To Login:

1. Visit <u>https://arenaweb.bwcumc.org/</u>

			Calendar Chur	ch/Clergy Loc	ator Church	Payments Portal	Local Church Classifieds	Contact	Us
¢ .	Baltimore-Washington Conference	ABOUT	MINISTRIES	NEWS	EVENTS	ADMINISTRATIO	on resources f	y	You Tube
	WELCOME TO ARENA!! Arena is the database and event registration system of the To access Arena, click the Log In button below	ie Ballimo	pre-Washington	Conference.			Arena Home My Committees My Events My Account My Church Locator		
	You are logged in as: Calvary UMC. Click here to log out.								
			ABOUT M	INISTRIES	NEWS	5 EVENTS	5 ADMINISTRATIO	N I	RESOURCES
	Baltimore-Washington Conference	e of The I	United Methodis	Church 1	11711 East I	Market Place, F	Fulton, MD 20759 410-3	09-3400	800-492-2525

- 2. Click on the "You are not logged in. Click here to login." button
- 3. Enter the User Name and Password for your church's Arena account, then click "Login"
 - a. If you have forgotten your church's Arena User Name or Password, use the buttons to the right of the login area to retrieve / reset either one

Le sta	
Login	
Please enter your Arena User Name and Password below to login	
All BWC clergy/pastors (past and present) have Arena accounts. If you are a lay person who has registered for a BWC eve Church leader, you probably have an Arena account!!	nt/workshop or serve(d) as a Conference, District or Local
 Forgot Your Arena User Name? Click the "Forgot User Name" button (lower right) Follow instructions to have your User Name emailed to you 	
Forgot Your Arena Password? Note: User Name and Email are required to reset your password Click the "Forgot Password" button (lower right) Follow the instructions to receive a new password via email.	
If you are unable to retrieve your User Name or reset your Password, please contact your District Administr. Register for an Account (below). For contact information, review the event description page or click HERE for a direc Duplicate user accounts create lots of problems for both you and the BWC, so please do NOT Register for a 1	tory of BWC staff members.
to retrieve your information.	
Username	Forgot User Name
Password	Forgot Password
Login	
Register for an Account	
If you do not currently have a login account and would like to set one up, click the "Register" button below.	
If you do not currently have a login account and would like to set one up, click the "Register" button below. Note: If you already have an account that you are using for another area of our website, you do not need to create a new ac	ccount. Use your current account to login.

4. If you need help, contact your District Administrator.

5. Once you have logged into Arena, you will see the landing page shown below. Using the Navigation menus on the right, click on "**My Committees**". You will see your church's name at the bottom of the page.

	Arena Home
WELCOME TO ARENA!!	My Committees
Arena is the database and event registration system of the Baltimore-Washington Conference.	My Events
To access Arena, click the Log In button below	My Account
You are logged in as: Calvary UMC. Click here to log out.	

6. There are 32 groups/committees in the church's Committee Leader Toolbox.

Adult Ministries (Calvary, Annapolis)	 Lay Staff (Calvary, Annapolis)
Campus Ministry (Calvary, Annapolis)	Membership Ministry (Calvary, Annapolis)
Children's Ministries (Calvary, Annapolis)	Memorials Ministry (Calvary, Annapolis)
Church Council (Calvary, Annapolis)	Missions Ministry (Calvary, Annapolis)
Church School / Small Group (Calvary, Annapolis)	Music Ministry (Calvary, Annapolis)
Clergy / Pastors (Calvary, Annapolis)	Native American (Calvary, Annapolis)
Communications Ministry (Calvary, Annapolis)	Scouting (Calvary, Annapolis)
Congregant / Member (Calvary, Annapolis)	SPRC / PPRC (Calvary, Annapolis)
Council on Ministries (Calvary, Annapolis)	Stewardship Ministry (Calvary, Annapolis)
Education (Calvary, Annapolis)	Trustees (Calvary, Annapolis)
Endowment Ministry (Calvary, Annapolis)	 United Methodist Men (Calvary, Annapolis)
Evangelism Ministry (Calvary, Annapolis)	 United Methodist Women (Calvary, Annapolis)
Family Ministries (Calvary, Annapolis)	Worship Ministry (Calvary, Annapolis)
Finance Ministry (Calvary, Annapolis)	Youth Ministries (Calvary, Annapolis)
Lay Leaders (Calvary, Annapolis)	
Lay Leadership Dvlpmt (Calvary, Annapolis)	
Lay Members to AC (Calvary, Annapolis)	
Lay Servant Ministries (Calvary, Annapolis)	

