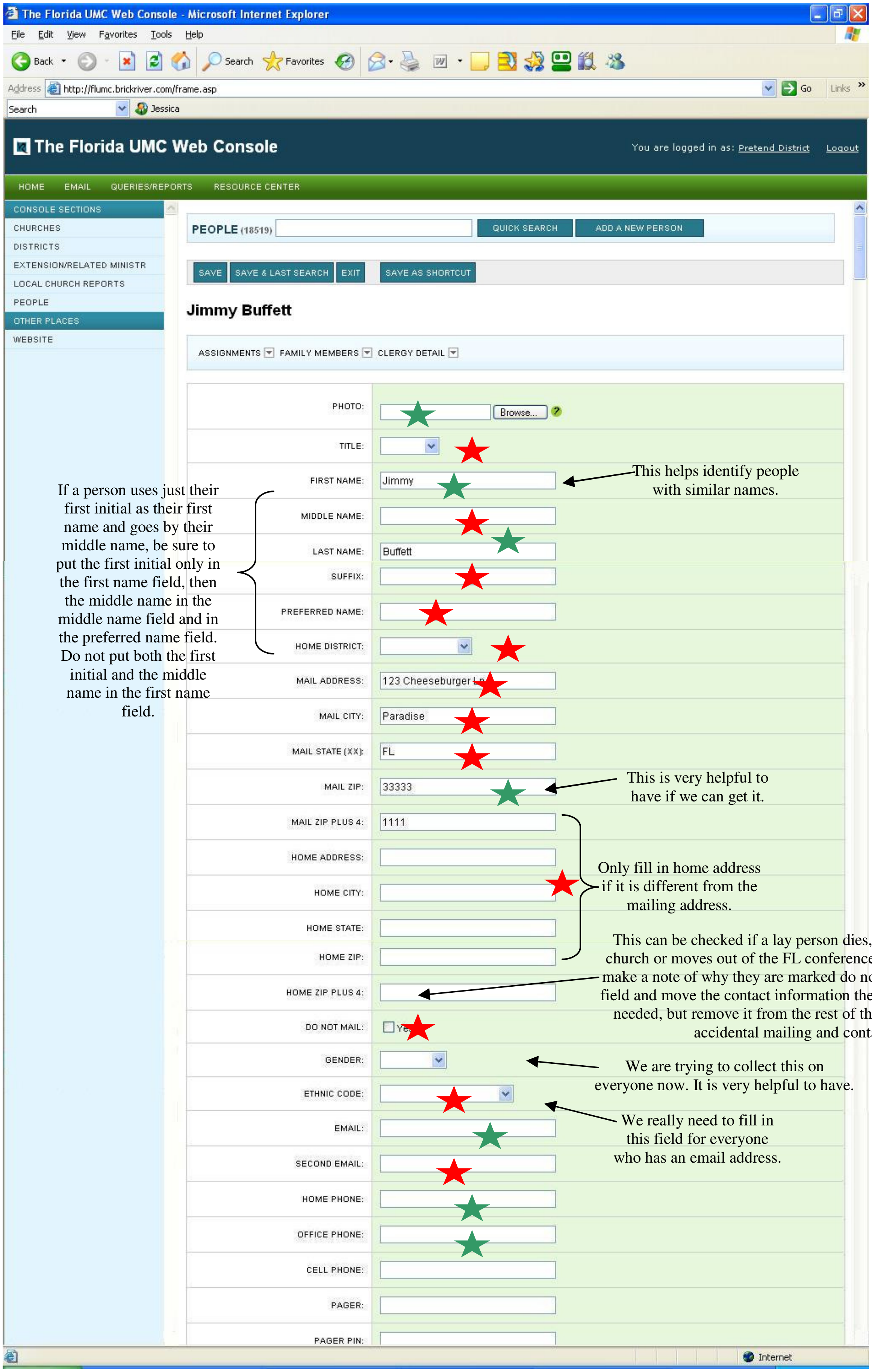
Key Fields for People

★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
Back Search Favorites
Address http://flumc.brickriver.com/frame.asp
Go Links
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
ASSIGNMENTS
FAMILY MEMBERS
CLERGY DETAIL
Browse...
Internet

Jimmy Buffett

PHOTO:		★
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.

