options please contact your church office or p

Account:

First UMC - 1001

Administer Users

Benefits

Charge Conference

Church Information

End of Year (Stat Tables)

Remittance Payments

Vital Signs Entry

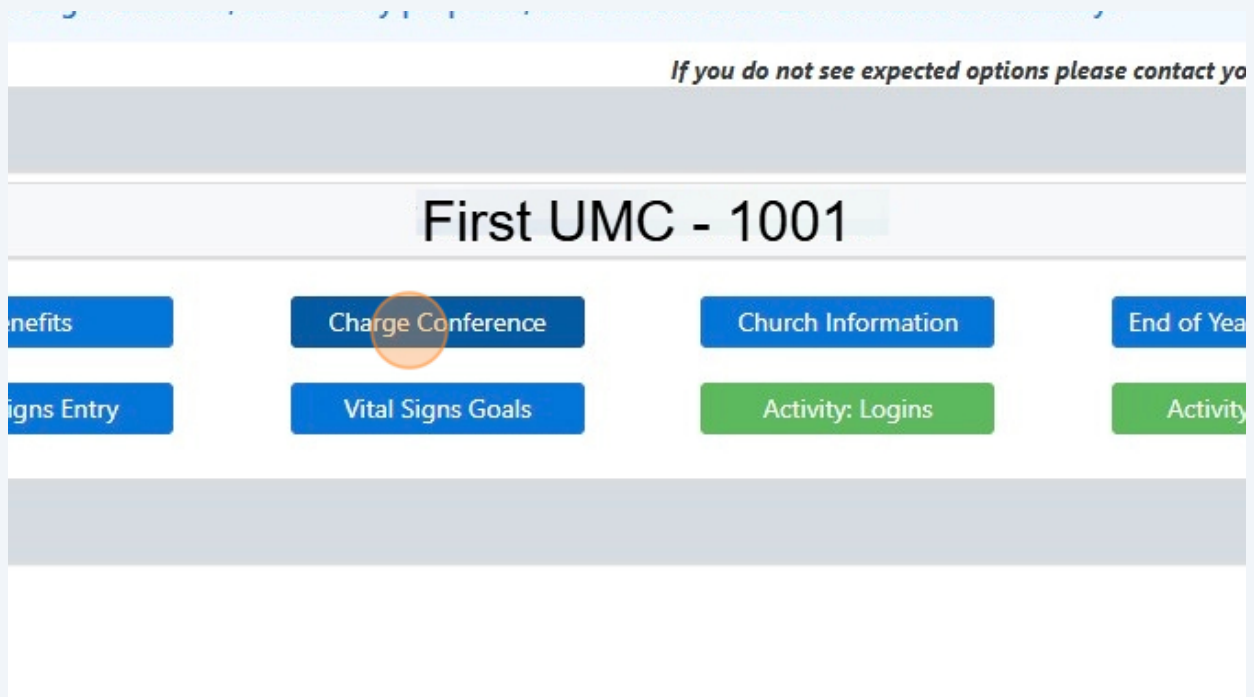
Vital Signs Goals

Activity: Logins

Activity: Reports

Person:

- 2 Click the "Charge Conference" button.



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

View	Edit	Church Community Profile	Created
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	<input type="text"/>	<input type="text"/>
→	Edit		
→	Edit		
→	Edit		
→	Edit		

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

implementation date.

	New	Last Name	First (Preferred) Name
	Clear	<input type="text" value="Wesley"/>	<input type="text"/>
→	Edit	Wesley	John