Using the Committee Leader Toolbox:

- 1. Click on the church group/committee to view the membership for that committee
- 2. Click on the Committee Member to view/edit their record.
- **3.** IMPORTANT: At the top, right side of the member list for each committee, there is a checkbox next to the words "Active Only". This filters the members displayed.
 - a. If you need to view past or future committee membership, UNcheck the box.
 - b. To view only CURRENT membership, CHECK the box.

Committee Toolbox					
Scouting					
Back to Committee Leader Toolb	box				
Member List Toolbox Comm	nunication Take Attendance	Attendance Summary	Document List		
				 Active Only 	
Calvary UMC				LEADER	
Jake Doe				Cmte Chair/Pres	
John Wesley				Cmte Member	
	Jake Doe			Cm	ite Chair/Pres
New Member	Email: johndoe@example.com Home: (410) 555-1212 Cell: (410) 555-9999				
	Address:				
	123 Any Street Annappolis, DD 21401 Joined Group: 1/1/2016				
	Group Role: Cmte Chair/Pres				
	Group Status: Active				

Adding IV	Iembers to a Committee	Add Member			
1. Click	the "Member List" button	First Name	First Name		
2. Click	the "New Member" button	Last Name	Last Name		
а	. A window will open where you will enter in all the	Email	Email Address		
	individual's information (see picture).				
3. You a	re required to enter the individual's First and Last name and	Home Phone	Home Phone		
their	email address. Do not use prefixes (Rev./Pastor/Mr./Mrs., etc.) in name fields.	Cell Phone	Cell Phone		
а	. If possible, enter the home address for any committee	Address	Street Address	6	
	leaders as some church committee leaders receive		City	Sta	Zip Co
	complementary copies of the UMConnection, the	Date Joined	Join Date		
	newspaper of the Baltimore-Washington Conference.	Date Inactive	Inactive Date		
. Dates	s Joined (Term Start Date)	but muchie			
а	. Make sure you enter the start date.		Add Member		
b	. The start date can be in the future, just keep in mind the committee m	ember will be fla	agged as		
	"Inactive" until that date arrives.				

- c. If you forget to enter a start date, today's date will be automatically entered.
- d. Enter Date Inactive (end date) ONLY for those persons who are coming OFF the committee. Do not enter end dates for active members.
- 5. Click the "Add member" button (at the bottom) to save the information.
 - a. Arena will automatically search the existing users in our database and try to find a match. If a match is found, the committee member's phone number(s) and address will be visible when you click on the member's name IF that information is already in our system.

6. IMPORTANT: Select the member's committee role.

- 7. After the member's information has been saved/matched, click on the member's listing to select their role in the committee.
 - a. If no role is chosen, Arena will enter "Committee Member" by default.
 - i. There are many roles available, but 90% of the time you will be using one of the following:
 - 1. Cmte Chair/Pres
 - 2. Pastor
 - 3. Cmte Vice Chair/VP
 - 4. Cmte Secretary
 - 5. Cmte Member
- 8. Click "Save" button to save changes
- 9. IMPORTANT: All committee members and chairs need to be listed in the "Committee Leader Toolbox".

Edit: Jake Doe		×
Nick Name	Jake	
Last Name	Doe	
Email	johndoe@example.com	
Home Phone	(410) 555-1212	
Cell Phone	(410) 555-9999	
Address	123 Any Street	
	Annappolis DD 21401	
Role	Cmte Chair/Pres Assistant Treasurer Bookeeper Certified Lay Minister	*
	Active Certified Lay Speaker Church Administrator Cmte Chair/Pres	
Date Joined	Date Joined Cmite Champres Cmite Mbr at Large Cmite Member	
Date Inactive	Date Inactive Cmte Secretary Cmte Vice Chair/VP	
\rightarrow	Cmte. Member Lay Leader Lay Member to AC	

Note: This is "Jake Doe's" record. Be very careful to never overwrite an individuals record (or the church's record) with some else's information!

