TWCHub

Ministerial Community User Guide
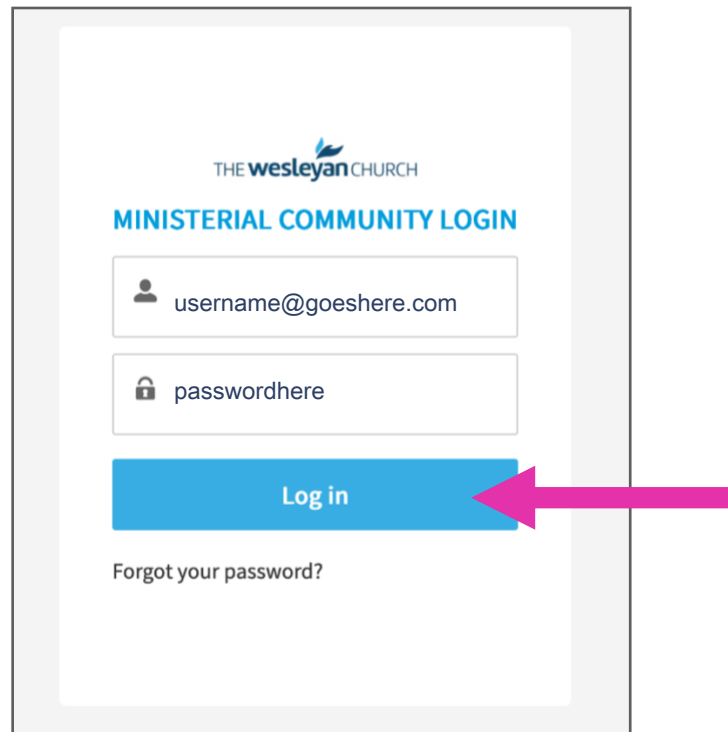
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NOTES

Video walk-through guides of information contained in this document are available at
www.wesleyan.org/twchub-help.

1. Logging in After First-Time Setup

1. To log in again after completing the first-time setup, visit www.wesleyan.org/twchub.

2. Enter your username (*the email address associated with your Wesleyan Church profile.)*

3. Click "Log in."
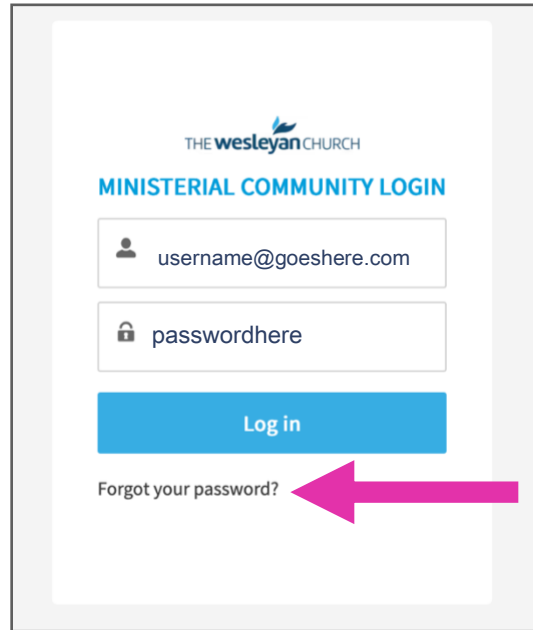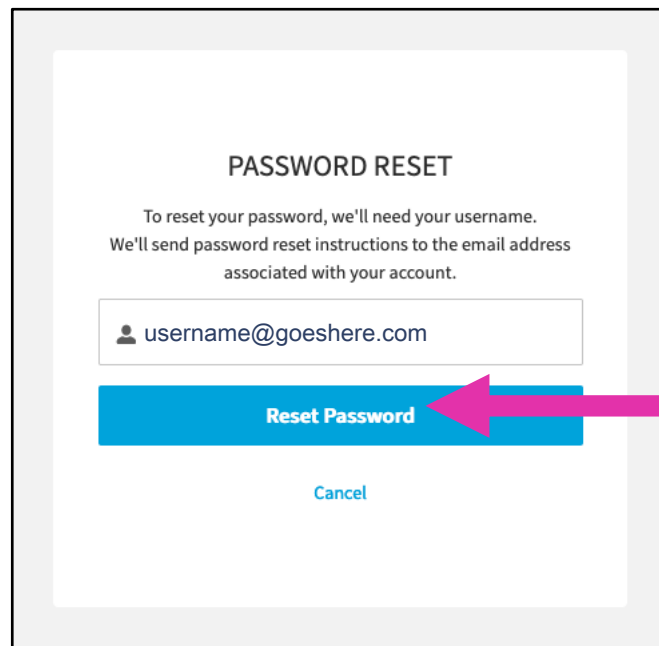
2. Reset Your Password

1. Click on "Forgot your password?"
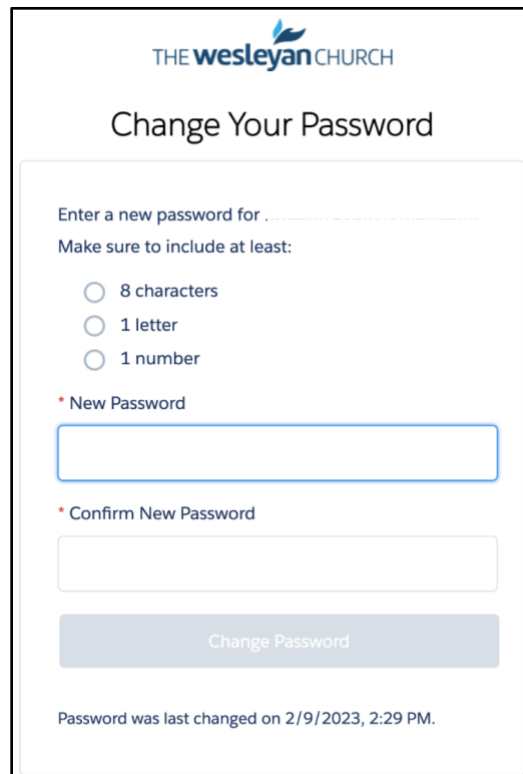2. You will be redirected to a "Password Reset" page. Enter your username. Then click "Reset Password".