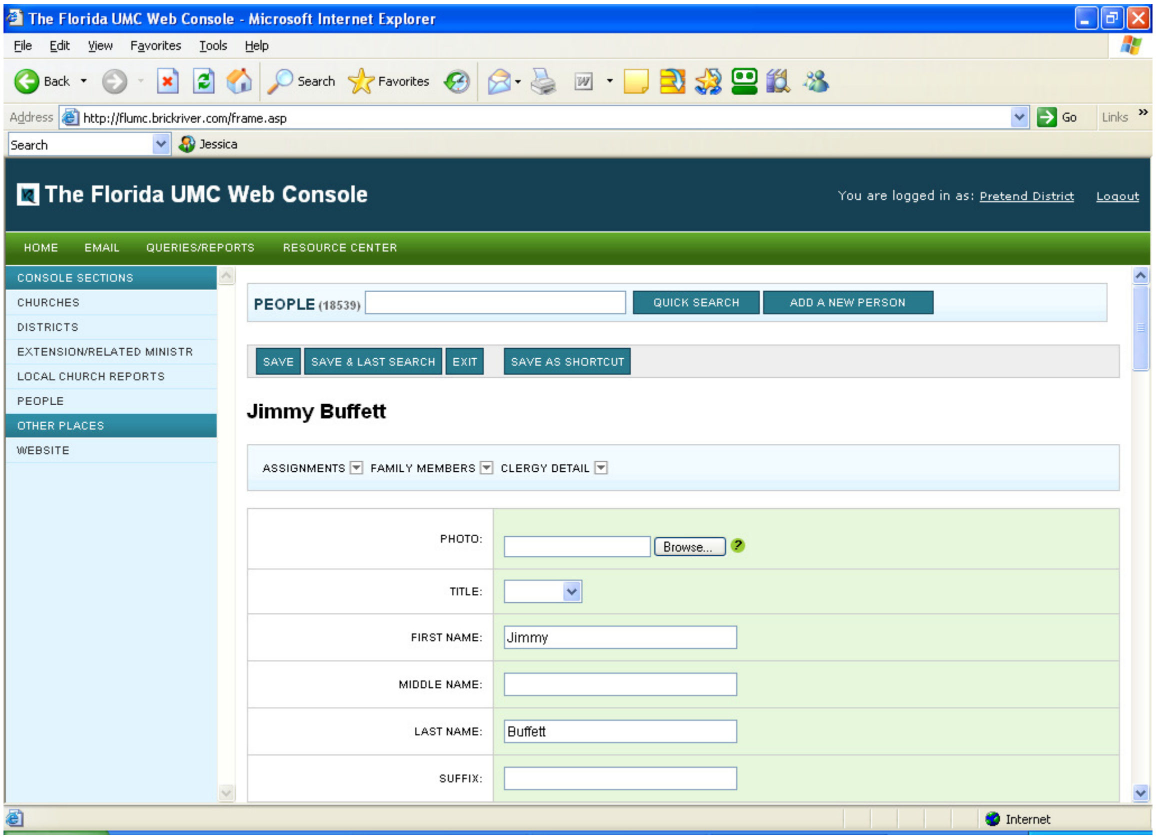
Only fill in home address if it is different from the mailing address.

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.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File Edit View Favorites Tools Help
Back Search Favorites
Address Go Links
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HOME EMAIL QUERIES/REPORTS RESOURCE CENTER
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CHURCHES
DISTRICTS
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QUICK SEARCH
ADD A NEW PERSON
SAVE
SAVE & LAST SEARCH
EXIT
SAVE AS SHORTCUT
ASSIGNMENTS
FAMILY MEMBERS
CLERGY DETAIL
Browse...
Internet

