

Key Fields for People

★ Indicates a field that must be filled in.

★ Indicates a field that is very helpful if it can be filled in.

The Florida UMC Web Console - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://flumc.brickriver.com/frame.asp

Search Jessica

The Florida UMC Web Console You are logged in as: Pretend District Logout

HOME EMAIL QUERIES/REPORTS RESOURCE CENTER

CONSOLE SECTIONS

- CHURCHES
- DISTRICTS
- EXTENSION/RELATED MINISTR
- LOCAL CHURCH REPORTS
- PEOPLE
- OTHER PLACES
- WEBSITE

PEOPLE (18519) QUICK SEARCH ADD A NEW PERSON

SAVE SAVE & LAST SEARCH EXIT SAVE AS SHORTCUT

Jimmy Buffett

ASSIGNMENTS FAMILY MEMBERS CLERGY DETAIL

PHOTO: ★ Browse... ?

TITLE: ★

FIRST NAME: Jimmy ★

MIDDLE NAME: ★

LAST NAME: Buffett ★

SUFFIX: ★

PREFERRED NAME: ★

HOME DISTRICT: ★

MAIL ADDRESS: 123 Cheeseburger Ln ★

MAIL CITY: Paradise ★

MAIL STATE (XX): FL ★

MAIL ZIP: 33333 ★

MAIL ZIP PLUS 4: 1111

HOME ADDRESS: ★

HOME CITY: ★

HOME STATE: ★

HOME ZIP: ★

HOME ZIP PLUS 4: ★

DO NOT MAIL: ☐ Yes ★

GENDER: ★

ETHNIC CODE: ★

EMAIL: ★

SECOND EMAIL: ★

HOME PHONE: ★

OFFICE PHONE: ★

CELL PHONE: ★

PAGER: ★

PAGER PIN: ★

If a person uses just their first initial as their first name and goes by their middle name, be sure to put the first initial only in the first name field, then the middle name in the middle name field and in the preferred name field. Do not put both the first initial and the middle name in the first name field.

This helps identify people with similar names.

This is very helpful to have if we can get it.

Only fill in home address if it is different from the mailing address.

This can be checked if a lay person dies, leaves the UMC church or moves out of the FL conference. You should also make a note of why they are marked do not mail in the notes field and move the contact information there in case it is ever needed, but remove it from the rest of the record to avoid accidental mailing and contacts.

We are trying to collect this on everyone now. It is very helpful to have.

We really need to fill in this field for everyone who has an email address.

1. Click on the assignments tab at the top of the screen.

The screenshot shows a web browser window titled "The Florida UMC Web Console - Microsoft Internet Explorer". The address bar shows "http://flumc.brickriver.com/frame.asp". The page has a navigation bar with "HOME", "EMAIL", "QUERIES/REPORTS", and "RESOURCE CENTER". A sidebar on the left lists "CONSOLE SECTIONS" including "CHURCHES", "DISTRICTS", "EXTENSION/RELATED MINISTR", "LOCAL CHURCH REPORTS", "PEOPLE", "OTHER PLACES", and "WEBSITE". The main content area is titled "PEOPLE (18539)" and includes a search bar, "QUICK SEARCH", and "ADD A NEW PERSON" buttons. Below these are "SAVE", "SAVE & LAST SEARCH", "EXIT", and "SAVE AS SHORTCUT" buttons. The profile for "Jimmy Buffett" is displayed, with tabs for "ASSIGNMENTS", "FAMILY MEMBERS", and "CLERGY DETAIL". The "ASSIGNMENTS" tab is selected, showing a list of assignments with checkboxes. The "PEOPLE" section also includes fields for "PHOTO", "TITLE", "FIRST NAME", "MIDDLE NAME", "LAST NAME", and "SUFFIX".