3. Check the email associated with your account

4. Click on the link provided (*Please note, this link is only valid for 48 hours*)

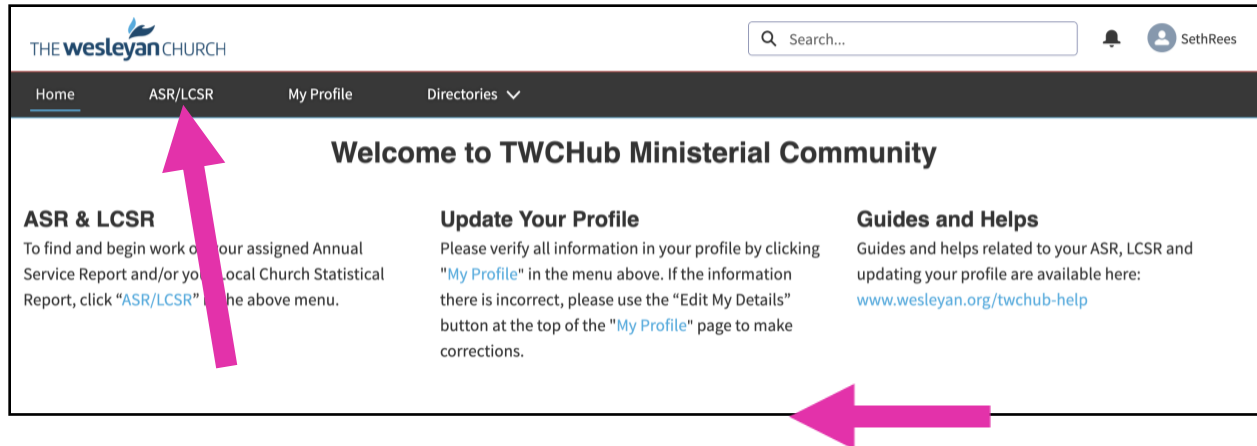5. Click the "Reset Password" button

6. Enter a new password (*must include 8 characters, 1 letter, and one number*)
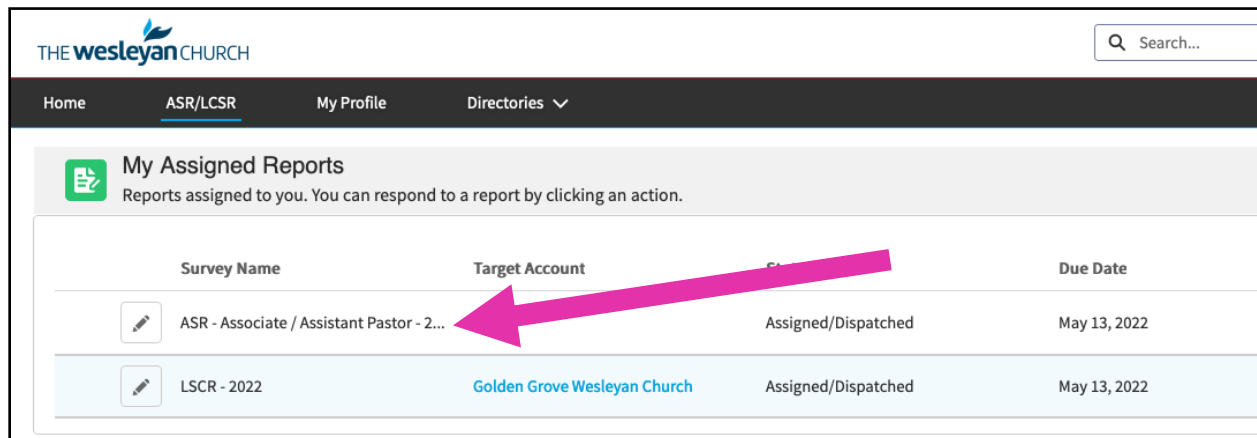

7. Upon password reset you will be brought into the Ministerial Community.

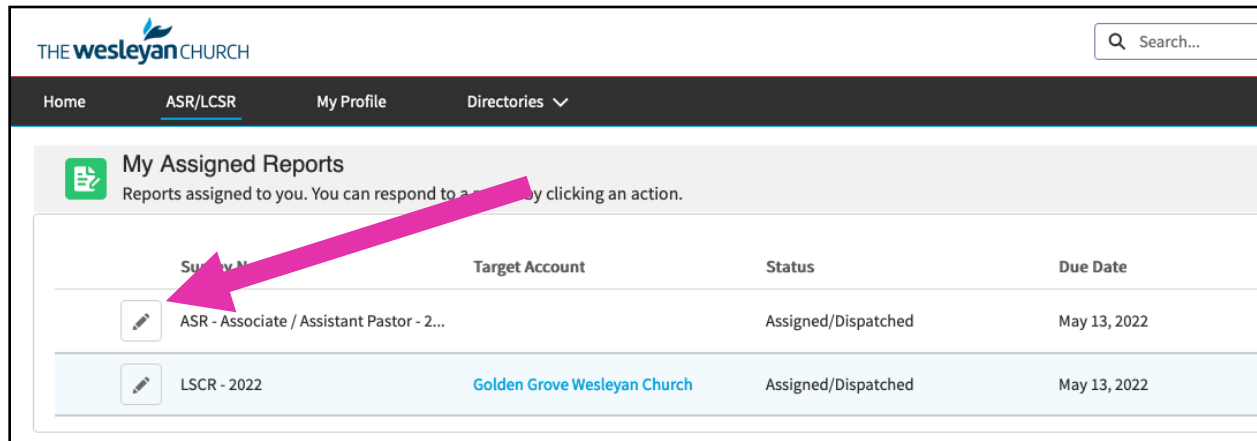# 3. Completing Your Annual Service Report (ASR)

1. If you are assigned an ASR, you will find it in the ASR/LCSR tab. To navigate to your Annual Service Report (ASR), click the ASR/LCSR tab.
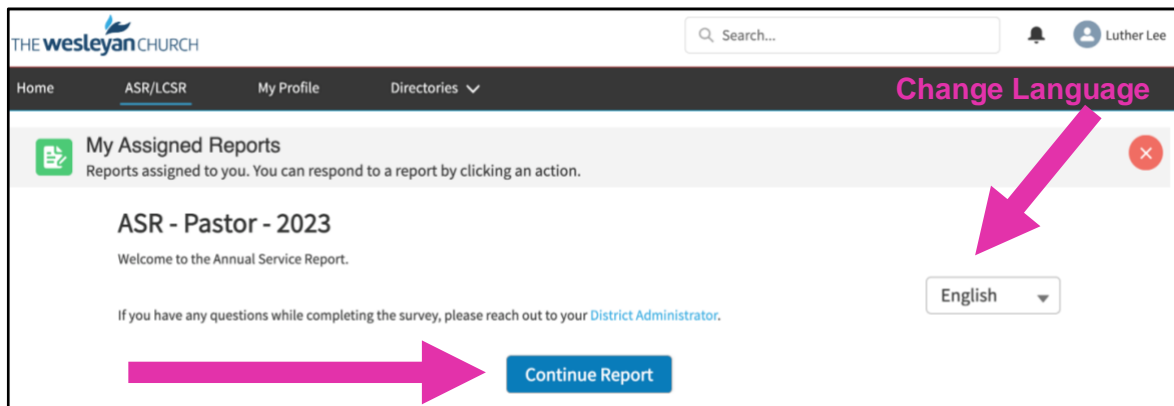

2. Your assigned ASR will be listed.

3. To begin work on your ASR, click the pencil icon to the left of the report.

4. You will see a page welcoming you to your ASR. Click "Continue Report" to continue working through your ASR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.

5. You may save your ASR at any time and return to work on it later using the "Save" button at the bottom of each page of the ASR. In addition, moving to the next page of the ASR using the "Next" button will save your progress.

6. On the final page, you will be asked to sign your report. You can sign using your mouse or click the pencil icon and type your name.

