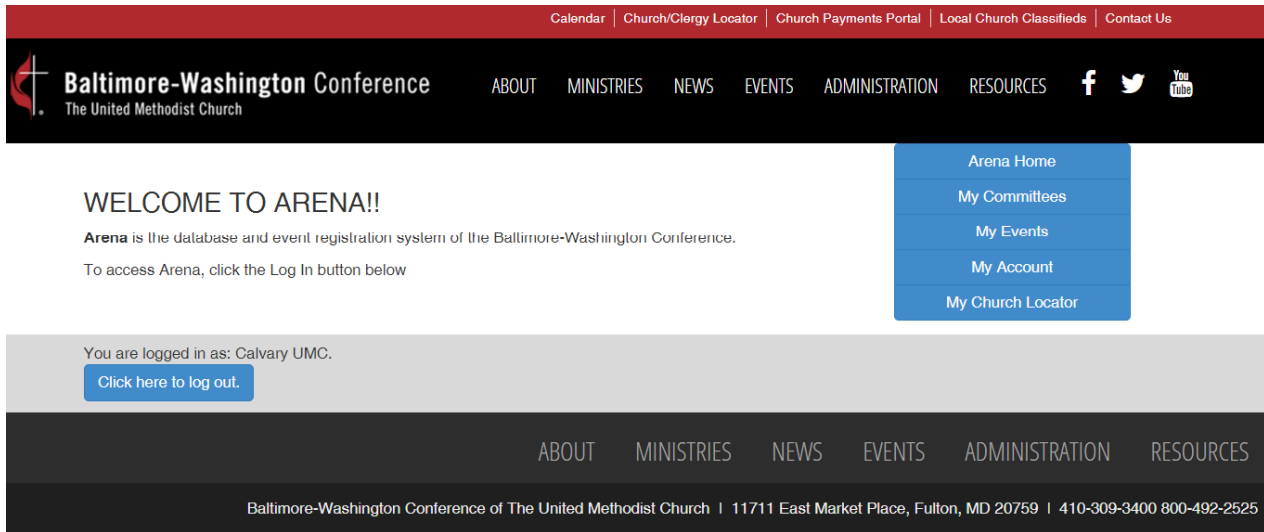


To Login:

1. Visit <https://arenaweb.bwcumc.org/>



2. Click on the “You are not logged in. Click here to login.” button
3. Enter your User Name and Password for your **church’s Arena account**, then click “Login”
 - a. If you have forgotten your church’s Arena User Name or Password, use the buttons to the right of the login area to retrieve / reset either one

Login

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(d) as a Conference, District or Local Church leader, you probably have an Arena account!!

- **Forgot Your Arena User Name?**
 - Click the “Forgot User Name” button (lower right)
 - Follow instructions to have your User Name emailed to you
- **Forgot Your Arena Password?**
 - Note: User Name and Email are required to reset your password
 - Click the “Forgot Password” button (lower right)
 - Follow the instructions to receive a new password via email.

If you are unable to retrieve your User Name or reset your Password, please contact your District Administrator or Event Registrar for assistance BEFORE you Register for an Account (below). For contact information, review the event description page or click [HERE](#) for a directory of BWC staff members.

Duplicate user accounts create lots of problems for both you and the BWC, so please do NOT Register for a New Account until you have attempted to retrieve your information.

Register for an Account

If you do not currently have a login account and would like to set one up, click the “Register” button below.

Note: If you already have an account that you are using for another area of our website, you do not need to create a new account. Use your current account to login.

4. If you need help, contact your District Administrator.

- Once you have logged into Arena, you will see the landing page shown below. Using the Navigation menus on the right, click on “My Committees”

WELCOME TO ARENA!!

Arena is the database and event registration system of the Baltimore-Washington Conference.

To access Arena, click the Log In button below

Arena Home

My Committees

My Events

My Account

You are logged in as: Calvary UMC.

Click here to log out.

- There are 32 groups/committees in the church’s Committee Leader Toolbox.

Church Groups

1 Adult Ministries (Calvary, Annapolis)	3 Lay Leaders (Calvary, Annapolis)
1 Campus Ministry (Calvary, Annapolis)	1 Lay Leadership Dvlpmt (Calvary, Annapolis)
1 Children's Ministries (Calvary, Annapolis)	6 Lay Members to AC (Calvary, Annapolis)
3 Church Council (Calvary, Annapolis)	2 Lay Servant Ministries (Calvary, Annapolis)
1 Church School / Small Group (Calvary, Annapolis)	2 Lay Staff (Calvary, Annapolis)
2 Clergy / Pastors (Calvary, Annapolis)	1 Membership Ministry (Calvary, Annapolis)
1 Communications Ministry (Calvary, Annapolis)	1 Memorials Ministry (Calvary, Annapolis)
1 Congregant / Member (Calvary, Annapolis)	1 Missions Ministry (Calvary, Annapolis)
1 Council on Ministries (Calvary, Annapolis)	1 Music Ministry (Calvary, Annapolis)
1 Education (Calvary, Annapolis)	1 Native American (Calvary, Annapolis)
2 Endowment Ministry (Calvary, Annapolis)	1 Scouting (Calvary, Annapolis)
1 Evangelism Ministry (Calvary, Annapolis)	2 SPRC / PPRC (Calvary, Annapolis)
1 Family Ministries (Calvary, Annapolis)	1 Stewardship Ministry (Calvary, Annapolis)
4 Finance Ministry (Calvary, Annapolis)	2 Trustees (Calvary, Annapolis)
3 Lay Leaders (Calvary, Annapolis)	2 United Methodist Men (Calvary, Annapolis)
1 Lay Leadership Dvlpmt (Calvary, Annapolis)	2 United Methodist Women (Calvary, Annapolis)
6 Lay Members to AC (Calvary, Annapolis)	1 Worship Ministry (Calvary, Annapolis)
2 Lay Servant Ministries (Calvary, Annapolis)	2 Youth Ministries (Calvary, Annapolis)

