

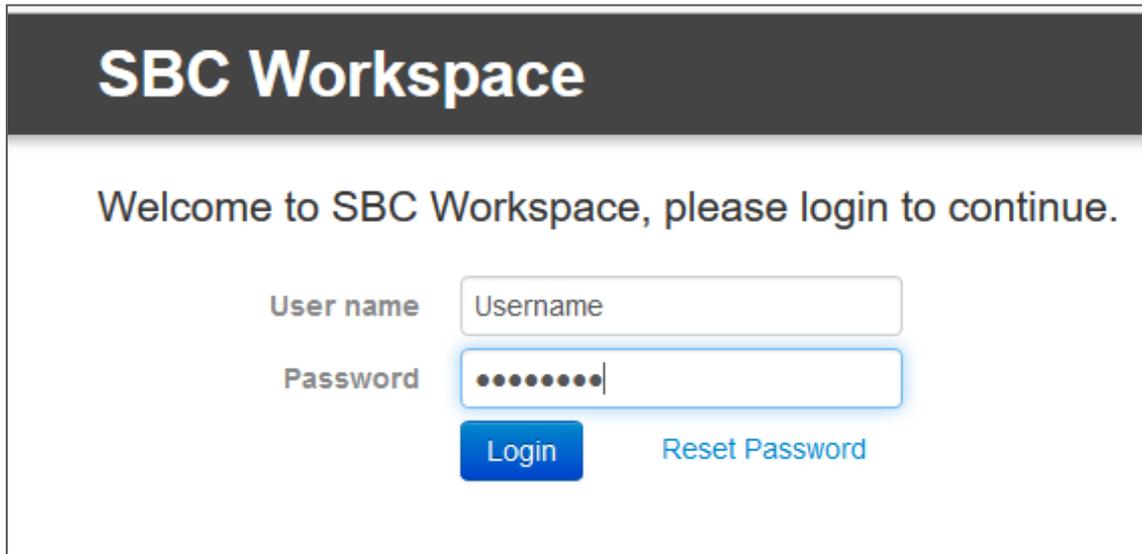
SBC Workspace

Instructions for Churches

To log on to SBC WORKSPACE, go to this website:

<https://www.sbcworkspace.com> (Note: https indicating a secure web site)

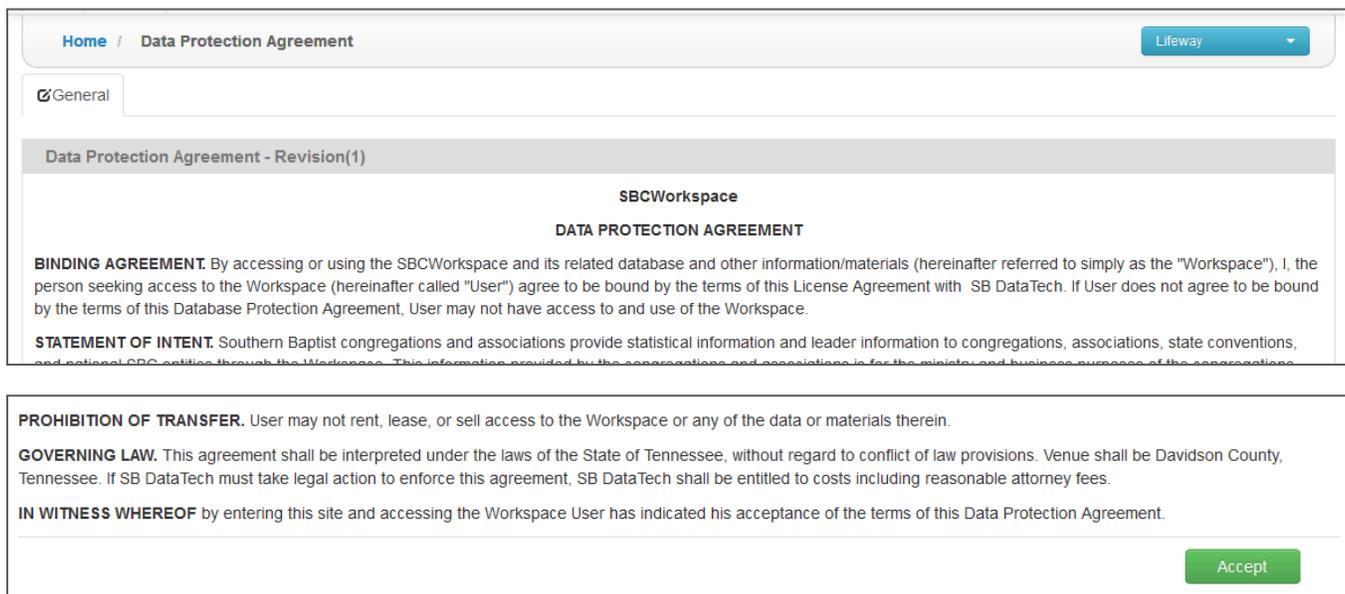
Login with the Username and Password provided.