7. Before submitting your ASR, you can preview your entire report by clicking "Preview Responses."

8. Click "Submit" to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

9. A successful submission will be given a "Thank You" message. Clicking the "Thank You" button will return you to the TWCHub Ministerial Community home page.
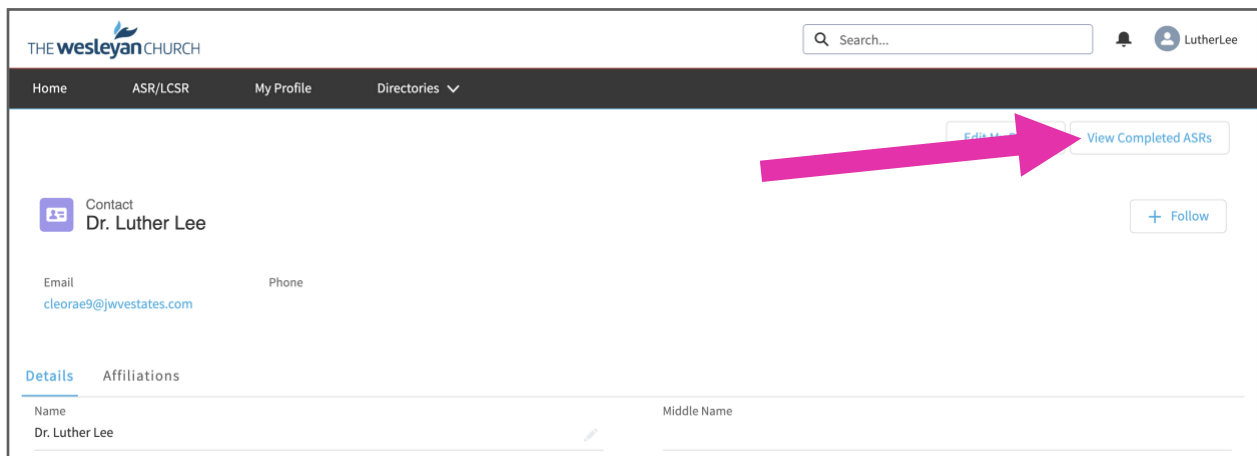
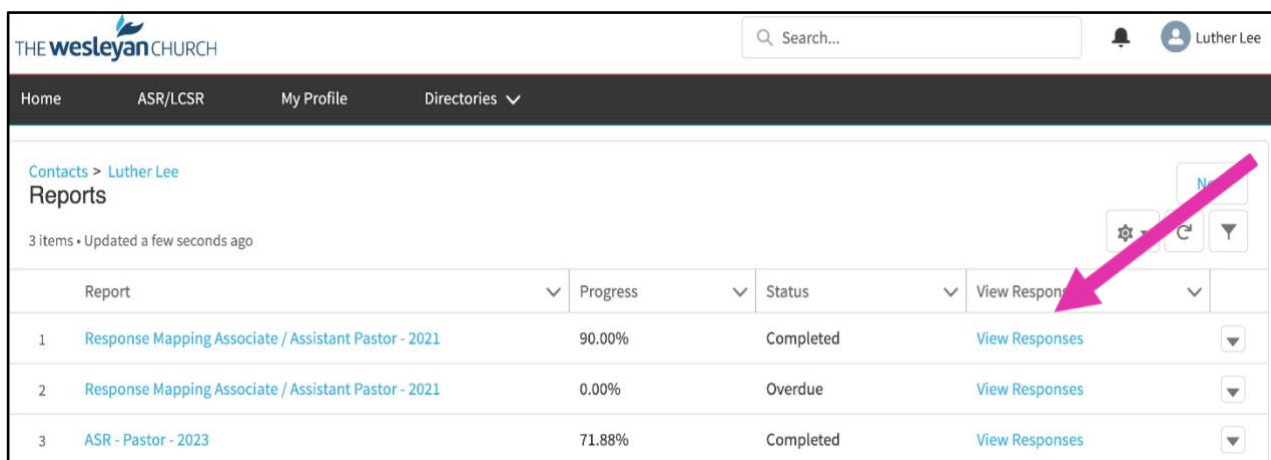# 3.1 Printing Your Annual Service Report (ASR)

1. From any page on TWCHub, click the "My Profile" tab.
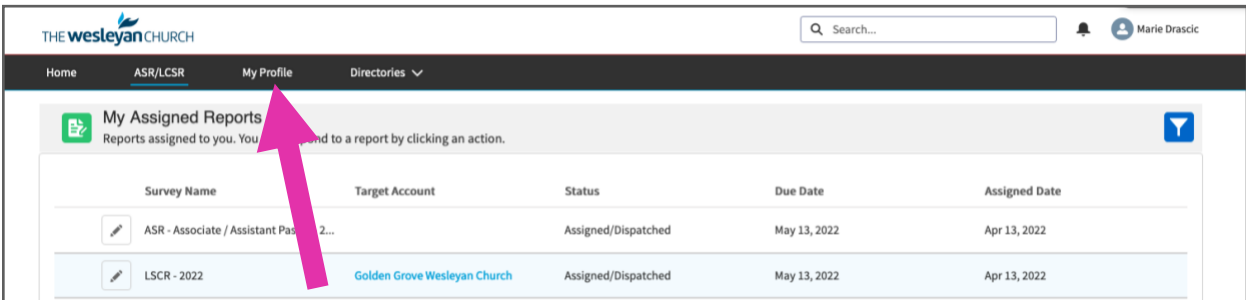
2. Click the "View Completed ASRs" button on the right-hand side of the page.

3. Click "View Responses" to the right of the ASR you wish to print.

4. Data from your ASR can now be printed using the "Print" button in the upper right corner.
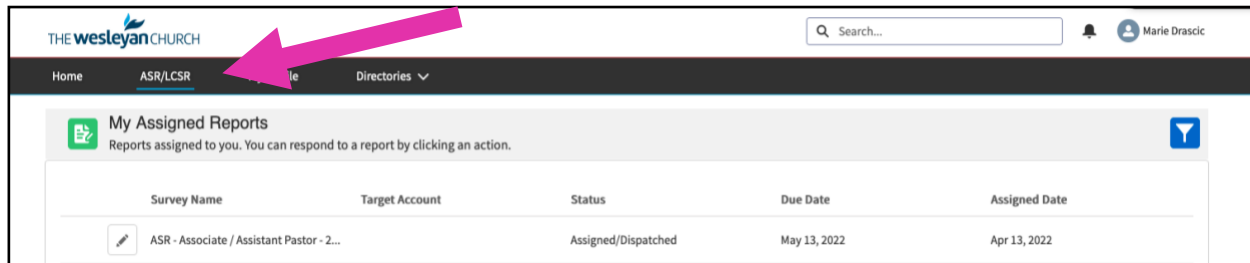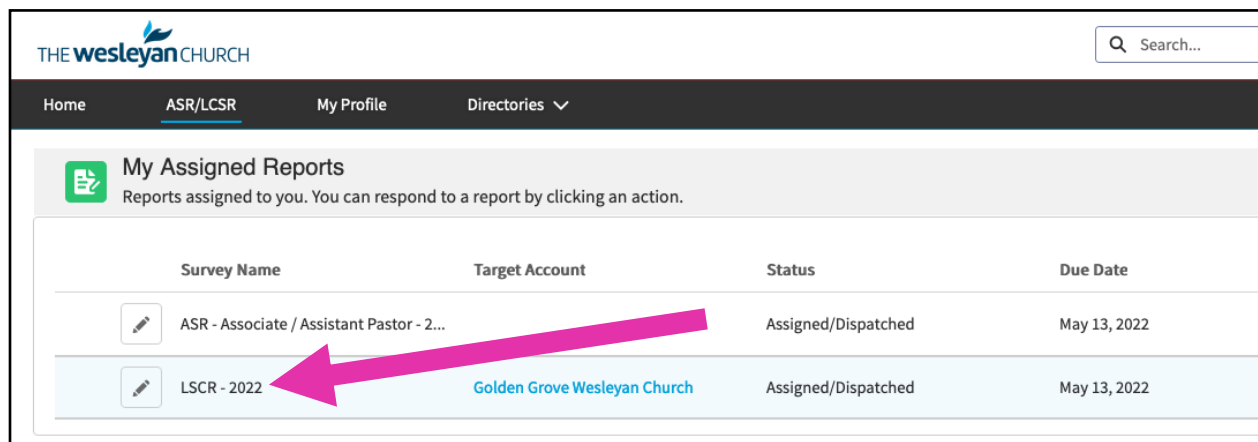
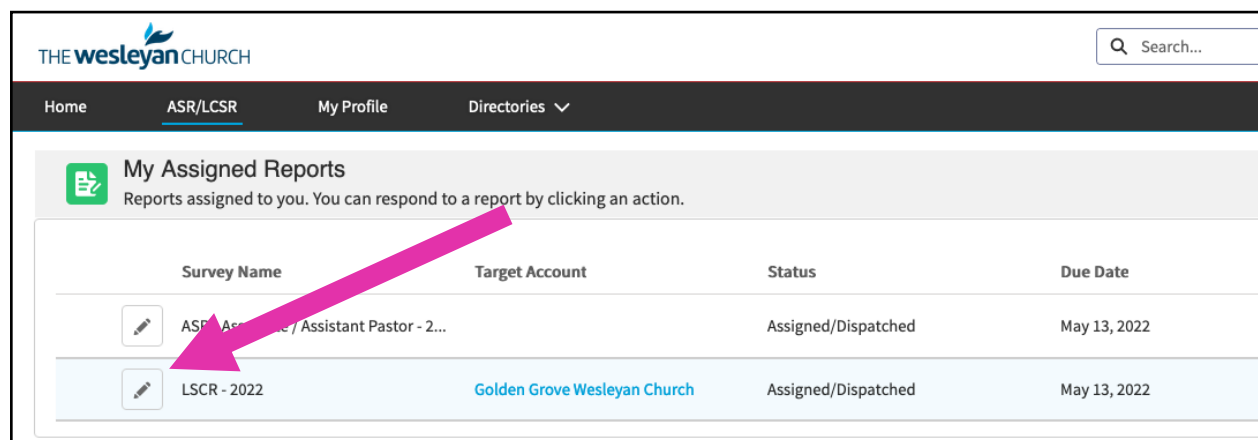# 4. Completing Your Local Church Statistical Report (LCSR)

