

Breakthrough Goals 2012

Instructions for entering weekly data in the online dashboard

Overview:

Each week after you gather the breakthrough data the designated person(s) from your church will log into the online dashboard via the conference website and enter the weekly data. Your 2012 Breakthrough Goals have already been uploaded from the cards you submitted and there are easy reports you can generate to track your congregation's progress towards those goals.

Who can enter data:

The pastor assigns the person(s) who will enter the weekly data. The only requirement for any person helping with data entry is that they have access to a computer, the internet and have a unique email address **not shared by anyone else**. Because each login has specific security permission assigned to it, *please do not share your confidential login and password with any other persons*.

Steps to log in and enter data:

1. The pastor notifies the district office secretary of the person(s) who will be entering weekly data so proper login information and security permissions can be assigned. The district office will set up a login for you and assign a temporary password. (If you already have a login account in the database from previous online event registration, the login and password will be the same as you previously created).
2. After receiving your login setup is confirmed, go to the West Ohio Conference website at www.westohioumc.org. Click on the link on the right "Church Data Login"
3. Login using the login and password you already have or assigned to you by the district office. You may change your login or password in your My Account profile at any time without notifying the district office. Your account is associated with the email address on file with your district office – if that email address changes please notify the district office.
4. After logging into the online dashboard, make sure that your church(es) are listed correctly.
5. Data is entered each week for the previous week – weeks go from Monday through Sunday. You may stop and start throughout the week and your data will be saved. *You can edit or enter data for the current week or any prior week in 2012 at any time during 2012.*
6. Questions? Help is on each screen plus an opportunity to submit suggestions to improve the dashboard. Additionally you may contact your district office or email westohio@wocumc.org.

When do we start?

You can log into the dashboard during December 2011 and practice entering data for 2011. On January 1, 2012, the calendar in the dashboard will switch to 2012 and you will only be able to enter 2012 data. Each week ends on a Sunday. The first week you will be officially entering data for in 2012 is the week of Monday, December 26, 2011 through Sunday, January 1, 2012.