Using the Committee Leader Toolbox:

1. Click on the church group/committee to view the membership for that committee
2. Click on the Committee Member to view/edit their record.
3. **IMPORTANT: At the top, right side of the member list for each committee, there is a checkbox next to the words "Active Only". This filters the members displayed.**
 - a. If you need to view past or future committee membership, UNcheck the box.
 - b. To view only CURRENT membership, CHECK the box.

Committee Toolbox

Scouting

[Back to Committee Leader Toolbox](#)

Member List | [Toolbox Communication](#) | [Take Attendance](#) | [Attendance Summary](#) | [Document List](#)

Active Only

Calvary UMC	LEADER
Jake Doe	Cmte Chair/Pres
John Wesley	Cmte Member

[New Member](#)

Jake Doe Cmte Chair/Pres

Email: johndoe@example.com

Home: (410) 555-1212

Cell: (410) 555-9999

Address:
123 Any Street
Annapolis, DD 21401

Joined Group: 1/1/2016

Group Role: Cmte Chair/Pres

Group Status: Active

[Edit](#)

Adding Members to a Committee

1. Click the “Member List” button
2. Click the “New Member” button
 - a. A window will open where you will enter in all the individual’s information (see picture).
3. **You are required to enter the individual’s First and Last name and their email address.**
 - a. If possible, enter the home address for any committee leaders as some church committee leaders receive complementary copies of the UMConnection, the newspaper of the Baltimore-Washington Conference.
4. **Dates Joined (Term Start Date) and Date Inactive (Term End Date)**
 - a. Make sure you enter the start date and, if known, end dates for the member.
 - b. The start date can be in the future, just keep in mind the committee member will be flagged as “Inactive” until that date arrives.
 - c. **If you forget to enter a start date, today’s date will be automatically entered.**
5. Click the “Add member” button (at the bottom) to save the information.
 - a. Arena will automatically search the existing users in our database and try to find a match. If a match is found, the committee membership will be added to the record. No action is needed on your part.
 - b. If not match is found the Arena system will create a new user record in the database before adding the committee membership. No action is needed on your part.
6. **IMPORTANT: Adding the member’s committee role.**
7. After the member’s information has been saved/matched. Click on the member’s listing to enter their role in the committee.
 - a. If no role is chosen, Arena will enter “Committee Member” by default.
 - i. There are many roles available, but 90% of the time you will be use one of the following:
 1. Cmte Chair/Pres
 2. Cmte Vice Chair / VP
 3. Cmte Secretary
 4. Cmte Member
8. **Click “Save” button to save changes**

Editing/Discontinuing Committee Members

1. Click the “Member List” button
2. Click on the committee member that you need to edit/discontinue
3. Click the “Edit” button
4. Edit or enter new information for the individual or you can end their term on the committee by entering a date in the “Date Inactive” section

Emailing the Committee

1. Click the “Toolbox Communication” button
2. The members of the committee will automatically be added as recipients. Use the Show List / Hide List if desired.
3. You can also filter the list by member role.
4. Recipients can be manually removed by clicking the “X” next to their name
5. The From name and Reply to fields will be automatically populated using data from the currently logged in church user.
 - a. You can edit the “From”, “Reply To Email” and “Subject” fields
 - b. The “From Email” will always be noreply@bwcumc.org, but the recipient will see the “From” (ie “Acme UMC”) when the message is received and any replies will be sent to the address shown in the “Reply To Email” field.
6. Type the body of the email into the large text box.
 - a. You can format your message and add attachments if you wish.
7. Select “Send Now” or “Send Later”
 - a. If you choose to send later, a new window will open and you will need to select the date and time you would like the email sent
8. Click the “Send email” button to complete

Attendance Tracking

1. To take attendance, click the “Take Attendance” button
2. Click the “Add New Date” button
3. Enter the meeting date
4. You can enter the total headcount, specific member attendance and notes regarding the attendance. Click on “Submit Attendance”.
5. Click on the “Attendance Summary” button across the top to view a summary of who attended the meetings you have entered

Sharing Documents within the Committee

Note: Active Church Administrators and Committee leaders may add, edit and delete documents. Active Committee members can only view the documents.

1. Click the “Document List” button
2. Click the “Add Document” button to upload a new document to the group
3. Enter in the type of the document and a description
4. Click “Upload” and select which document you want to upload
5. Click “Save”
6. Do delete a document, click the red trash can icon

Title	Type	Description	Date Modified	
Minutes 09.07.2016.docx	Church Use - Meeting Minutes	Revised from 1st Draft	11/7/2016 5:05:08 PM	
Pinewood Derby Flyer 2016.docx	Church Use - Meeting Resources	Sent to newspaper	11/7/2016 5:05:52 PM	

To log out, simply go to the Arena Home screen and click the button “Click here to log out” at the bottom of the screen. For security reasons, you will be automatically logged out after 20 minutes of inactivity.