1. If you are assigned an LCSR, you will find it in the ASR/LCSR tab.
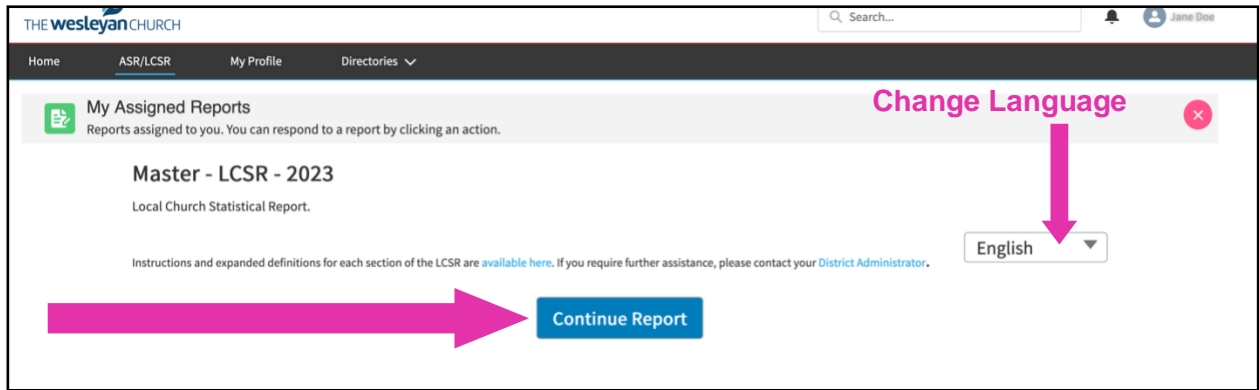

2. Your assigned LCSR will be listed.

3. To begin work on your LCSR, click the pencil icon to the left of the report.

4. You will see a page welcoming you to your LCSR. Click "Continue Report" to continue working through your LCSR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.

5. You may save your LCSR at any time and return to work on it later using the "Save" button at the top and bottom of each page of the LCSR. In addition, moving to the next page of the LCSR using the "Next" button will save your progress.
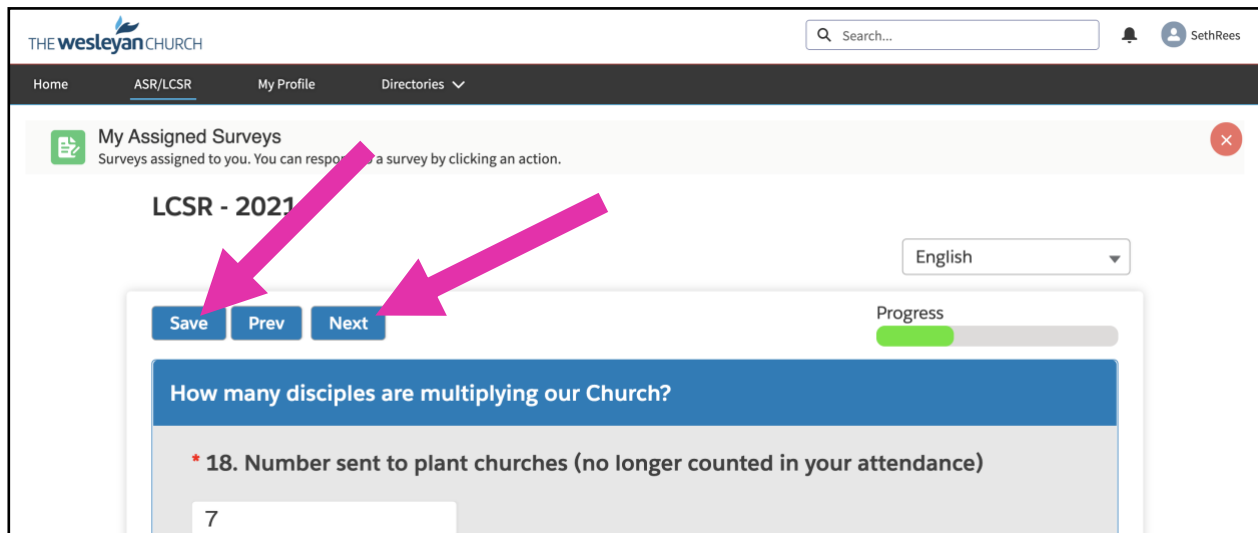
6. On the final page, click "Submit" to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

7. A successful submission will be given a "Thank You" message. Clicking the "Thank You" button will return you to the TWCHub Ministerial Community home page.

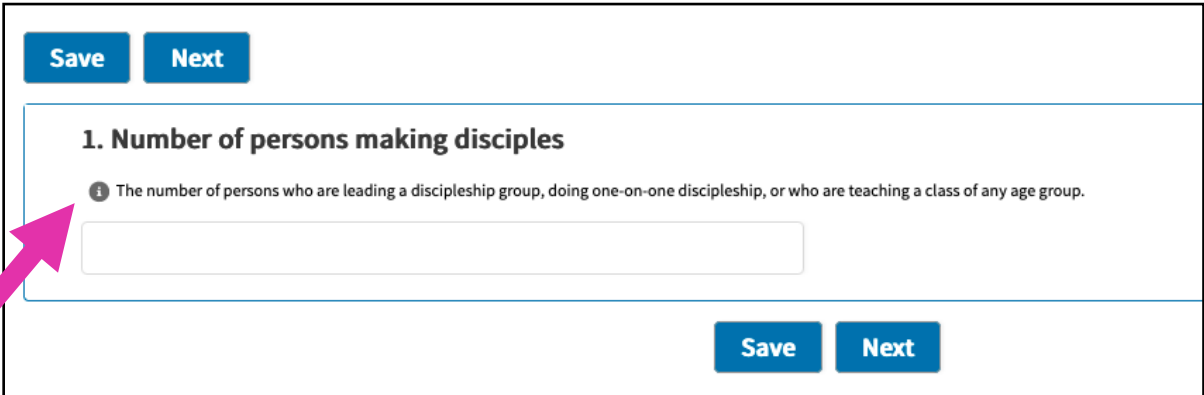# 4.1 Expanded Local Church Statistical Report (LCSR) Instructions

1. Expanded definitions and instructions for the LCSR are available in the space above the report. To access the definitions and instructions, open your LCSR using steps 1-3 of <u>Completing Your Local Church Statistical Report (LCSR)</u>.