Read this agreement (if you choose) then scroll to the bottom of the page and click

Accept

***You will only have to do this the first time that you log in.*



Enter your name and click

Save Changes

WS People Organizations Survey

Home / Survey Username

Please Enter Your Name

General

Display Name

Save Changes

After saving your name, this is the next screen you will see. From here, you will choose which survey you would like to complete; ACP Statistical Survey, Leadership Profile, SC WMU Supplemental Survey.

WS People Organizations Survey

South Carolina Baptist Convention

Organization		Surveys
Name	Phone	Survey
		ACP Statistical Profile
		Leadership Profile
		SC Supplemental Survey

Click [ACP Statistical Profile](#)

Clicking on the “ACP Statistical Profile” will open the following screen: You can now enter your statistical data.

WS People Organizations Survey

Baptist Church [Update Organization](#) [Hide Details](#) Last Modified On: 8/1/2018

-- Other Surveys --

Mailing SBCID: Ethnicity:
State Org ID: Primary: White Non-Hispanic
Year Organized:
Pastor Name:
Date Pastor Came:
Phone:
Fax:
Website:
Email:

Full Survey Membership Program Financial **Save** Cancel Reports

	Current Year		Prior Year
1 Total Membership	<input type="text"/>	●	80
2 Total Baptisms			
a Baptisms, ages 11 & under	<input type="text"/>	●	0
b Baptisms, ages 12-17	<input type="text"/>	●	0
c Baptisms, ages 18-29	<input type="text"/>	●	
d Baptisms, ages 30 & up	<input type="text"/>	●	0
Total - Total Baptisms	<input type="text"/>	●	
3 Other Additions	<input type="text"/>	●	

When you have entered all your statistical data, click [Save](#), either here or at the bottom of the screen (not shown).

After clicking "Save", the following screen will appear:

Is the survey complete?

No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

Please go ahead and click the **Green** box to complete the survey. If you need to make changes later, the survey can be re-opened.

After clicking the **Green** box, you will be returned to the Home screen, pictured below. From there, you will choose the next survey you would like to complete.

Click **Leadership Profile**

WS People Organizations Survey

South Carolina Baptist Convention

Organization		Surveys
Name	Phone	Survey
		ACP Statistical Profile
		Leadership Profile
		SC Supplemental Survey

Clicking on the “[Leadership Profile](#)” will open the following screen:

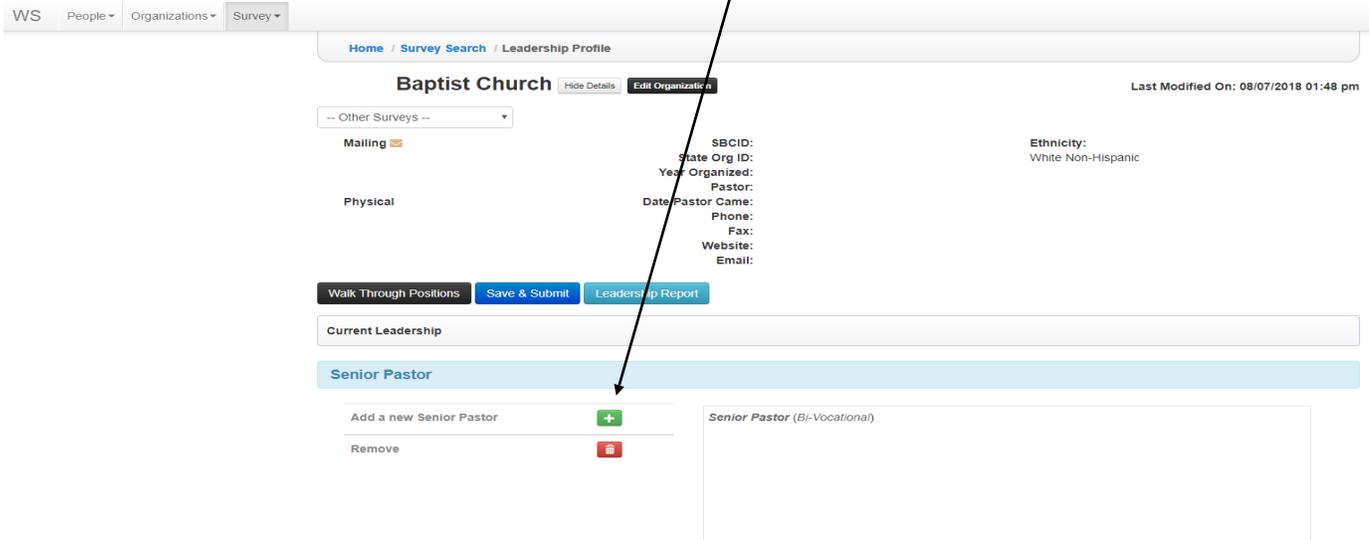
This is where you can make any leadership changes that are needed. You can also update a person’s contact information from here. ****Please note that leadership and contact information changes can be made throughout the year; not just during Annual Church Profile (ACP) time.****

To remove a person from a position, you will click the **Red** trashcan. After clicking the red trashcan, this screen will appear:

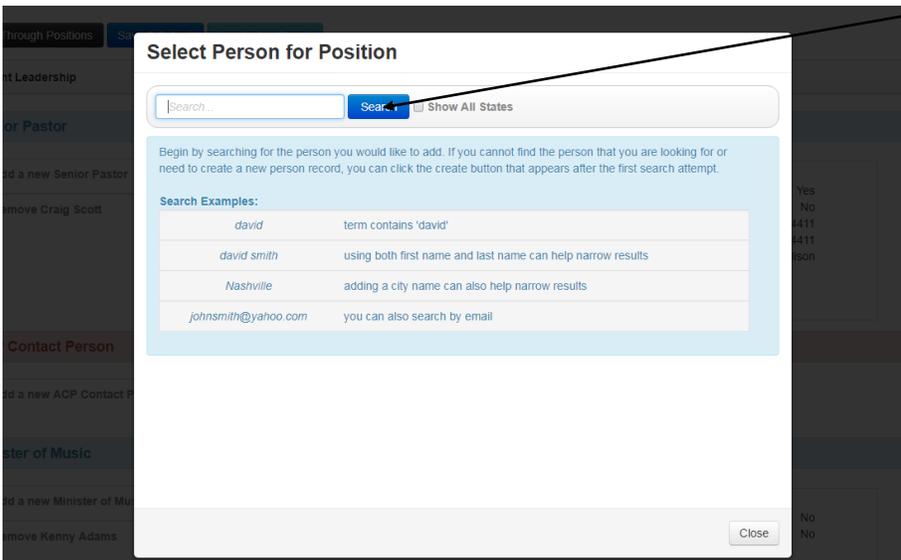
You will then click in the circle next to <This position was vacated>. Then click in the box and choose or enter a date. If the person was never in that position, click the circle next to <this position was a data entry error>. When complete click: **Remove**

VERY IMPORTANT: When removing a person from a position, please do not go to their person record and change their name to the person that is currently serving in that position. If you do this, you will remove all history associated with that person. Also, a warning screen will pop up indicating that you are about to change a person’s name.