2. Click "Add Brand New Assignment."

This screenshot is similar to the first one, but the "ASSIGNMENTS" tab is selected, showing a list of assignments with checkboxes. The assignments listed are: "Church Adult Ministries Pretend Church-1/1/2007-12/31/2007", "Church Campus Ministry Representative Pretend Church-1/1/2006-12/31/2006", "Church Evangelism/Witness Ministries Pretend Church-1/1/2007-12/31/2007", and "Church Trustees Pretend Church-1/1/2006-12/31/2006". A red circle highlights the button labeled ">> Add a brand new Assignment" at the bottom of the list. The "PEOPLE" section also includes fields for "PHOTO", "TITLE", "FIRST NAME", "MIDDLE NAME", "LAST NAME", and "SUFFIX".

3. Select a “Type (Level)” from the drop down box (church, district, conference).

The screenshot shows the 'Add New Assignment' form in a Microsoft Internet Explorer browser window. The address bar shows 'http://flumc.brickriver.com - The Florida UMC Web Console'. The form has a title bar with 'SAVE' and 'CANCEL' buttons. Below the title bar, there are instructions: 'Step 1: Add the Assignment details.' and 'Step 2: After saving, on the edit screen, you may attach related information.' The form itself is titled 'Add New Assignment' and contains several fields: 'TYPE (LEVEL):' with a dropdown menu, 'ASSIGNMENT POSITION:' with a dropdown menu and a 'Look up...' button, 'ROLE IN GROUP:' with a dropdown menu, 'CHURCH (FOR CHURCH-LEVEL ONLY):' with a dropdown menu and a 'Look up...' button, 'DISTRICT (FOR DISTRICT-LEVEL ONLY):' with a dropdown menu, 'CLASS OF:' with a text input field, 'START DATE:' with a date picker, 'END DATE:' with a date picker, 'EXT MIN POSITION:' with a dropdown menu, and 'EXT MIN (FOR EXT MIN-LEVEL ONLY):' with a dropdown menu and a 'Look up...' button. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

4. Click on “Look up...” next to the “Assignment Position” box and select the position the person will be in. Click “Accept.”

The screenshot shows the 'Add New Assignment' form in a Microsoft Internet Explorer browser window. The address bar shows 'http://flumc.brickriver.com - The Florida UMC Web Console'. The form has a title bar with 'SAVE' and 'CANCEL' buttons. Below the title bar, there are instructions: 'Step 1: Add the Assignment details.' and 'Step 2: After saving, on the edit screen, you may attach related information.' The form itself is titled 'Add New Assignment' and contains several fields: 'TYPE (LEVEL):' with a dropdown menu, 'ASSIGNMENT POSITION:' with a dropdown menu and a 'Look up...' button, 'ROLE IN GROUP:' with a dropdown menu, 'CHURCH (FOR CHURCH-LEVEL ONLY):' with a dropdown menu and a 'Look up...' button, 'DISTRICT (FOR DISTRICT-LEVEL ONLY):' with a dropdown menu, 'CLASS OF:' with a text input field, 'START DATE:' with a date picker, 'END DATE:' with a date picker, 'EXT MIN POSITION:' with a dropdown menu, and 'EXT MIN (FOR EXT MIN-LEVEL ONLY):' with a dropdown menu and a 'Look up...' button. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons. A red circle highlights the 'Look up...' button next to the 'ASSIGNMENT POSITION:' field. To the right of the main form, there is a separate window titled 'Lookup - Microsoft Internet Explorer' with the address bar showing 'http://flumc.brickriver.com - Lookup'. This window has a title bar with 'ACCEPT', 'CANCEL', and 'GET DETAILS ON THIS PERSON CODE' buttons. Below the title bar, there is a list of positions: '<SET VALUE TO NOTHING>', 'Administrative Review Committee', 'Adult Ministries', 'Age Level Coordinator', 'Annual Conference Program Committee', 'Annual Conference Workbook Materials', 'Archives and History', 'Assistant', 'Associate Lay Leader', 'Associate Pastor', 'BICAP (Bishop's Initiative on Children & Poverty)', 'Board of Missions & Church Extension/Location', 'BOOM/dCOM', 'Building Committee', and 'Business Manager-Administrator'. A search bar with the text 'Search by keyword:' and a 'SEARCH' button is located below the list. At the bottom of the window, there are 'ACCEPT', 'CANCEL', and 'GET DETAILS ON THIS PERSON CODE' buttons. A red circle highlights the 'ACCEPT' button.