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

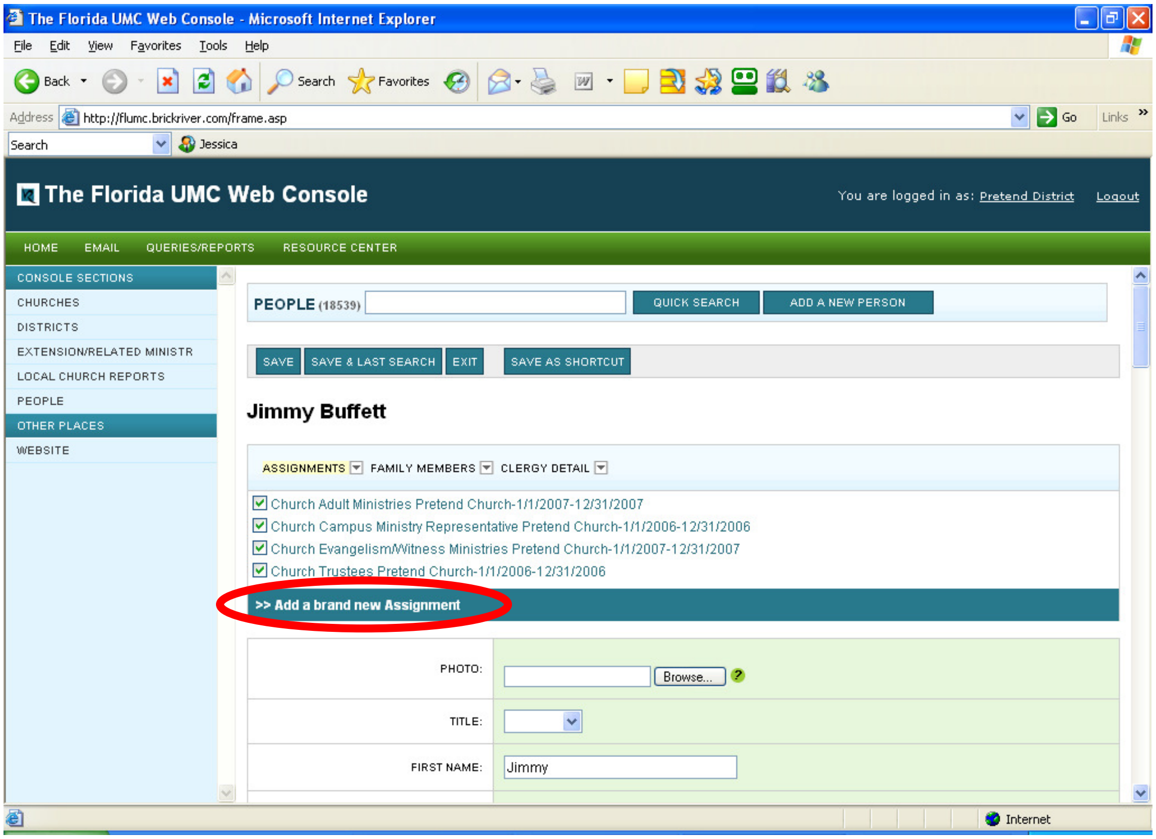
You are logged in as: Pretend District Logout

PEOPLE (18539)

Jimmy Buffett

PHOTO:	
TITLE:	
FIRST NAME:	Jimmy
MIDDLE NAME:	
LAST NAME:	Buffett
SUFFIX:	

2. Click “Add Brand New Assignment.”


The Florida UMC Web Console - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address Go Links
Search Jessica
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HOME EMAIL QUERIES/REPORTS RESOURCE CENTER
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EXIT
SAVE AS SHORTCUT
ASSIGNMENTS
FAMILY MEMBERS
CLERGY DETAIL
Browse...
Internet

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

You are logged in as: Pretend District Logout

PEOPLE (18539)

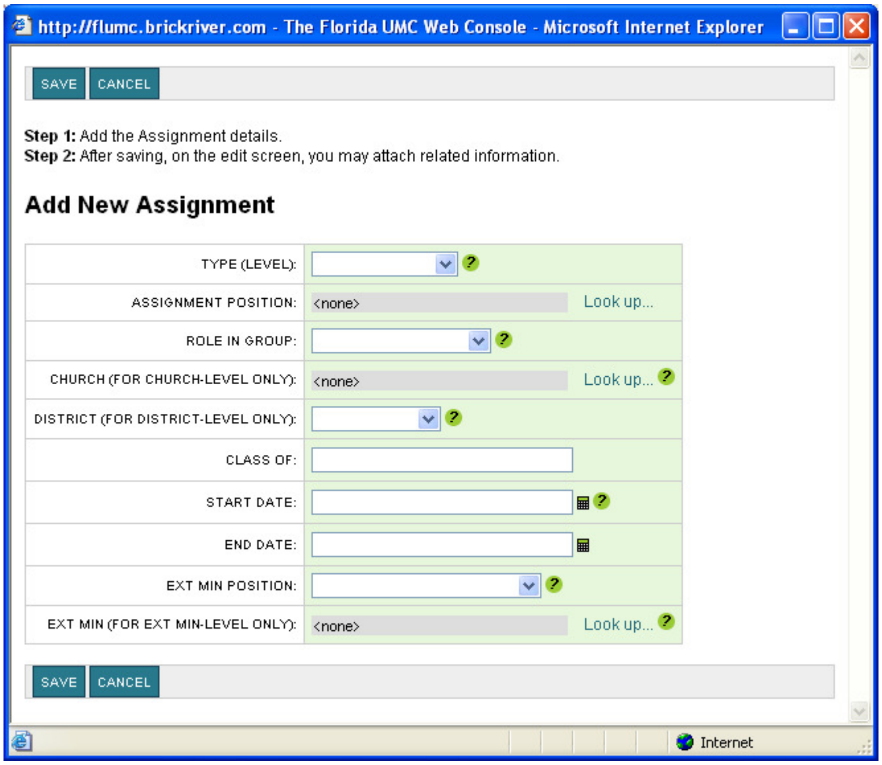
Jimmy Buffett

☑ 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
☑ Church Trustees Pretend Church-1/1/2006-12/31/2006

