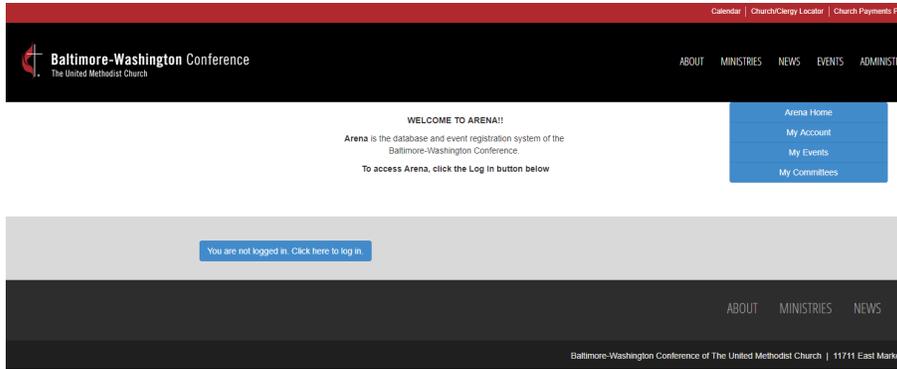


How to Access Arena for Church Conference Forms, Evaluations, and More!



To Login:

1. Visit <https://arenaweb.bwcumc.org/>
2. Click on the "You are not logged in. Click here to login." button
3. Enter the User Name and Password for the account you are trying to access, and then click "Login".
 - * CHURCH accounts begin with BWC
 - * PERSONAL accounts do not begin with BWC.
4. If you have **forgotten your user name**, or if you are not sure whether you have an existing account, click "Forgot User Name" and follow the prompts.
5. If you have **forgotten your password**, click "Forgot Password" and follow the prompts.
6. If you have **forgotten both your user name and password**, start with Step 4, followed by Step 5 above.
7. If you are a **new user** (and you have already tried Step 4 to be sure you don't have an existing account), click register to set up an account.

FYI: Passwords must be between 5 - 30 characters in length, and must contain at least one digit.

ACCESS TO CHURCH CONFERENCE, EVALUATION FORMS and the COMMITTEE LEADER TOOLBOX:

CHURCH ACCOUNTS should be used by Pastors and those designated by the Pastor to access all church conference forms, all SPRC and congregational evaluation forms, and the entire Committee Leader Toolbox. **** Note: Do not click on "My Church Conference Forms" or "My Evaluations" when under the church account. Always work in "Church Conference Forms" and "Church Evaluation Forms".****

PERSONAL ACCOUNTS:

Clergy can access reports pertaining to them personally through their personal Arena accounts (pastor's report, deacon's report, extension ministry report, retiree report, pastor's/deacon's self-evaluation, etc.)

SPRC Committee Chairs, Trustee Committee Chairs, and Finance Chairs can access pertinent forms through their personal Arena accounts. **Church Council Chairs** can access the congregational evaluation through their personal accounts. *If you are the SPRC of the lead church of a multi-point charge, you will have access to the Clergy Compensation Report summary and upload page. The excel spreadsheet is still the official report and should be completed in collaboration with and shared with the SPRCs of each church in the charge.*

All Committee Chairs can update their committee rosters through their personal accounts by clicking on "My Committees". *You must first be entered into the Committee Leader Toolbox as "Cmte Chair/Pres".*

All Arena Users can update their contact information through their personal accounts by clicking on "My Account"

HELPFUL RESOURCES:

GENERAL ARENA RESOURCE

Feature Guide (Video Tutorial) : <http://www.screencast.com/t/7pRxDlish3>



CHURCH CONFERENCE FORMS

Church Conference Website: <http://www.bwcumc.org/resources/church-conferences-evaluations/>

[Who has Access to What Forms and Through Which Account?](#)

EVALUATION FORMS

<http://www.bwcumc.org/resources/church-conferences-evaluations/2017-evaluations/>

COMMITTEE LEADER TOOLBOX (CLT)

[Committee Leader Toolbox Guide](#)

Getting Started (Add/Edit Members - Video Tutorial) --- <http://www.screencast.com/t/MBUaFumH>

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