2. Expanded instructions can be found by clicking the "available here" link.
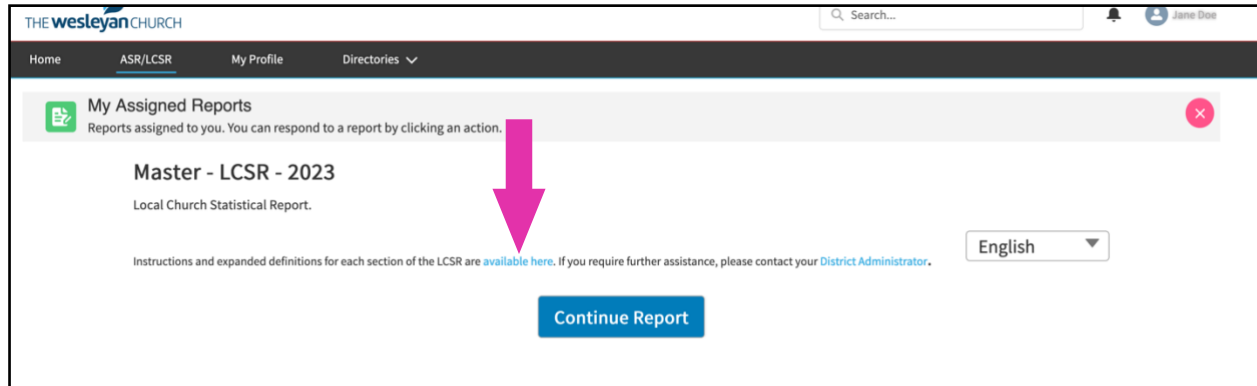
3. If helpful, print these instructions using your browser's "Print" feature (Windows: Control+P, Mac: Command+P).
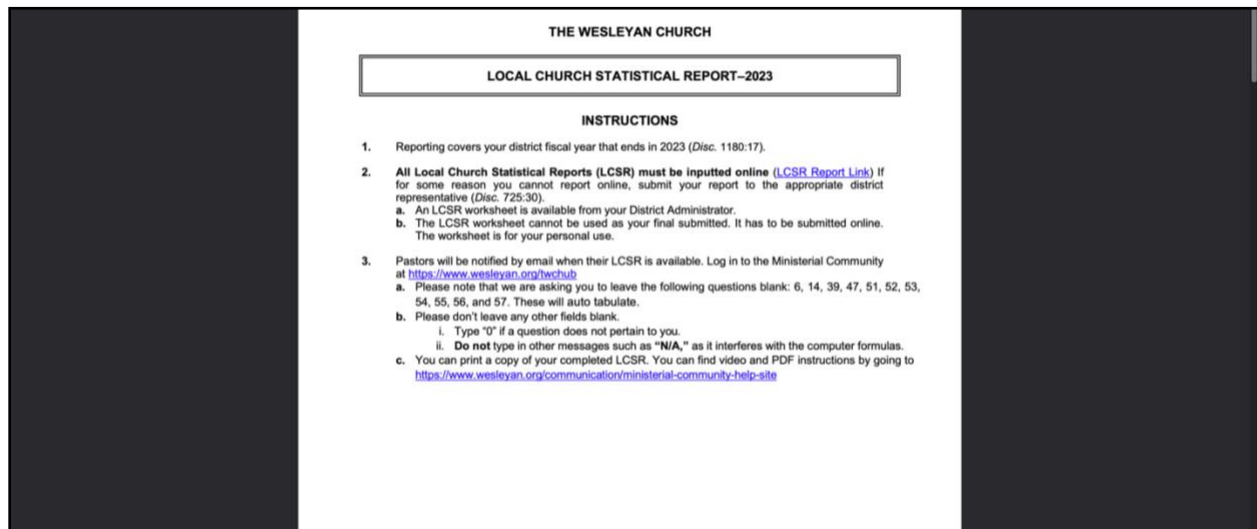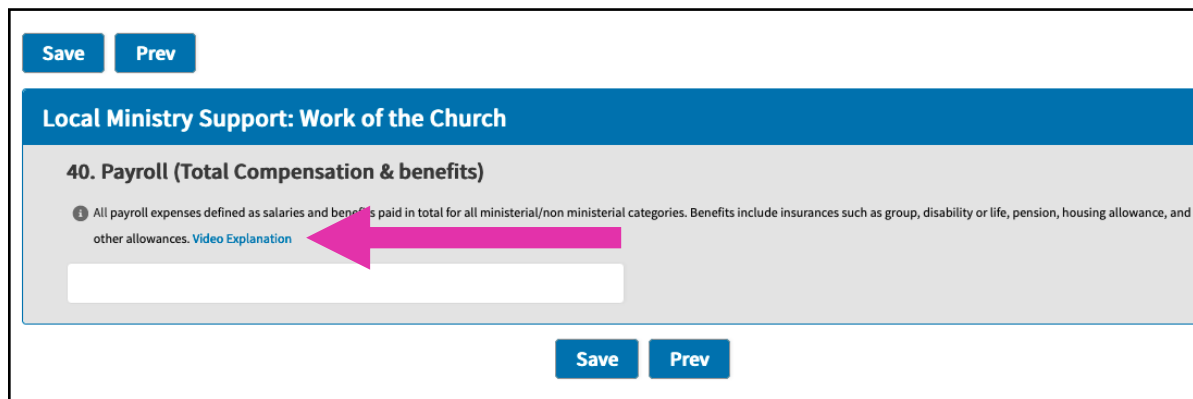
4. As you work through your LCSR, you'll notice helpful tooltips below some of the questions. These are indicated by a small "I" symbol, followed by a short explanation or definition that provides additional context to the question you are on.


5. Some questions will also include a video. Questions with videos will be linked in the tooltip area and will be blue. To view the video, click on the blue phrase "Video explanation". This will open the video explanation in a new tab.