To add a person to a specific position, you will click the **Green** box next to the position that you want to add.



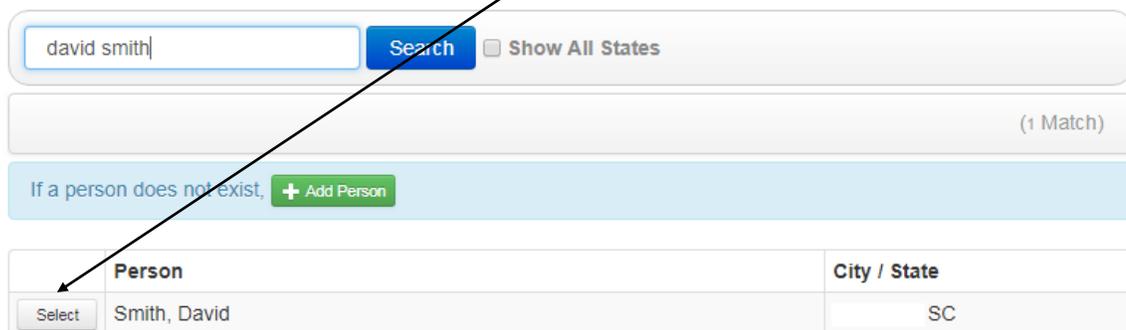
You will then type in the name of the person that you want to add and click the **Blue** "Search" button.



A list of persons with that name will come up.

If the correct person is in the list, you will choose "Select" next to their name.

Select Person for Position



Once you click "Select", the screen below will appear. You will then fill in the information requested. *****You will not put in a "Stop Date" if you are adding someone to a position.*** Once finished, you will click the **Blue** "Save" button at the bottom.

Organization Church Name

Position -- Select Position --

Start Date

Stop Date

Interim Only

Preferred Position Title

Position Status -- Select Position Status --
This field is required.

Mailing Location -- Select Address --
This field is required.

Save Back Close

If the correct person is NOT in the list, you will click, the **Green** "Add Person" box.

Select Person for Position

david smith Search Show All States

(1 Match)

If a person does not exist, **+ Add Person**

Person	City / State
Select Smith, David	SC

The screen below will open. Once you have entered all the person's contact information, you will click the **Blue** "Save" at the bottom.

Person Edit - SBC Workspa... x

https://www.sbcworkspace.com/people/edit/452645804

WS People Organizations Survey

Home / Person Search / Person Edit Create Person

Name

General Positions

General Audit Log

Preferred Title First Name Middle Name Last Name

Suffix Salutation Spouse Gender

Ordained Licensed Retired Birth Date Deceased

Day Phone Evening Phone Cell Phone Fax Number

Emails +

Addresses

+ Add Address

No Addresses Found

Save Cancel

Once you click "Save". The screen below will open. You will then fill in the information requested. **You will not put in a "Stop Date" if you are adding someone to a position. Once finished, you will click the **Blue** "Save" button at the bottom.

Organization Church Name

Position

Start Date

Stop Date

Interim Only

Preferred Position Title

Position Status
This field is required.

Mailing Location
This field is required.

You will then be redirected back to the screen below to make any additional changes needed. If you need to make additional changes, you will follow the same steps as referenced above.

When you are finished making leadership changes, you will click on the **Blue** "Save & Submit" button.

WS People Organizations Survey

Home / Survey Search / Leadership Profile

Baptist Church Last Modified On: 08/07/2018 01:48 pm

-- Other Surveys --

Mailing

Physical

SBCID:
State Org ID:
Year Organized:
Pastor:
Date Pastor Came:
Phone:
Fax:
Website:
Email:

Ethnicity:
White Non-Hispanic

Current Leadership

Senior Pastor

Add a new Senior Pastor

Remove

Senior Pastor (Bi-Vocational)