## 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.

SBC Workspace			
Vorkspace, please login	to continue.		
Username			
••••••			
Login Reset Password			
	Vorkspace, please login to Username		

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.

	Home / Data Protection Agreement				
	<b>♂</b> General				
	Data Protection Agreement - Revision(1)				
	SBCWorkspace				
	DATA PROTECTION AGREEMENT				
	BINDING AGREEMENT. By accessing or using the SBCWorkspace and its related database and other information/materials (hereinafter referred to simply as the "Workspace"), I, the person seeking access to the Workspace (hereinafter called "User") agree to be bound by the terms of this License Agreement with SB DataTech. If User does not agree to be bound by the terms of this Database Protection Agreement, User may not have access to and use of the Workspace.				
	STATEMENT OF INTENT. Southern Baptist congregations and associations provide statistical information and leader information to congregations, associations, state conventions, and patients				
PROHIBITION OF TRANSFER. User may not rent, lease, or sell access to the Workspace or any of the data or materials therein.					
	GOVERNING LAW. This agreement shall be interpreted under the laws of the State of Tennessee, without regard to conflict of law provisions. Venue shall be Davidson County, Tennessee. If SB DataTech must take legal action to enforce this agreement, SB DataTech shall be entitled to costs including reasonable attorney fees.				
	IN WITNESS WHEREOF by entering this site and accessing the Workspace User has indicated his acceptance of the terms of this Data Protection Agreement.				

Home / Survey Username Please Enter Your	Nam
Please Enter Your	Nam
	INALIK
<b>⊘</b> General	
Display Name	

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.

Sour Bap	th Carolina tist Convention	
Organization		Surveys
Name	Phone	Survey
		ACP Statistical Profile
		Leadership Profile
		SC Supplemental Survey

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

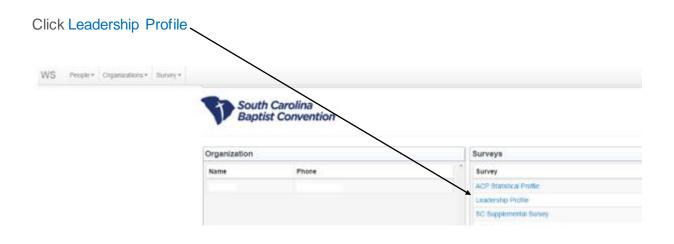
	Didate Organization Hide Details		Last Modified On: 8/1/2018
Other Surveys 🔻			
Malling	SBCID:	Ethnicity:	ite Men Hienenie
	State Org ID: Year Organized:	Primary: wh	ite Non-Hispanic
Physical	Pastor Name: Date Pastor Came:		
	Phone: Fax:		
	Website: Email:		
Full Survey Membership Program	Financial Save Cancel Reports		
	×,		
Membership			
	Current Year		Prior Year
1 Total Membership		0	80
2 Total Baptisms			
a Baptisms, ages 11 & under			0
		$\mathbf{N}$	Ū
b Baptisms, ages 12-17		0	0
c Baptisms, ages 18-29		0	
d Baptisms, ages 30 & up			0
Total - Total Baptisms		•	
3 Other Additions		•	
			$\backslash$
e entered all your stati	atical data aliah	Save	here or at the

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 <u>can</u> <u>be</u> 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.



Clicking on the "<u>Leadership Profile</u>" will the open the following screen:

WS	People -	Organizations -	Survey -				
				Home / Survey Search / Leadership Profile			
				Baptist Church Hide Details Edit Organiz		ation	Last Modified On: 08/07/2018 01:48 pm
				Other Surveys 🔻			
				Mailing 🔤		SBCID: tate Org ID: Organized: Pastor:	Ethnicity: White Non-Hispanic
				Physical	Date Pa	Fastor. stor Came: Phone: Fax: Website: Email:	
				Walk Through Positions Save & Submit Leadership Report		nt	
				Current Leadership			
				Senior Pastor			
				Add a new Senior Pastor	+	Senior Pastor (Bi-Vocational)	
				Remove			

This is where you can make any leadership changes that are needed. You can also update a person's contact information from here. <u>\*\*Please note that leadership and contact information changes can be made</u> 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:

Remo	ove Position			
O This p	osition was vacated:			
	osition was a data entry e his person was never a(n)		1	
			Remo	Cancel
City	Position	Title	Status	Start
	Church Organist			

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:

**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.

WS People • Organizations • Survey •	Home / Survey Search / Leadership Profile		
	Baptist Church Hide Details Edit Org	unizatic n	Last Modified On: 08/07/2018 01:48 pm
	Other Surveys • Mailing 🔤	SBCID: State Org ID: af Organized:	Ethnicity: White Non-Hispanic
		Pastor: Pastor Came: Phone: Fax:	
	Walk Through Positions Save & Submit Leaders ip Re	Website: Email: sport	
	Current Leadership		
	Senior Pastor		
	Add a new Senior Pastor +	Senior Pastor (Bi-Vocational)	
	Remove		

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

Through Positions Save	Select Person for P	Position		
nt Leadership				
or Pastor	Search	Search Show All States		
dd a new Senior Pastor		n you would like to add. If you cannot find the person that you are looking for or rd, you can click the create button that appears after the first search attempt.	r	
emove Craig Scott	Search Examples:			
	david	term contains 'david'		
	david smith	using both first name and last name can help narrow results		
	Nashville	adding a city name can also help narrow results		
	johnsmith@yahoo.com	you can also search by email		
Contact Person				
id a new ACP Contact F				
ster of Music				
ld a new Minister of Mu:				
emove Kenny Adams			Close	

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				
david smith Search Show All States				
(1 Match)				
If a person does not exist, + Add Person				
Person	City / State			
Select Smith, David	SC			

Once you click "Select", the screen below will appear. You will then fill in the information requested. <u>\*\*You will not</u> <u>put in a "Stop Date" if you are adding someone to a position.</u> 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 •	
Mailing Location	This field is required 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.

) 🔒   https://www.sbc	workspace.com/people/edit/4526	545804					C 🎦 🤉 Sean	rch	
S People - Org	anizations - Survey -								
	Home / Person Search / Person Edit							Cre	ate Person
	Name								_
	General Sections	s							
	General							Audit Lo	ļ
	Preferred Title	First Name		Middle Nam	e	Last Name			
	Suffix	Salutation		Spouse			Gender		
	Select Suffix V	Joshua Licensed 🗌	Retired 🗌		Birth Date		- Select Gender V		
	Day Phone	Evening Phone	Cell Phone		Fax Numbe	er .			
	Emails 🕂			1					
	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. <u>\*\*You will not put in</u> <u>a "Stop Date" if you are adding someone to a position.</u> Once finished, you will click the <u>Blue</u> "Save" button at the bottom.

Organization	Church Name		/
Position	Select Position	Ŧ	/
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

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 Peopl	ole • C	Organizations -	Survey -							
				Home / Survey Search / Leaders	ship Profile					
				Baptist Church		Last Modified On: 08/07/2018 01:48 pm				
				Other Surveys 🔻		Ethnicity:	Ethnicity: White Non-Hispanic			
					bar					
				Physical	Date Pa	Pastor: stor Came: Phone:				
						Fax: Website: Email:				
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				Remove	<b>iii</b>					