>> Add a brand new Assignment

PHOTO:	
TITLE:	
FIRST NAME:	Jimmy

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

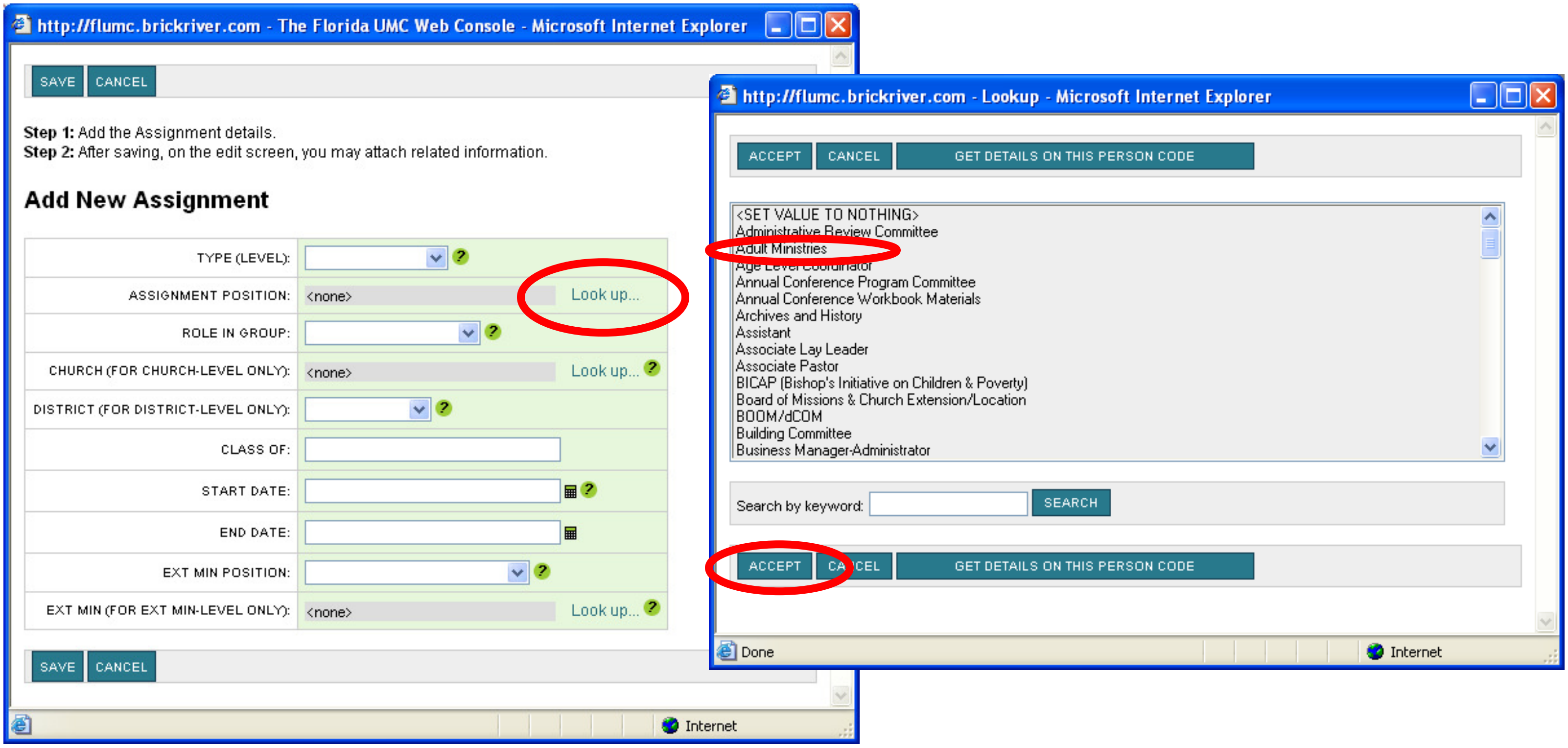

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer
SAVE
CANCEL
TYPE (LEVEL):
ASSIGNMENT POSITION:
Look up...
ROLE IN GROUP:
CHURCH (FOR CHURCH-LEVEL ONLY):
Look up...
DISTRICT (FOR DISTRICT-LEVEL ONLY):
CLASS OF:
START DATE:
END DATE:
EXT MIN POSITION:
EXT MIN (FOR EXT MIN-LEVEL ONLY):
Look up...
SAVE
CANCEL
Internet