4.2 Printing Local Church Statistical Reports (LCSRs)

1. To print your LCSR, navigate to your church record by searching for your church in the universal search at the top of TWCHub.
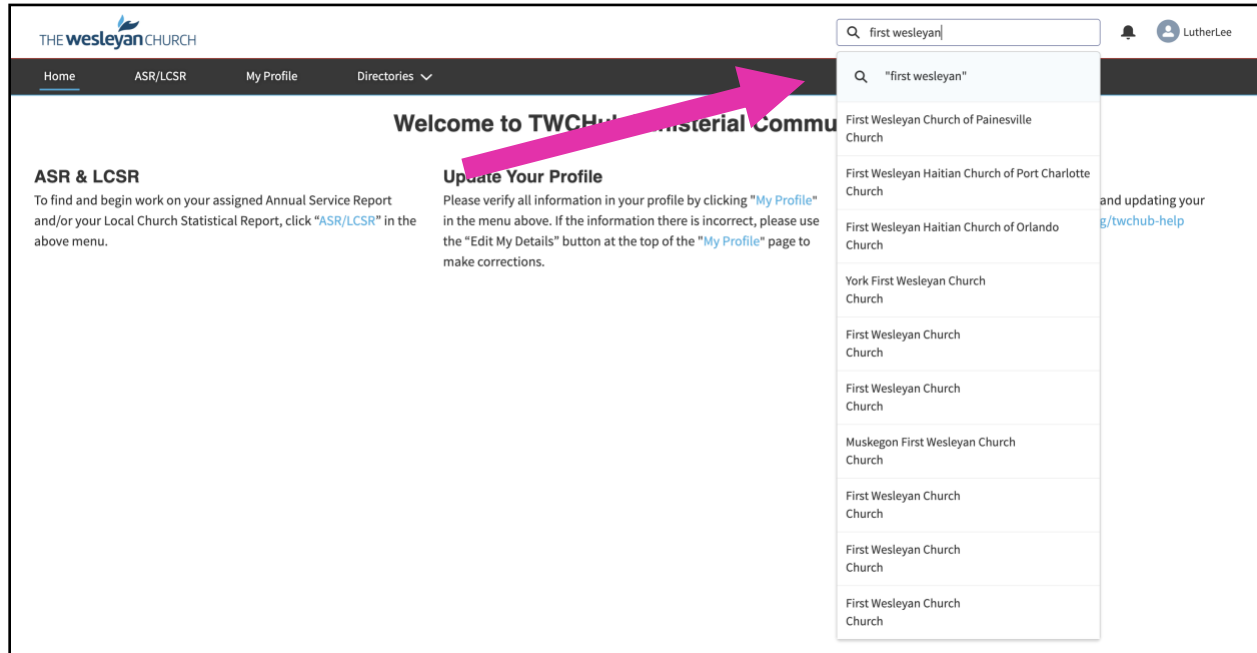
2. A handful of results will appear. If you do not see your church listed, click the search icon or press the Return or Enter key on your keyboard. Further search filtering options will be provided.
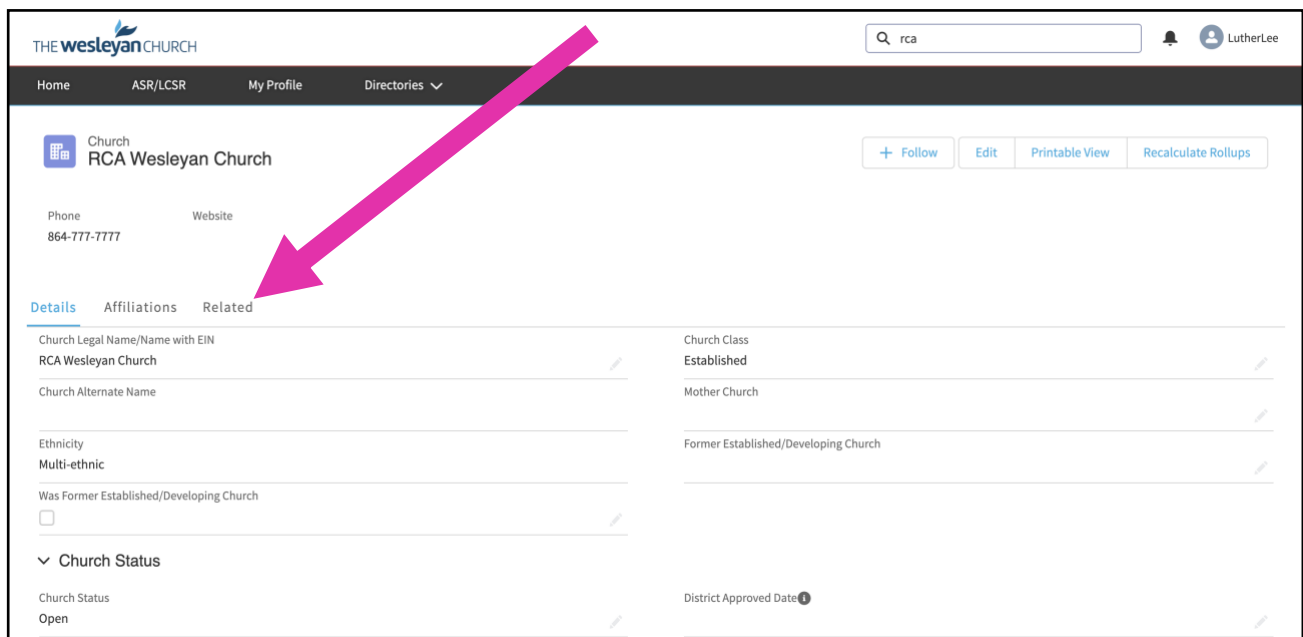
3. When you have found your church's record, click, "Related."

4. Scroll down until you see "Reports" to view and print the data, click "View Responses" in the line correlated to the year you'd like to have printed.

5. Data from your LCSR can now be printed using the "Print" button in the upper right corner.

5. Verify & Update Your Profile Information

1. From any page on TWCHub, click the "My Profile" tab.
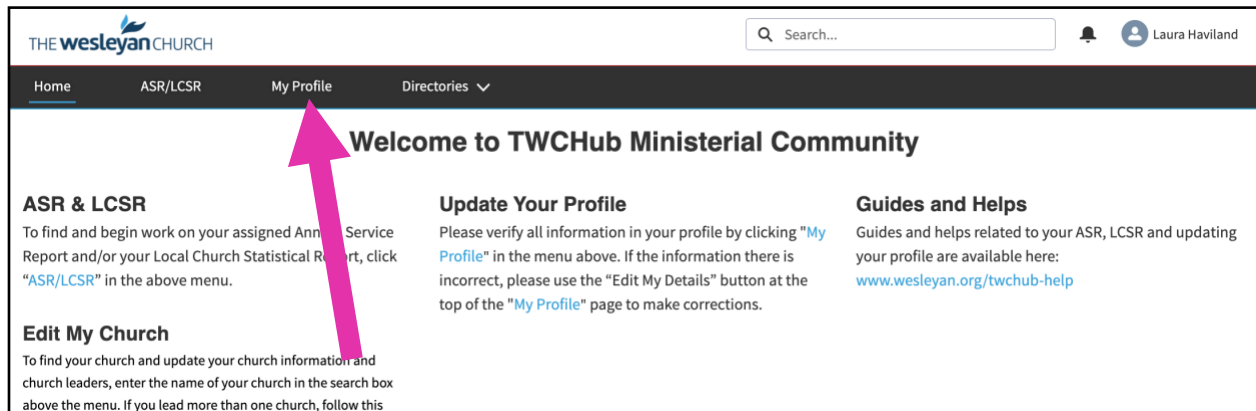
2. On the "My Profile" page you can view and verify your personal profile with The Wesleyan Church. If there are changes required, click the "Edit Profile" button on the right-hand side of the page.
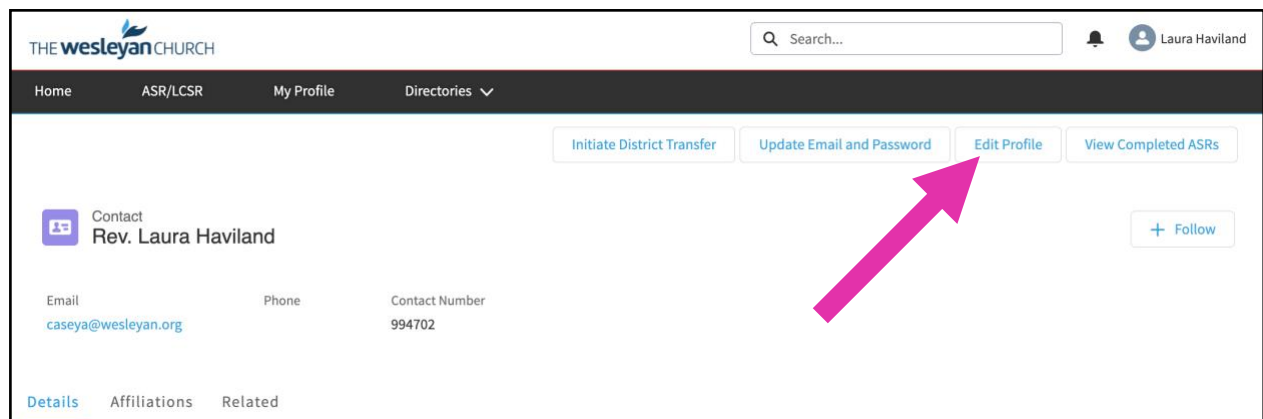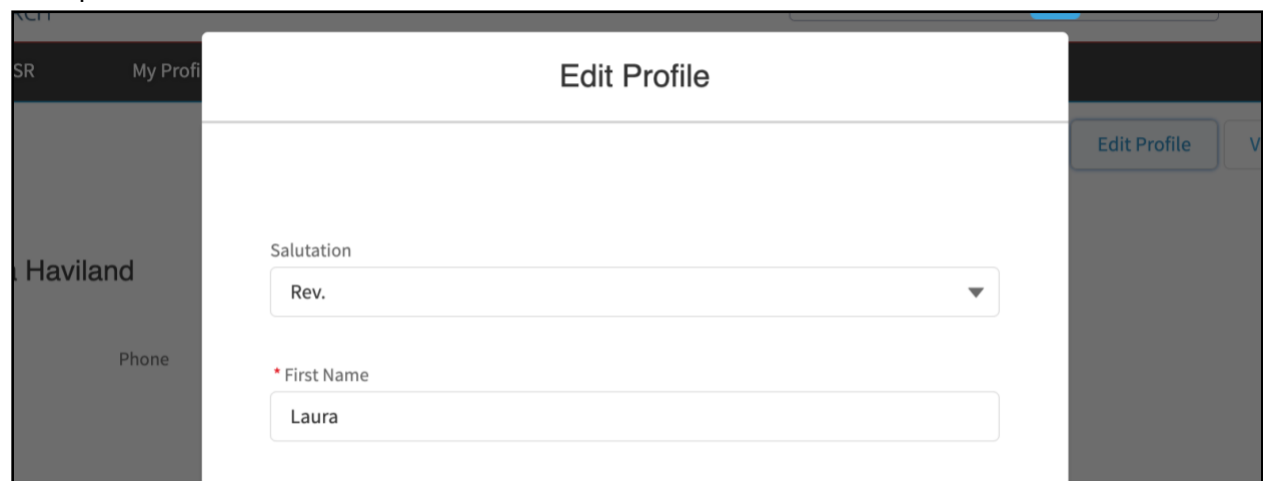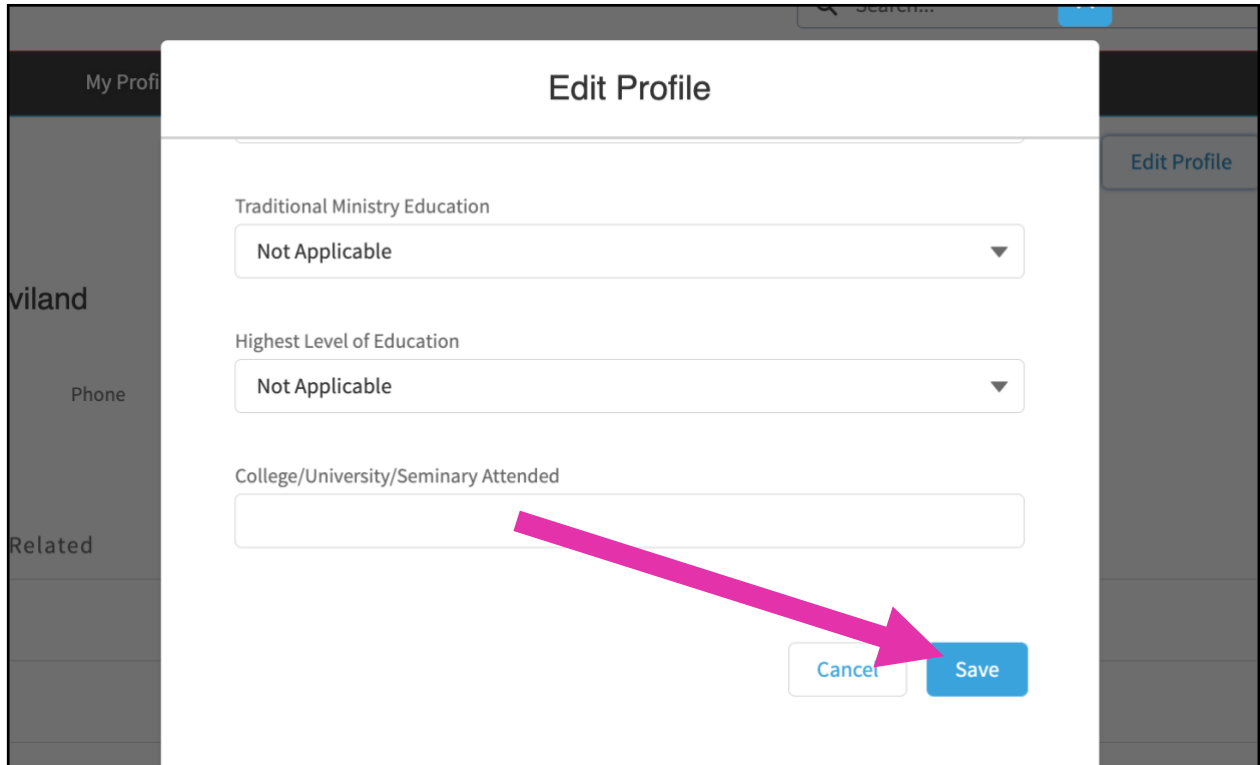

