

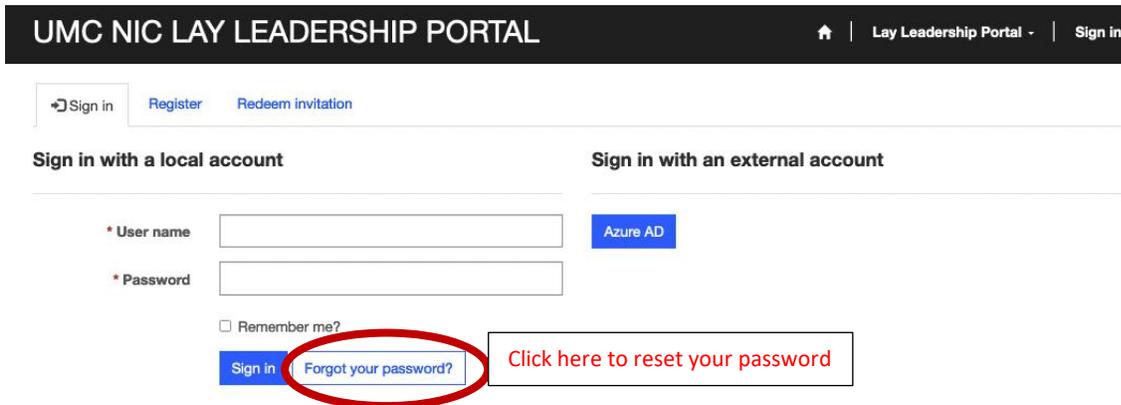
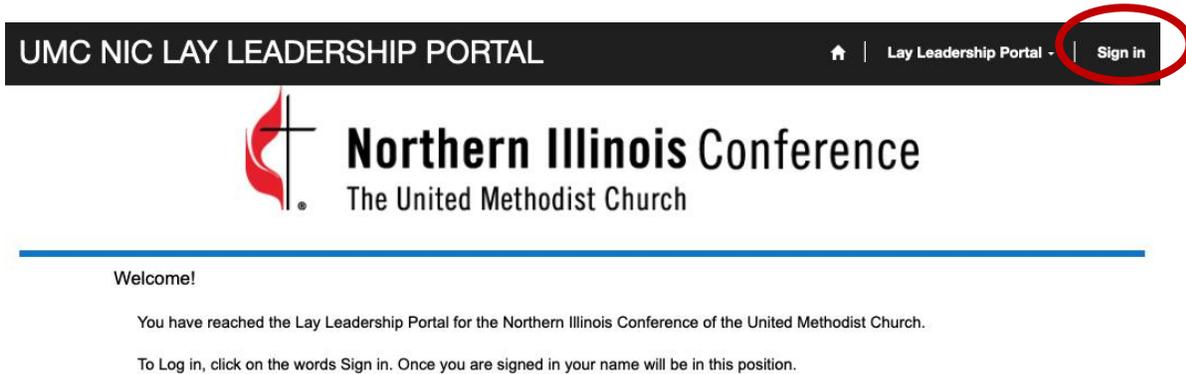
Access the UMCNIC Portal:

Visit <https://layleadership.microsoftcrmportals.com/>

**** Be sure to email your District Administrative Assistant that you have made changes. (Debbie Rogers drogers@umcnic.org or Leola Tucker ltucker@umcnic.org.)****

Click “Sign In” on the top right of the page - then, sign-in with your credentials:

If you do not know your credentials, email dquinn@umcnic.org to retrieve them.



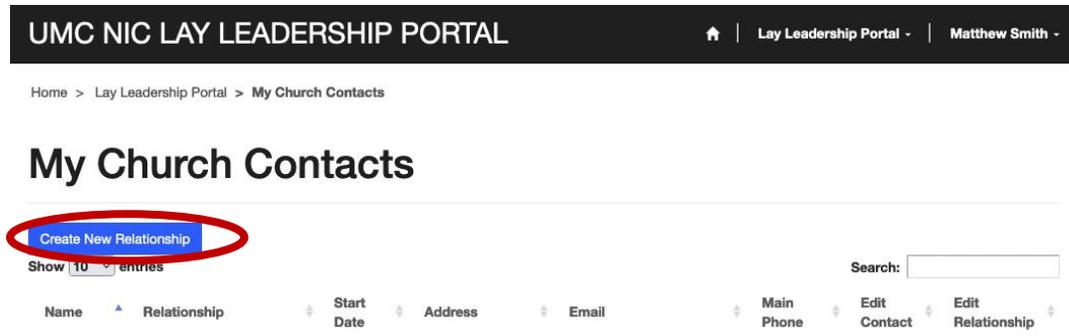
Click “Lay Leadership Portal” and the click “My Churches”:



When your church name appears, click it. That will take you to My Church Contacts.

Here, you can create new relationships or edit existing ones.

When someone new now serves in a leadership role, click on the blue “Create New Relationship” box.



Complete the boxes by clicking on the search button on each box:

“Relationship Type”- Click on the search button, then choose the relationship type and press “Select.”

“Contact” – Click on the search button, then type last name in the search box, click on the correct contact and press “Select.”

If your person isn’t listed, click the “New” box at the lower left; then enter First Name, Last Name, Email & District, and any other contact info you know, and press “Submit.”



“Title” is optional- only needed to indicate Co-Chair, or “Interim”

“Paid Position” – choose No/Yes

“Start Date” – enter beginning date of service. (must be current date or before)

Once complete, click SUBMIT at the bottom of the page. Your new entry will appear on your list.

To Edit Contact Information, click the “Edit” link under “Edit Contact” on the line you want to edit. Type in the changes to the name/contact fields that need to be updated. Once complete, click SUBMIT at the bottom of the page. You will see the changes on the line.

UMC NIC LAY LEADERSHIP PORTAL | Lay Leadership Portal - Matthew Smith -

Home > Lay Leadership Portal > My Church Contacts

My Church Contacts

Create New Relationship

Show 10 entries

Search:

| Name | Relationship | Start Date | Address | Email | Main Phone | Edit Contact | Edit Relationship |
|------------|------------------------|------------|---------|-------|------------|----------------------|----------------------|
| Beck, Gail | Staff/Parish Relations | | | | | Edit | Edit |

To Edit Relationship Information

When someone no longer serves in the leadership role, click the “Edit” link under “Edit Relationship” on the line you want to edit.

UMC NIC LAY LEADERSHIP PORTAL | Lay Leadership Portal - Matthew Smith -

Home > Lay Leadership Portal > My Church Contacts

My Church Contacts

Create New Relationship

Show 10 entries

Search:

| Name | Relationship | Start Date | Address | Email | Main Phone | Edit Contact | Edit Relationship |
|------------|------------------------|------------|---------|-------|------------|----------------------|----------------------|
| Beck, Gail | Staff/Parish Relations | | | | | Edit | Edit |

Type today’s date in the “End Date,” then click SUBMIT at the bottom of the page. You will still see the person listed on your church list. The District Admin will need to deactivate the relationship in order for it to disappear.

General

Relationship Type *
Staff/Parish Relations

Contact
Beck, Gail

Title

Church
China

Paid Position
No Yes

Start Date
1/1/2015

End Date
MM/YYYY

Continue updates until all are completed.

Be sure to email your District Administrative Assistant that you have made changes. (Debbie Rogers drogers@umcnic.org or Leola Tucker ltucker@umcnic.org.)

If you are unable to update your contacts, e-mail your district admin. Debbie Rogers drogers@umcnic.org or Leola Tucker ltucker@umcnic.org.