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

Add New Assignment

ASSIGNMENT POSITION:	<none>
CHURCH (FOR CHURCH-LEVEL ONLY):	<none>
EXT MIN (FOR EXT MIN-LEVEL ONLY):	<none>

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


http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer
SAVE
CANCEL
TYPE (LEVEL):
ASSIGNMENT POSITION:
Look up...
ROLE IN GROUP:
CHURCH (FOR CHURCH-LEVEL ONLY):
Look up...
DISTRICT (FOR DISTRICT-LEVEL ONLY):
CLASS OF:
START DATE:
END DATE:
EXT MIN POSITION:
EXT MIN (FOR EXT MIN-LEVEL ONLY):
Look up...
SAVE
CANCEL
Internet
http://flumc.brickriver.com - Lookup - Microsoft Internet Explorer
ACCEPT
CANCEL
GET DETAILS ON THIS PERSON CODE
Search by keyword:
SEARCH
ACCEPT
CANCEL
GET DETAILS ON THIS PERSON CODE
Done
Internet

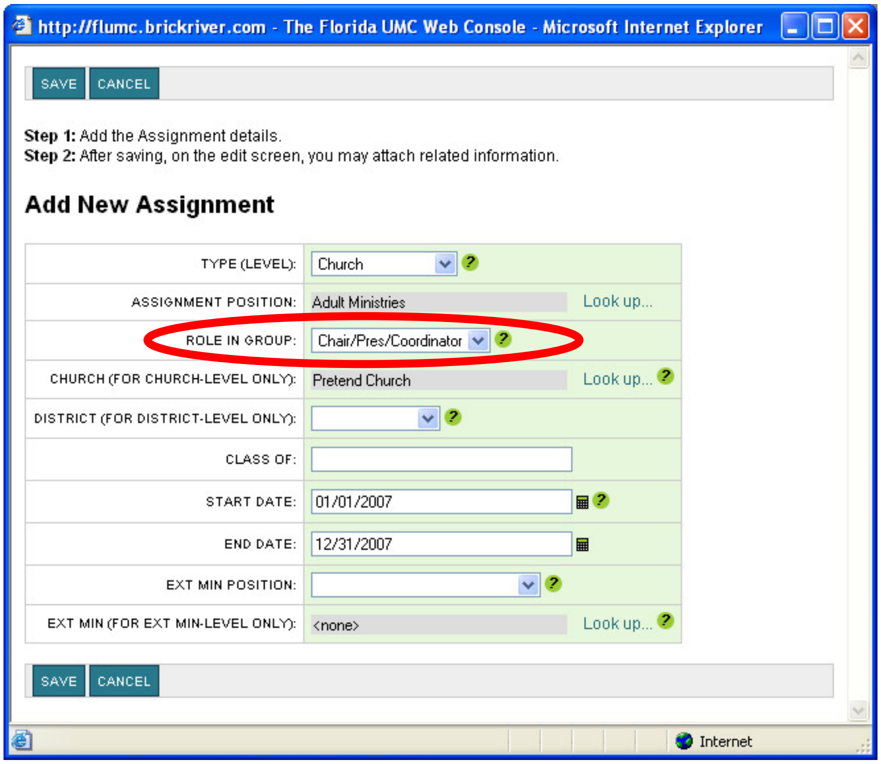
Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

ASSIGNMENT POSITION:	<none>
CHURCH (FOR CHURCH-LEVEL ONLY):	<none>
EXT MIN (FOR EXT MIN-LEVEL ONLY):	<none>

<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
Business Manager-Administrator

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.