5. Select the person's role in the group. If it is a church level position, the role should not be "Member" since we are only collecting data on the chairs of church committees, not all of the members. District and conference level positions may have any of the roles since we do track all members of those committees.

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer

SAVE CANCEL

Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

| | | |
|-------------------------------------|------------------------|--------------|
| TYPE (LEVEL): | Church | ? |
| ASSIGNMENT POSITION: | Adult Ministries | Look up... |
| ROLE IN GROUP: | Chair/Pres/Coordinator | ? |
| CHURCH (FOR CHURCH-LEVEL ONLY): | Pretend Church | Look up... ? |
| DISTRICT (FOR DISTRICT-LEVEL ONLY): | | ? |
| CLASS OF: | | |
| START DATE: | 01/01/2007 | ? |
| END DATE: | 12/31/2007 | |
| EXT MIN POSITION: | | ? |
| EXT MIN (FOR EXT MIN-LEVEL ONLY): | <none> | Look up... ? |

SAVE CANCEL

Internet

6. If the position is church level, select the church name by clicking on "Look up..." next to the "Church (for church-level only) field. Once you have selected the church name, click "Accept."

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer

SAVE CANCEL

Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

| | | |
|-------------------------------------|------------------------|--------------|
| TYPE (LEVEL): | Church | ? |
| ASSIGNMENT POSITION: | Adult Ministries | Look up... |
| ROLE IN GROUP: | Chair/Pres/Coordinator | ? |
| CHURCH (FOR CHURCH-LEVEL ONLY): | Pretend Church | Look up... ? |
| DISTRICT (FOR DISTRICT-LEVEL ONLY): | | ? |
| CLASS OF: | | |
| START DATE: | 01/01/2007 | ? |
| END DATE: | 12/31/2007 | |
| EXT MIN POSITION: | | ? |
| EXT MIN (FOR EXT MIN-LEVEL ONLY): | <none> | Look up... ? |

SAVE CANCEL

Internet

http://flumc.brickriver.com - Lookup - Microsoft Internet Explorer

ACCEPT CANCEL GET DETAILS ON THIS CHURCH

<SET VALUE TO NOTHING>
Albright UMC-St Petersburg
Aldersgate UMC-Largo
Alexander Memorial UMC-Jacksonville
Alapattah Hispanic UMC-Miami
Allendale UMC-St Petersburg
Aloma UMC-Winter Park
Altosna UMC-Silver Springs
Alturas UMC
Alva UMC
Anona UMC-Largo
Anthony UMC
Archer Banks
Arlington UMC-Jacksonville

Search by keyword: SEARCH

ACCEPT CANCEL GET DETAILS ON THIS CHURCH

Done Internet

7. If it is a district level position, select the district from the drop down box.

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer

SAVE CANCEL

Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

| | | |
|-------------------------------------|------------------------|--------------|
| TYPE (LEVEL): | Church | ? |
| ASSIGNMENT POSITION: | Adult Ministries | Look up... |
| ROLE IN GROUP: | Chair/Pres/Coordinator | ? |
| CHURCH (FOR CHURCH-LEVEL ONLY): | Pretend Church | Look up... ? |
| DISTRICT (FOR DISTRICT-LEVEL ONLY): | | ? |
| START DATE: | 01/01/2007 | ? |
| END DATE: | 12/31/2007 | |
| EXT MIN POSITION: | | ? |
| EXT MIN (FOR EXT MIN-LEVEL ONLY): | <none> | Look up... ? |

SAVE CANCEL

Internet

7. Enter the date the person joined or will join the committee/position in the start date field. Enter the date the person left or will leave the committee/position in the end date field. If the position is nominated annually, it is suggested that the end date be one year from the start date so that if the person continues the date can be extended, but if they do not, their end date will already be entered. Use the format of MM/DD/YYYY for the dates. The “/” should fill in automatically as you type.