Editing/Discontinuing Committee Members

- 1. Click the "Member List" button
- 2. Click on the committee member that you need to edit/discontinue
- 3. Click the "Edit" button
- 4. Edit or enter new information for the individual OR you can end their term on the committee by entering a date in the "Date Inactive" section. Please leave the "Date Inactive" field blank for all active members.

IMPORTANT: Always be sure you are working in the correct member's record. For example, this is "Jake Doe's" record. Be very careful to never overwrite an individual's record (or the church's record) with some else's information!

Edit: Jake Doe		×
Nick Name	Jake	
Last Name	Doe	
Email	johndoe@example.com	
Home Phone	(410) 555-1212	
Cell Phone	(410) 555-9999	
Address	123 Any Street	
	Annappolis DD 21401	
Role	Cmte Chair/Pres 🔹	
	 Active 	
Date Joined	01/01/2016	•
Date Inactive	12/31/2016	
	₩ Save	

Emailing the Committee

- 1. Click the "Toolbox Communication" button
- 2. The members of the committee will automatically be added as recipients. Use the Show List / Hide List if desired.
- 3. You can also filter the list by member role.
- 4. Recipients can be manually removed by clicking the "X" next to their name
- 5. The From name and Reply to fields will be automatically populated using data from the person currently logged in system.
 - a. You can edit the "From", "Reply To Email" and "Subject" fields
 - b. The "From Email" will be the email associated with the church account.
 - c. The "From Email" will always be noreply@bwcumc.org, but the receipient will see the "From" (ie "Acme UMC") when the message is received and any replies will be sent to the address shown in the "Reply to Email" field.
- 6. Type the body of the email into the large text box.
 - a. You can format your message and add attachments if you wish.
- 7. Select "Send Now" or "Send Later"
 - a. If you choose to send later, a new window will open and you will need to select the date and time you would like the email sent
- 8. Click the "Send email" button to complete

Comm	ittee Toolbox	
Scol	uting	
Back to C	Committee Leader Toolbox	
Member	List Toolbox Communication	Take Attendance
Filter By:	Nothing selected	
То	Hide List John Doe 🗙 John Wesley 🗙 Calvary UMC 🗙	
From	Calvary UMC	
From Email	noreply@bwcumc.org	
Reply To Email	office@cc.org	
Subject	Reminder: Meeting Next Week!!	
Attachme Test Document.		

Attendance Tracking

- 1. To take attendance, click the "Take Attendance" button
- 2. Click the "Add New Date" button
- 3. Enter the meeting date
- You can enter the total headcount, specific member attendance and notes regarding the attendance. Click on "Submit Attendance".
- Click on the "Attendance Summary" button across the top to view a summary of who attended the meetings you have entered

Vlember List	Toolbox Communication	Take Attendance	Attendance Summa
Attendar	ice Dates		
Add New Da	te		
Enter Att	endance		
Meeting [Date 10/10/2016		
Head C	ount		
Total Atte	endees 3		
Attenda	nce Notes		
Attendan	ce Notes Room 114		
Attende	es		
Calvary ✓Jake Detail	_		
Sake Do Igake Do Igake Do	_		
Submit	Attendance New Membe	ər	

Sharing Documents within the Committee

Note: Active Church Administrators and Committee leaders may add, edit and delete documents. Active Committee members can only view the documents.

- 1. Click the "Document List" button
- Click the "Add Document" button to upload a new document to the group
- 3. Enter in the type of the document and a description
- 4. Click "Upload" and select which document you want to upload
- 5. Click "Save"
- 6. To delete a document, click the red trash can icon

SCC	outing				
	o Committee Leader Toolbox				
Membe	er List Toolbox Communica	ation Take Attendance Atte	ndance Summary Do	cument List	
	er List Toolbox Communica Documents	ation Take Attendance Atte	ndance Summary	cument List	
	Documents	ation Take Attendance Atte	Description	oument List Date Modified	
outing	Documents				Í

To log out, simply go to the Arena Home screen and click the button "Click here to log out" at the bottom of the screen. For security reasons, you will be automatically logged out after 20 minutes of inactivity.

Need more help? Contact your District Administrator and/or watch these video guides:

- Getting Started (Add/Edit Members) --- http://www.screencast.com/t/MBUaFumH
- Feature Guide --- http://www.screencast.com/t/7pRxDlish3