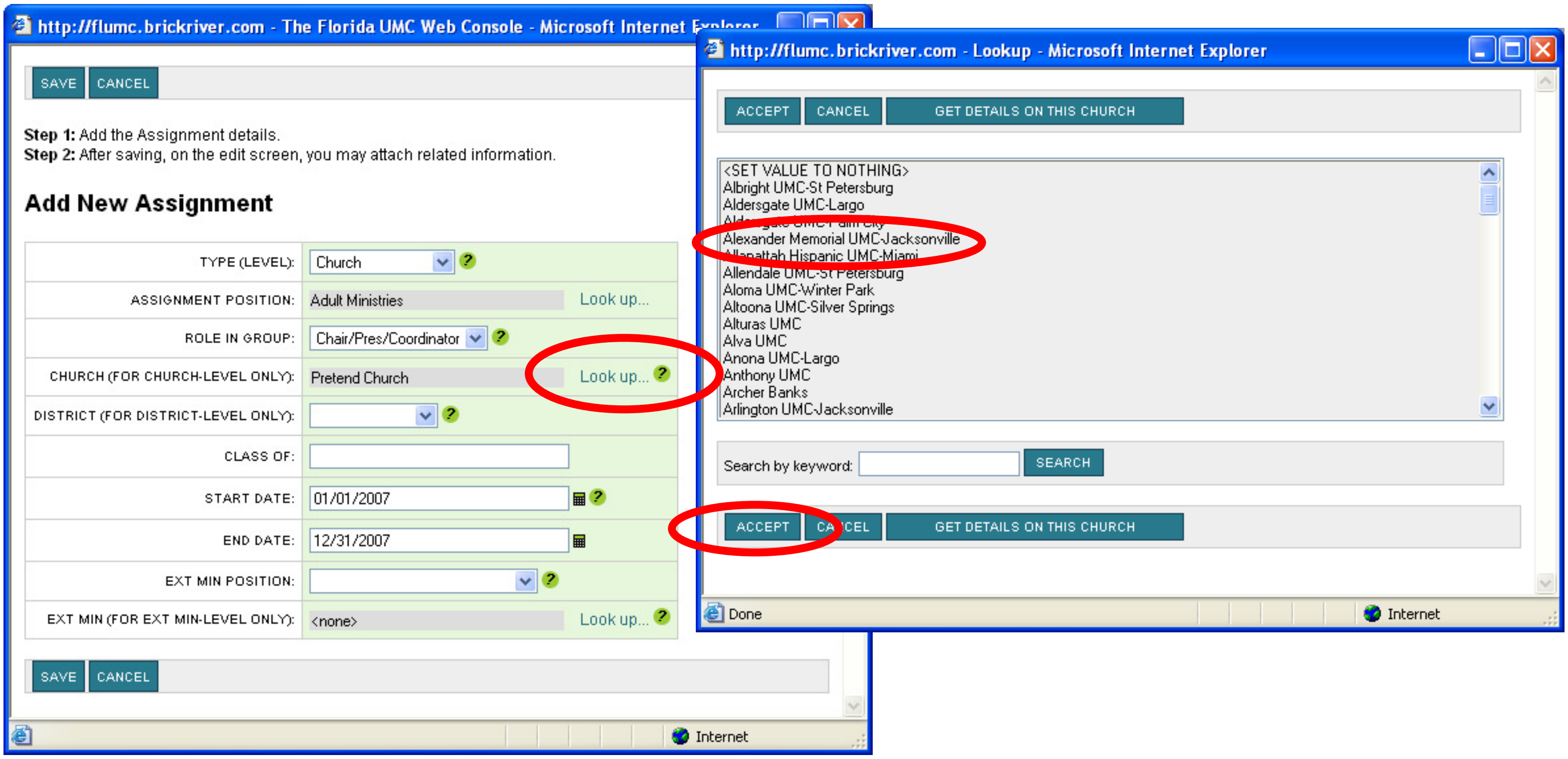

http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer
SAVE
CANCEL
Look up...
Internet

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
ROLE IN GROUP: Chair/Pres/Coordinator
CHURCH (FOR CHURCH-LEVEL ONLY): Pretend Church
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>

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
Look up...
Internet
http://flumc.brickriver.com - Lookup - Microsoft Internet Explorer
ACCEPT
CANCEL
GET DETAILS ON THIS CHURCH
Search by keyword:
SEARCH
Done
Internet

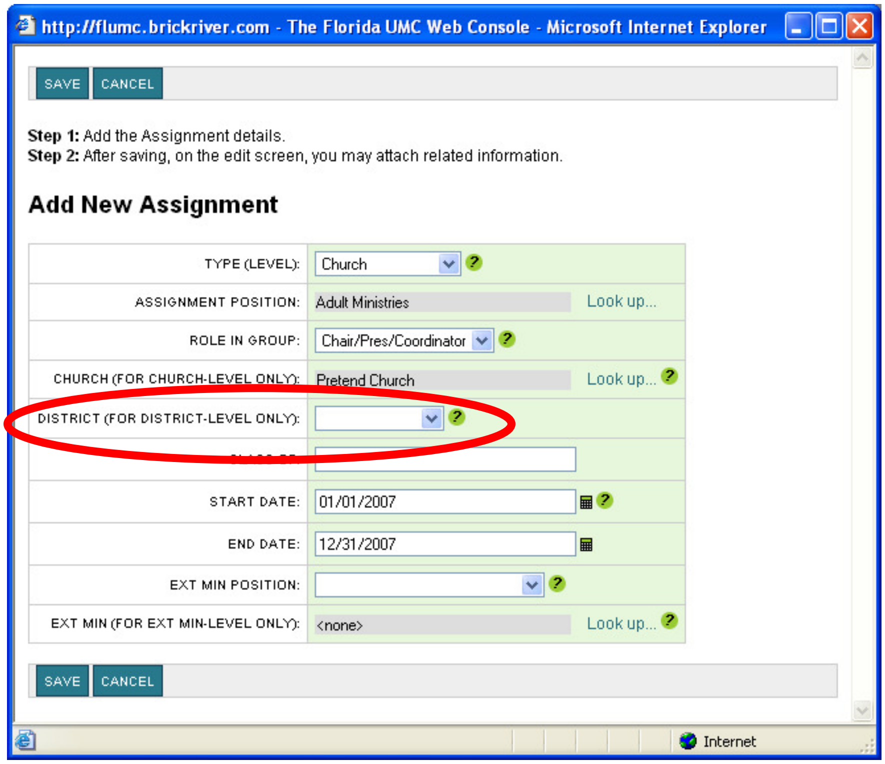
Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

