

PLEASE NOTE: THIS LETTER WAS EMAILED IN DECEMBER BY EACH DISTRICT SUPERINTENDENT, PERSONALIZED TO EACH APPOINTED AND ASSIGNED CLERGY IN THEIR DISTRICT. THERE MIGHT HAVE BEEN SOME SLIGHT VARIATIONS IN LOGIN INSTRUCTIONS BASED ON WHETHER YOU HAD LOGGED INTO THE DATABASE PREVIOUSLY AND HAD A LOGIN ACCOUNT.

December, 2011

Dear Clergy:

We are ready to launch the new online Dashboard tool for the 2012 Breakthrough Goals you've so faithfully and prayerfully shared with us via your congregation's Breakthrough Goal card. A few days ago you received Bishop Ough's introductory letter about the launching of the Dashboard tool. As a member of the Extended Cabinet, I share the excitement of my fellow District Superintendents and conference leaders in seeing this new resource for our West Ohio congregations become a reality.

Please review this letter thoroughly along with the attached documents. This resource has been designed to be a valuable and easy-to-use tool for you as you lead your congregation in making disciples for Jesus Christ for the transformation of the world. Below are some instructions for entering your weekly progress toward your church's own unique 2012 goals and leading your congregation in taking advantage of this resource. Additionally there is an informational Breakthrough Goals webpage which can be accessed by going to the conference website at www.westohioumc.org and clicking on the "Breakthrough Goals Information" link on the right.

A brief word about the database – the *Connection* -- where you'll enter your weekly data:

The Dashboard tool for Breakthrough Goals resides in our conference database, the *Connection*. You may have accessed this database over the last year to register online for an event. The Connection is the database the district and conference staff use on a daily basis for such tasks as updating contact information. As the pastor, you have access to your personal record and to your church's record via your personal, confidential login. You may designate other persons in your church to also have access to specific parts of your church record (like the Breakthrough Goals area), but *because each login has specific security permission assigned to it, please do not share your confidential login and password with others.*

Brief overview of the data entry process:

Each week as you gather your data the designated person(s) from your church will log into the dashboard via the conference website and enter the weekly data. Attached is a PDF of the data entry screen so you know what data will need to be gathered and entered. The data from the current week and previous weeks can be entered and edited at any time. There are also reports you can easily generate to track your congregation's progress towards your 2012 Breakthrough Goals.

First step...Clergy login:

As clergy, you already have the ability to log into the dashboard and enter data or review reports for your own church(es). Below are directions for how to do that. Feel free to log in today and view the data entry area. Make sure the church you have permission to see is correct. *You can only view or edit Breakthrough data for the church you are appointed or assigned to.* If you have multiple churches all should appear. To log into the dashboard, go to the West Ohio Conference website at www.westohioumc.org

1. Click on the link on the right "Church Data Login"

2. Your Username is the same as you created previously (perhaps when you registered for an event). Passwords are restricted to your eyes only, so if you can't remember your password, click on the "Request New Password" link on the login page and an email with instructions to reset your password will be emailed to you. Some pastors who had never logged in were sent logins and passwords via this letter.
3. After you log in, you will have the opportunity to change your username and password to something you'd prefer.

Who will enter the weekly data:

You choose who you'd like to enter the weekly data in the dashboard for your church – you, another staff person, volunteer. Attached is a one-page instruction sheet that you can print and provide to anyone who will enter the data for your church. If you decide another staff member or volunteer will be entering the data, contact your district office and let the district secretary know who that person is so the proper permissions for data entry can be attached to their login account. You may designate several people if you wish. *The only requirement for any person helping with data entry is that they have access to a computer and have a unique email address not shared by anyone else.*

When do we start?

The goal cards you completed at your charge conference and returned to the district office were Breakthrough Goals for 2012. Those goals have been uploaded into your church's record in the database for access by the dashboard. The dashboard for weekly data entry is now live so that you can log into it now and practice entering data before 2012. 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 begins on a Monday and ends on the following 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.

Thank you for setting Breakthrough Goals for your church and for your willingness to use this resource to track your progress. If you have any concerns after reviewing these instructions and looking at the dashboard, please feel free to contact me. If you need help with logging in or have any questions about entering the data, please contact your district office, or email westohio@wocumc.org with your question. We're happy to help.

Blessings for your leadership,

West Ohio Conference District Superintendents