3. A pop-up window labeled "Edit Profile" will appear. Update your information in the provided fields. Required fields are marked with an asterisk.

4. To save your updated information, scroll to the bottom of the Edit Profile page and click the "Save" button.


5. A green message will appear at the top of the page letting you know that your information has been saved. Your updated information will take a moment to appear on your profile page. Please wait a few moments, then refresh the page (Windows: Control+R, Mac: Command+R) to see your updated information.
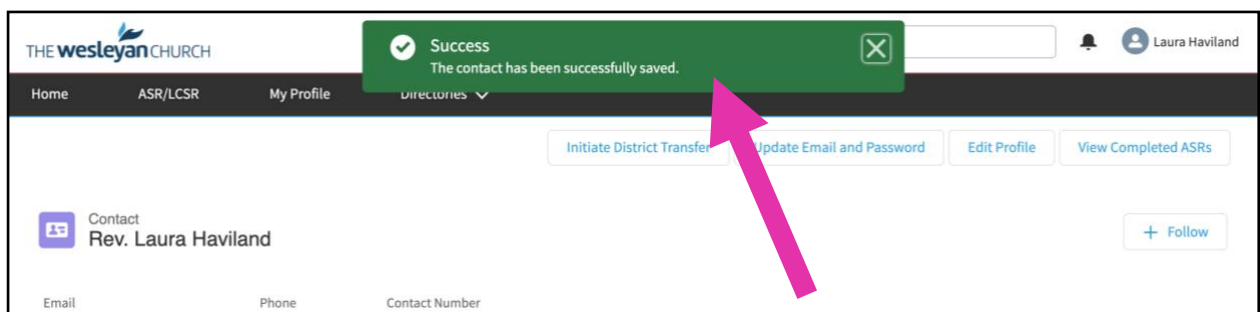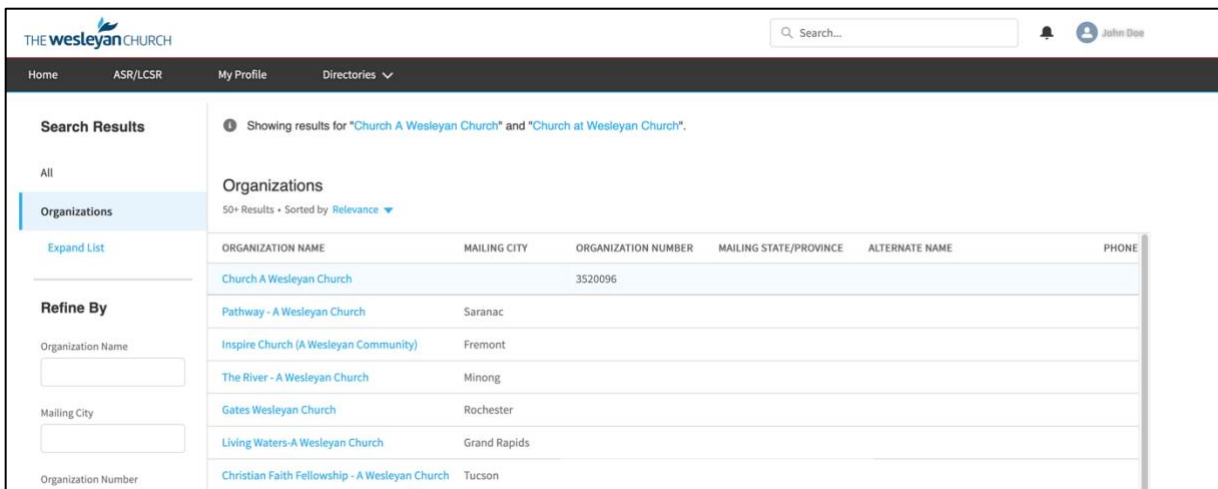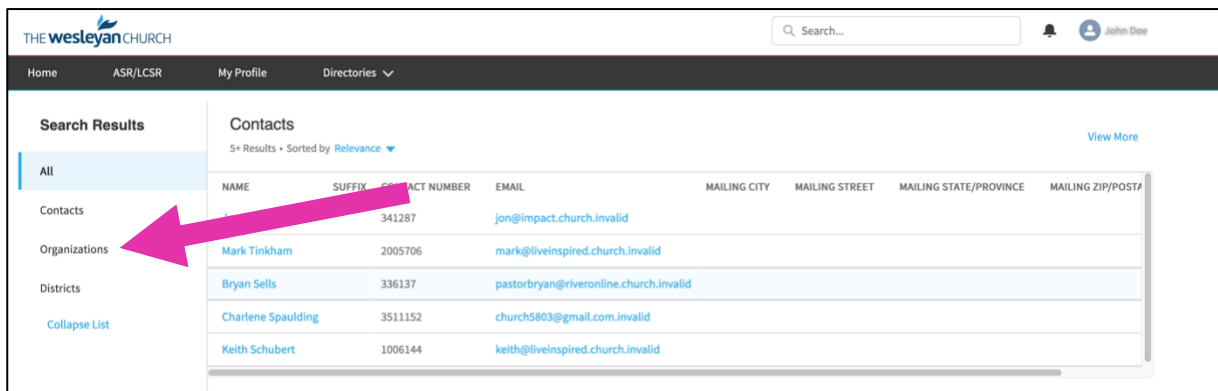
6. Adding Church Leaders