6 Click "New"

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

7 Use the "Position" Drop Down.

Edit Form

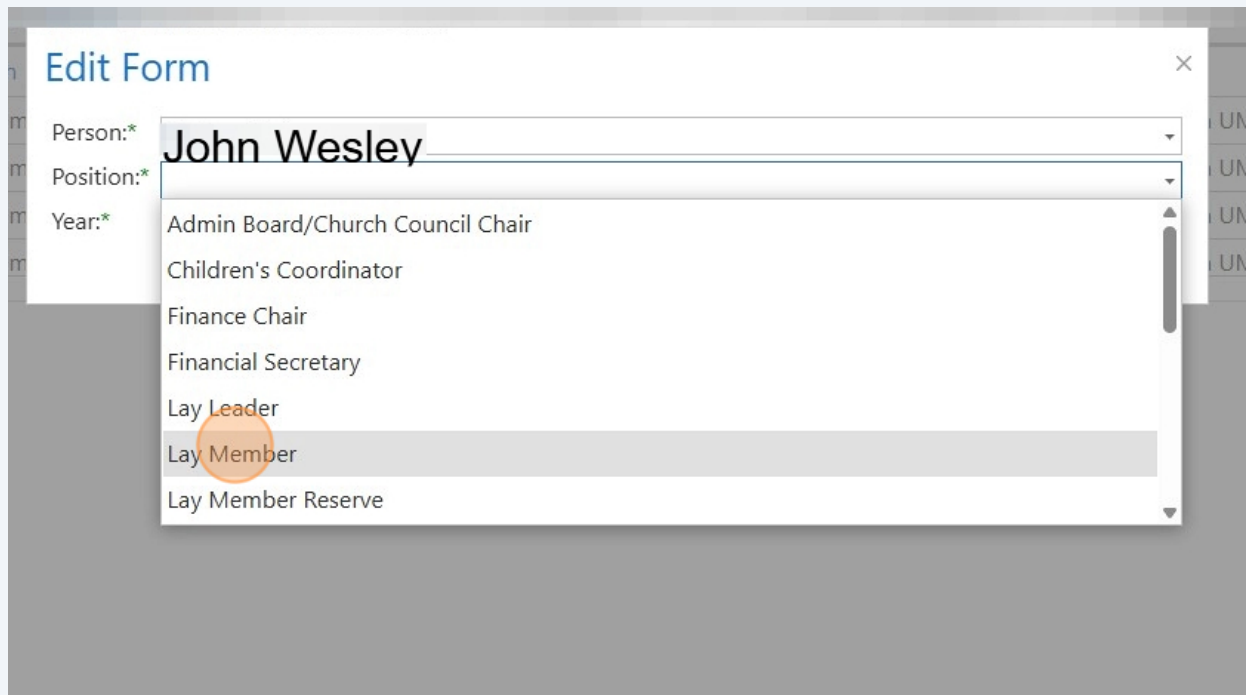
Person:* John Wesley

Position:* 

Year:* 2025

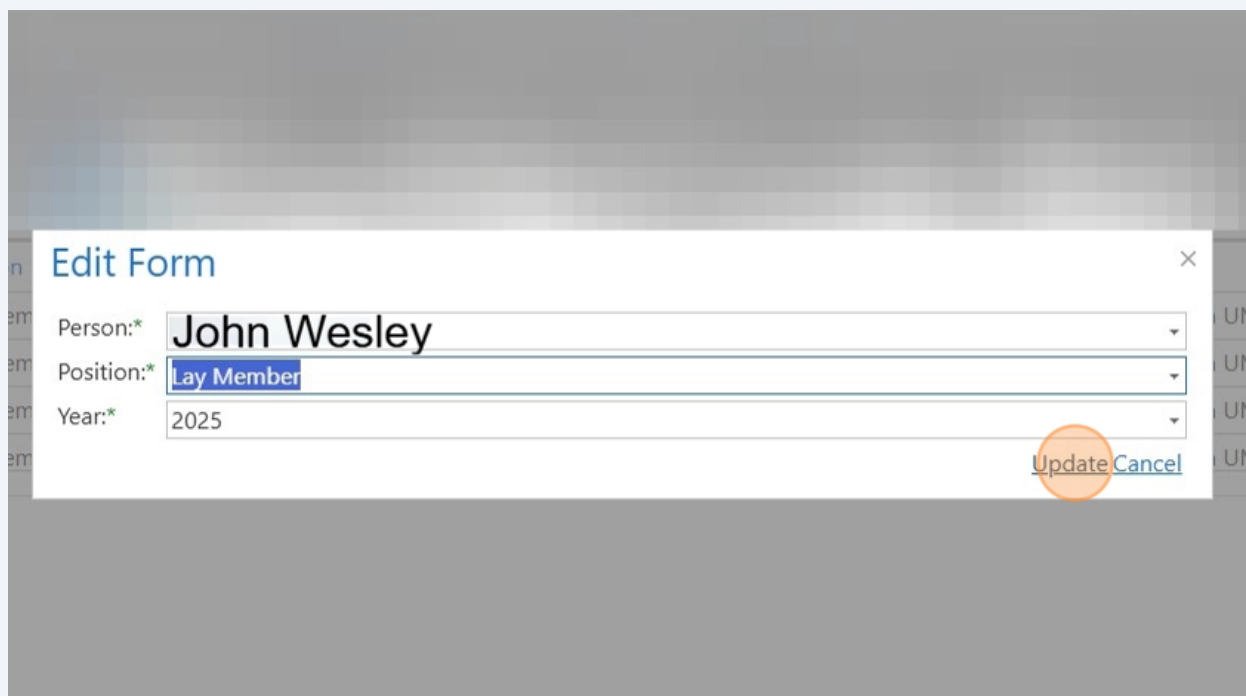
[Update](#) [Cancel](#)

8 Click "Lay Member"



The screenshot shows a web application window titled "Edit Form" with a close button (X) in the top right corner. The form contains three fields: "Person:*" with the value "John Wesley", "Position:*" with a dropdown menu open, and "Year:*" with the value "2025". The dropdown menu for "Position:*" lists several options: "Admin Board/Church Council Chair", "Children's Coordinator", "Finance Chair", "Financial Secretary", "Lay Leader", "Lay Member", and "Lay Member Reserve". The "Lay Member" option is highlighted with a blue background and an orange circle. The "Lay Member Reserve" option is also visible below it.

9 Click "Update"



The screenshot shows the same "Edit Form" dialog box as in the previous step. The "Position:*" dropdown menu is now closed, and the value "Lay Member" is displayed in the field. The "Year:*" field now shows "2025". At the bottom right of the dialog box, there are two buttons: "Update" and "Cancel". The "Update" button is highlighted with a blue background and an orange circle.