Add New Assignment

TYPE (LEVEL): Church
ASSIGNMENT POSITION: Adult Ministries
ROLE IN GROUP: Chair/Pres/Coordinator
CHURCH (FOR CHURCH-LEVEL ONLY): Pretend Church
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>

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

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
Internet

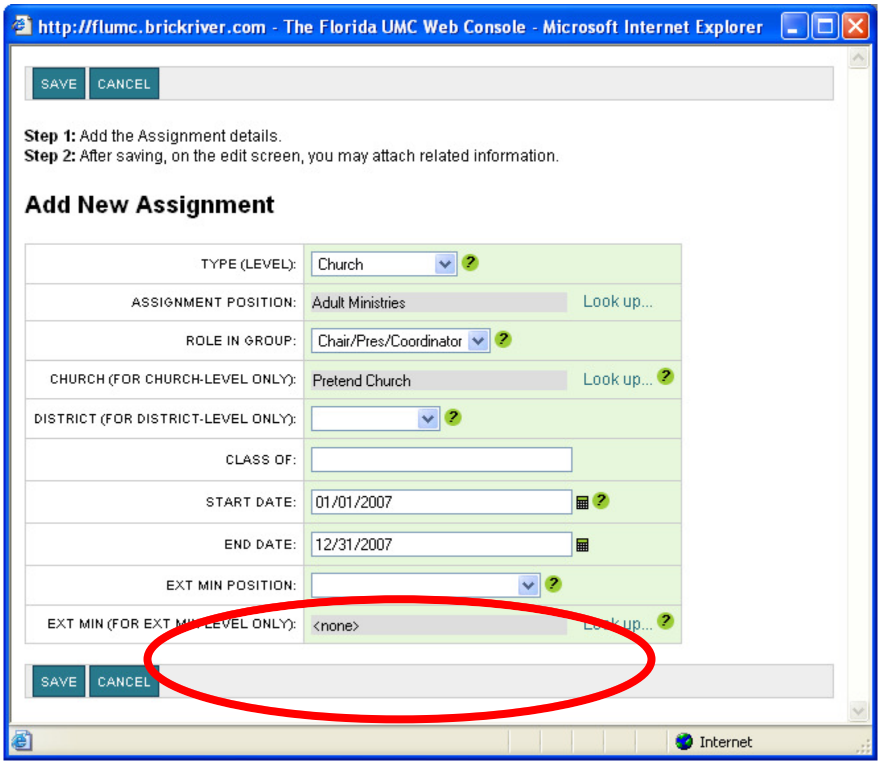
Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

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...

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



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

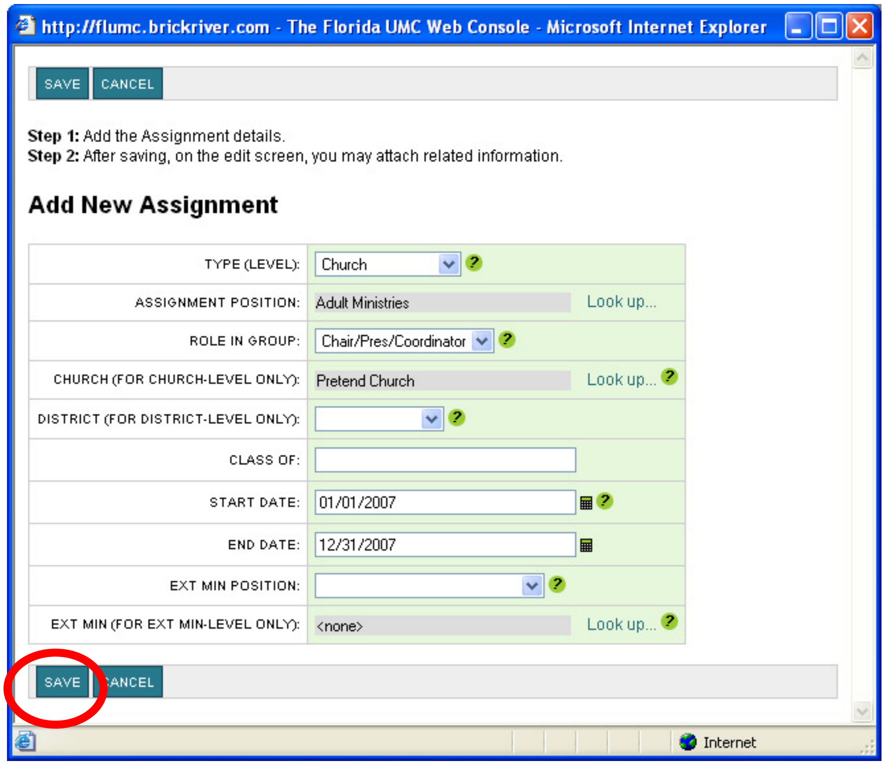
Step 1: Add the Assignment details.
Step 2: After saving, on the edit screen, you may attach related information.