LOCAL CHURCH START/END DATES: 01/01/20XX – 12/31/20XX

DISTRICT START/END DATES: 07/01/20XX – 06/30/20XX

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer

SAVE CANCEL

Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

| | | |
|-------------------------------------|------------------------|--------------|
| TYPE (LEVEL): | Church | ? |
| ASSIGNMENT POSITION: | Adult Ministries | Look up... |
| ROLE IN GROUP: | Chair/Pres/Coordinator | ? |
| CHURCH (FOR CHURCH-LEVEL ONLY): | Pretend Church | Look up... ? |
| DISTRICT (FOR DISTRICT-LEVEL ONLY): | | ? |
| CLASS OF: | | |
| START DATE: | 01/01/2007 | ? |
| END DATE: | 12/31/2007 | |
| EXT MIN POSITION: | | ? |
| EXT MIN (FOR EXT MIN-LEVEL ONLY): | <none> | Look up... ? |

SAVE CANCEL

Internet

CONFERENCE
START/END DATES:
07/01/20XX –
06/30/20XX

8. If a person's term is being extended, the only date you need to change is the END DATE. Do NOT create a new assignment when you are extending a term for the same assignment.
9. Once you have entered all of the data, click "Save."

The screenshot shows a web browser window titled "http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer". The page contains a form titled "Add New Assignment". At the top of the form are "SAVE" and "CANCEL" buttons. Below the title, there are two instructions: "Step 1: Add the Assignment details." and "Step 2: After saving, on the edit screen, you may attach related information." The form fields are as follows:

| | | |
|-------------------------------------|------------------------|--------------|
| TYPE (LEVEL): | Church | ? |
| ASSIGNMENT POSITION: | Adult Ministries | Look up... |
| ROLE IN GROUP: | Chair/Pres/Coordinator | ? |
| CHURCH (FOR CHURCH-LEVEL ONLY): | Pretend Church | Look up... ? |
| DISTRICT (FOR DISTRICT-LEVEL ONLY): | | ? |
| CLASS OF: | | |
| START DATE: | 01/01/2007 | ? |
| END DATE: | 12/31/2007 | |
| EXT MIN POSITION: | | ? |
| EXT MIN (FOR EXT MIN-LEVEL ONLY): | <none> | Look up... ? |

At the bottom of the form, the "SAVE" button is circled in red.

9. You should be returned to the person's main screen and the assignment should now appear when you click on that person's "Assignments" button.

The Florida UMC Web Console - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Address Book RSS Feeds

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Search Jessica

The Florida UMC Web Console

You are logged in as: [Pretend District](#) [Logout](#)

HOME EMAIL QUERIES/REPORTS RESOURCE CENTER

CONSOLE SECTIONS

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PEOPLE (18539)

QUICK SEARCH ADD A NEW PERSON

SAVE SAVE & LAST SEARCH EXIT SAVE AS SHORTCUT

Jimmy Buffett

ASSIGNMENTS FAMILY MEMBERS CLERGY DETAILS

- ☒ Church Adult Ministries Pretend Church-1/1/2007-12/31/2007
- ☒ Church Extension Ministry Representative Pretend Church-1/1/2006-12/31/2006
- ☒ Church Evangelism/Witness Ministries Pretend Church-1/1/2007-12/31/2007
- ☒ Church Trustees Pretend Church-1/1/2006-12/31/2006

>> Add a brand new Assignment

PHOTO: Browse... ?

TITLE:

FIRST NAME: Jimmy