1. Enter your church's name in the search bar at the top right-hand corner of the Ministerial Community. As you type, your church should appear in the drop-down menu. If you do not see your church name in the drop down, click enter for a more expansive list.
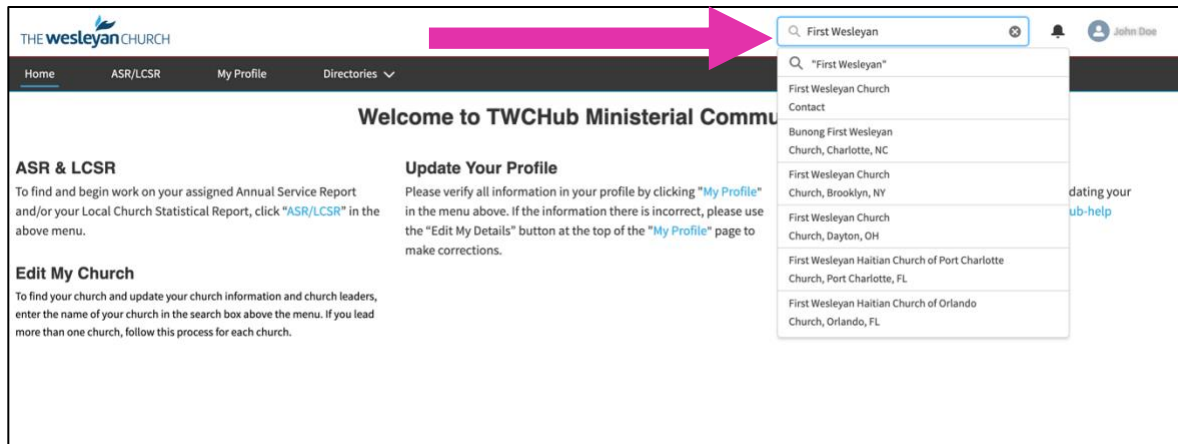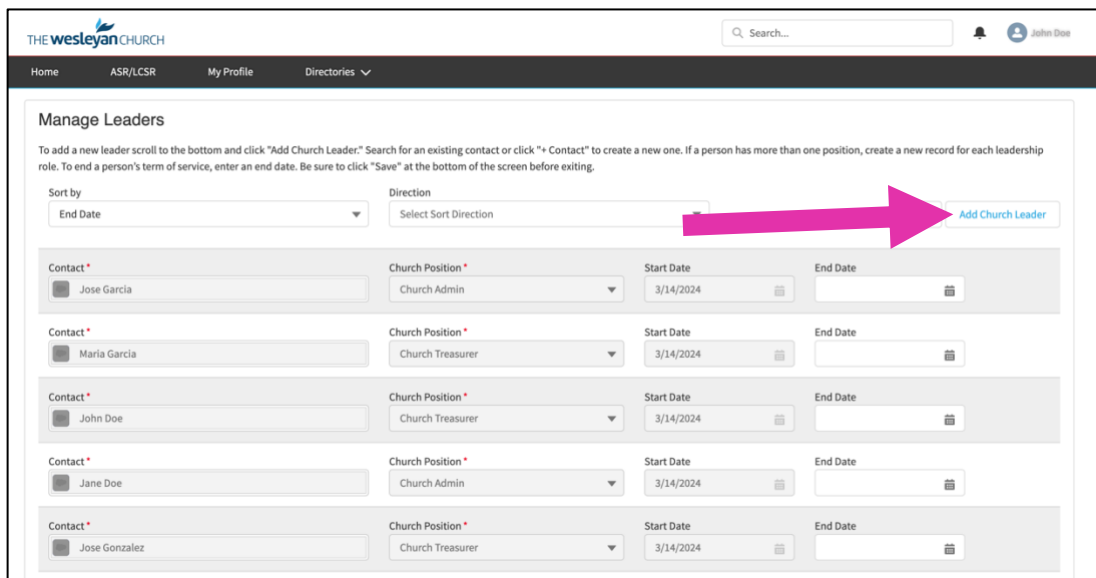

To see the full list of churches, click the "Organizations" tab on the left hand side.

2. Click on your church name to open the church profile. Once open, click "Manage Leaders" in the top right-hand corner.

3. Click "Add Church Leader" on the Manage Leaders screen. A new contact row will be added to the list.

4. Input the contact name, church position, and start date for your church leader. If you do not see the person you wish to add as a church leader, you may create a new contact. That is covered in the "Create a New Contact" section.
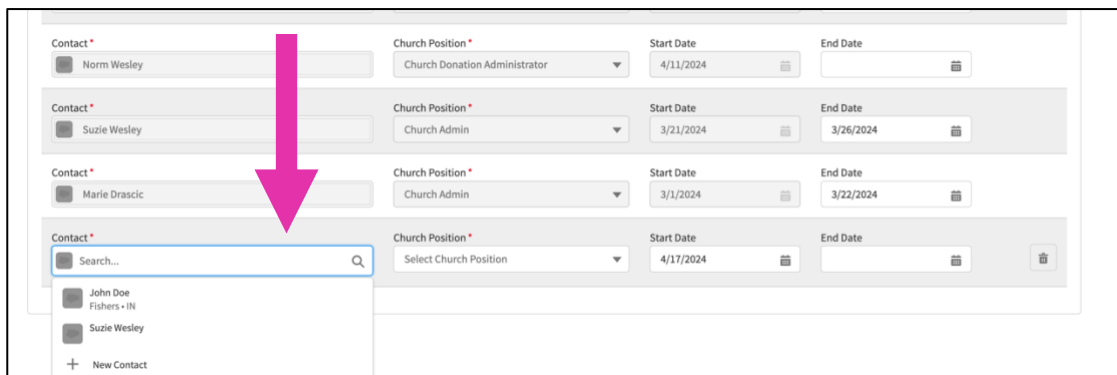
5. Repeat the previous steps to add all your church leaders.

6. Once all leaders have been added, click "Save". You can view all your church leaders on the "Leaders" tab in your church profile. ***It's important to know, you may only end church leadership positions; you cannot delete church leadership positions once they have been saved.**

6.1. Creating a New Contact

1. In the "Manage Leaders" tab, after clicking "Add Church Leader", locate the search bar under "Contact". Then click "+ New Contact"

2. Fill in all of the contact information.

3. After filling out the contact information, click "Save"

6.2. Ending an Appointment

1. To end a church leaders' appointment, click the "Manage Leaders" button on your church profile.

2. Find the leaders name in the list of contacts. Add in the end date, then click "Save"