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...

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."



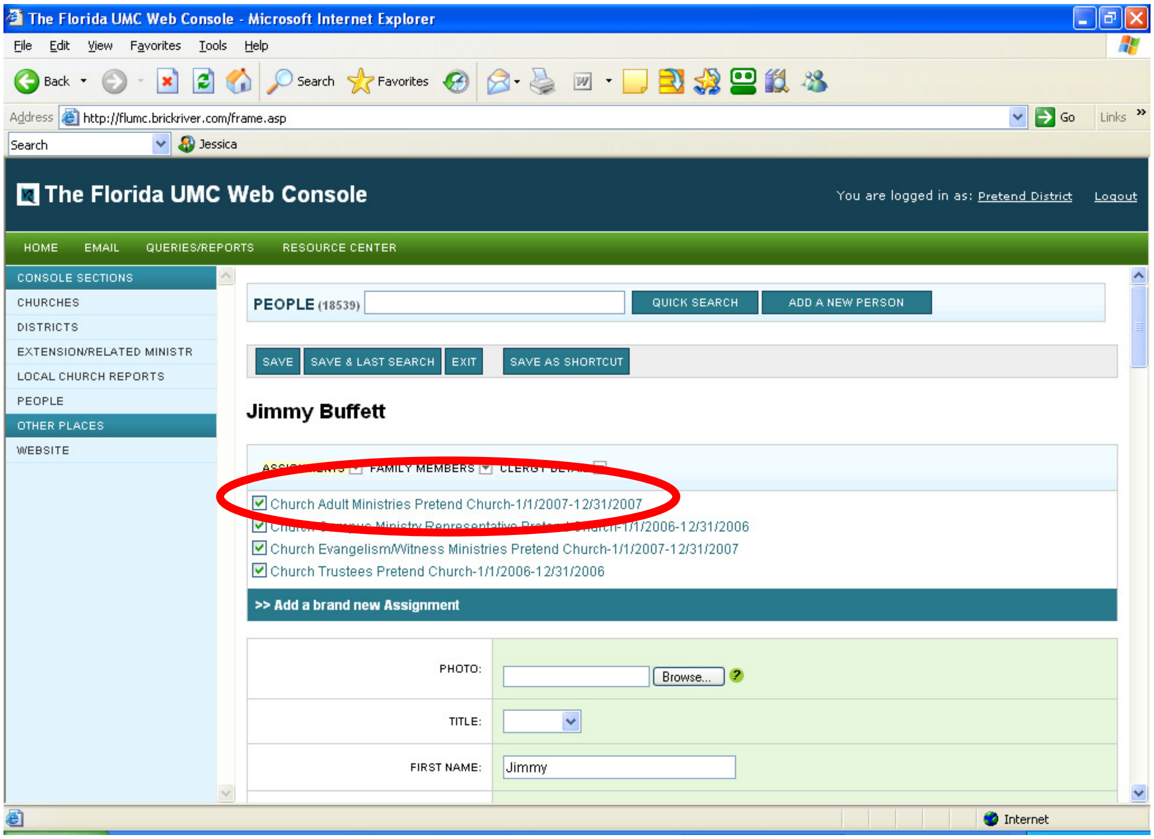
http://flumc.brickriver.com - The Florida UMC Web Console - Microsoft Internet Explorer
SAVE
CANCEL
SAVE
CANCEL
Look up...
Look up...
Look up...
Internet

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
ROLE IN GROUP:	Chair/Pres/Coordinator
CHURCH (FOR CHURCH-LEVEL ONLY):	Pretend Church
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>

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
Search
Favorites
Address
http://flumc.brickriver.com/frame.asp
Go
Links
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 (18539)
QUICK SEARCH
ADD A NEW PERSON
SAVE
SAVE & LAST SEARCH
EXIT
SAVE AS SHORTCUT
ASSIGNMENTS
FAMILY MEMBERS
CLERGY DETAILS
>> Add a brand new Assignment
PHOTO:
Browse...
TITLE:
FIRST NAME:
Internet

Jimmy Buffett

☑ 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
☑ Church Trustees Pretend Church-1/1/2006-12/31/2006

FIRST NAME: Jimmy