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

	Calendar   Church/Clergy Locator   Church Payments Po	
Baltimore-Washington Conference	MINISTRIES NEWS EVENTS ADMINISTRA	To Login:
The United Methodist Church		1. Visit https://arenaweb.bwcumc.org/
WELCOME TO ARENA!! Arena is the database and event registration system of the Batimore-Washington Conference. To access Arena, click the Log in button below	Arena Home My Account My Events My Committees	2. Click on the "You are not logged in. Click here
		to login." button
You are not logged in. Click here to log in.		
Ballimore-Washington Centeronce o	ABOUT MINISTRIES NEWS	<ul> <li>account you are trying to access, and then click</li> <li>"Login".</li> <li>* CHURCH accounts begin with BWC</li> </ul>
Login		* PERSONAL accounts do not begin with BWC.
LUGII 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 event/workshop or serve Church leader, you probably have an Arena account!!  Forgot Your Arena User Name? Chick the "Forgot User Name" button (lower right) Chick the "Forgot Ver Arena and Email are required to reset your password Note: User Name and Email are required to reset your password Chick the "Forgot Password? Chick the "Forgot Password? Chick the "Forgot Password" button (lower right) Chick the "Forgot Password" button (lower Chick the "Forgot Password" b	(d) as a Conference, District or Local strar for assistance BEFORE you embers.	<ol> <li>If you have forgotten your user name, or if you are are not sure whether you have an existing account, click "Forgot User Name" and follow the prompts.</li> <li>If you have forgotten your password, click</li> </ol>
Duplicate user accounts create <u>lots</u> of problems for both you and the BWC, so please do NOT Register for a New Account until to retrieve your information.	you have attempted	"Forgot Password" and follow the prompts.
Username Fo	rgot User Name	
Login	rgot Password	6. If you have forgotten both your user name and password, start with Step 4, followed by Step 5 above.
If you do not currently have a login account and would like to set one up, click the "Register" button below.		7 If you are a new year (and you have already
Note: If you already have an account that you are using for another area of our websile, you do not need to create a new account. Use your current account to login.		7. If you are a <b>new user</b> (and you have already triad Stop 4 to be sure you don't have an existing
Register		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/

#### COMMITEE LEADER TOOLBOX (CLT)

#### Committee Leader Toolbox Guide

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

# Office

