



Making disciples of Jesus Christ for the transformation of the world.

Campus Ministry System (CMS) Instructions for Use

The Campus Ministry System (CMS) Web Page Portal is at:
www.cm.vaumc.org



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System Logon

Login Required

Logon / Password Help

Forgot Login or Password?

Internet Explorer Users

"And day by day, attending the temple together and breaking bread in their homes, they partook of food with glad and generous hearts, praising God and having favor with all of the people. And the Lord added to their number day by day those were being saved." Acts 2:46-47

The story of the Church's beginning witnesses to the two realities that have been part of the Church's ministry since its founding: 1) the importance of shared ministry in Christ, and 2) recording ways that God is blessing the Church's ministry.

This web site is intended to witness to both of the realities. In the Wesleyan heritage of ministry, it serves as a point in connection so the churches throughout the Virginia Conference may share the stories of their ministry together in Christ. It also records tangible ways that God continues to bless the ministry of the Church. As you enter information for your church, please pray for the ministry of your church and for all of the churches of our conference as we praise God together.



User ID's and Password's can be provided by those with administrative access to your Campus Ministry Portal



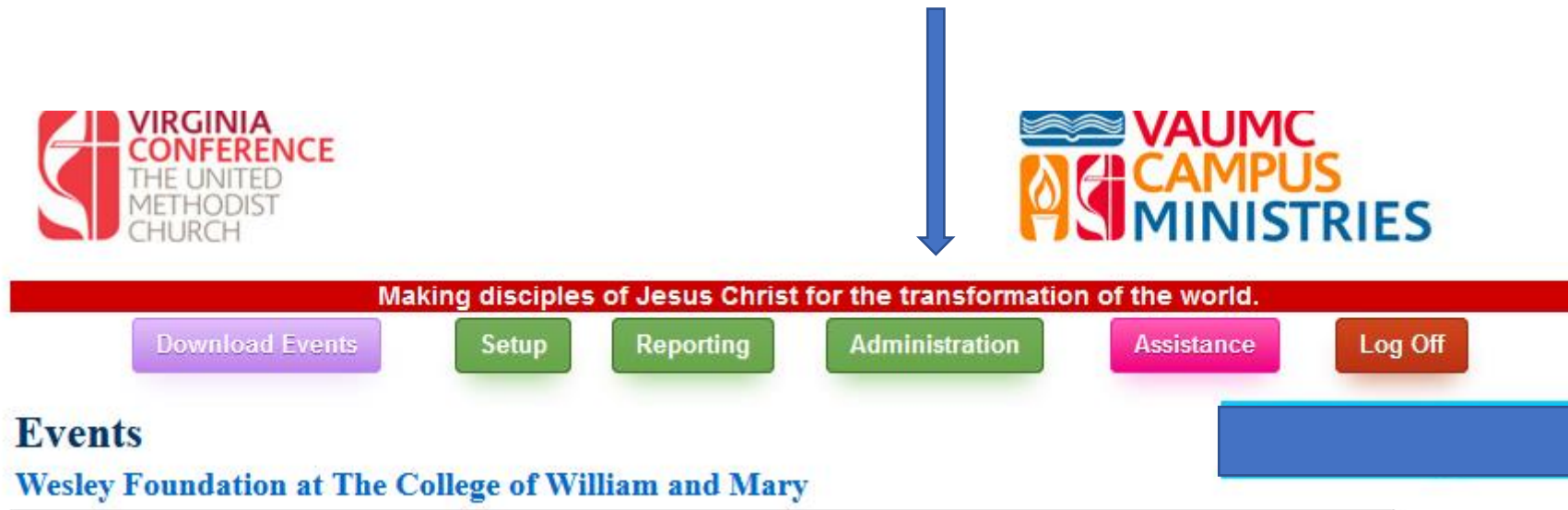
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System Login

User ID

Password

This is the “main menu” that provides access to the system capabilities. We will go through each item. We will start with “Administration.”



The screenshot displays the main menu for VAUMC Campus Ministries. At the top left is the logo for the Virginia Conference of the United Methodist Church. To its right is the VAUMC Campus Ministries logo, which includes a blue arrow pointing downwards. Below these logos is a red horizontal bar with the text "Making disciples of Jesus Christ for the transformation of the world." Underneath this bar is a navigation menu with six buttons: "Download Events" (purple), "Setup" (green), "Reporting" (green), "Administration" (green), "Assistance" (pink), and "Log Off" (orange). Below the navigation menu, the text "Events" is displayed in a large, bold, blue font, followed by "Wesley Foundation at The College of William and Mary" in a smaller blue font. A blue rectangular box is positioned to the right of the "Events" text.

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Download Events Setup Reporting Administration Assistance Log Off

Events

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The Administration area allows you to (1) Prepare a mailing list for monthly reports, (2) Set up user management, and (3) Enter school information. (4) The Events button is the “return to main page” link.

We will start with the Mailing List Management


The screenshot shows the top navigation area of the Virginia Conference Campus Ministry System. On the left is the logo for the Virginia Conference of the United Methodist Church. A blue arrow points down from this logo to the 'Mailing List Management' button. On the right is the logo for VAUMC Campus Ministries. Below the logos is a red banner with the text 'Making disciples of Jesus Christ for the transformation of the world.' Underneath the banner are four green buttons: 'Mailing List Management', 'User Management', 'School Information', and 'Events'. At the bottom of the page, a blue line separates the footer text 'Version 1.0 August 2014 - Virginia Conference Campus Ministry System' from the rest of the page.

The intent of the CMS Mailing list is to provide your stakeholders with a monthly report of events and participation. Stakeholders are local board members, the student leadership team, and your district superintendent. Others can be included – that is your call.

The how-to instructions are in the blue box

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Events



Administration - Stakeholder Management

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People Email Management

First Name: **Last Name:**

Email:

Type in the Name and their EMail Address above then click the appropriate button

Security Access

| Name | Email Address | Action |
|----------------|------------------------------|---------------------------------------|
| Meghan Clayton | mclayton@williamsburgumc.org | <input type="button" value="Manage"/> |
| Pam Dunning | pamdunning@cox.net | <input type="button" value="Manage"/> |
| Lucia Butler | labutler@email.wm.edu | <input type="button" value="Manage"/> |

Canmpus Ministry System Email List Management

- To Add a person type in their First Name, Last Name, and Email Address then click the Add Person button.
- To Edit a person in the system click the Manage button next to their name. Then you will be able to Update their information or Delete the person from the system.

Going back to the Administration Menu – our next action will be to setup User Management



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Mailing List Management

User Management

School Information

Events

User Management allows you to provide system access establish and user roles – the instructions are contained in the blue box. The Student Leadership Team should be involved in data entry and analysis.

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Administration - User Management

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| People Management | | | |
|--|----------------------|-------------|--------------------------------|
| Prefix: | <input type="text"/> | First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> | Suffix: | <input type="text"/> |
| Login ID: | <input type="text"/> | Password: | <input type="text"/> |
| | | Role: | <input type="text" value="v"/> |
| Telephone: | <input type="text"/> | Email: | <input type="text"/> |
| Type in the Name and their EMail Address above then click the appropriate button | | | |
| <input type="button" value="Add Person"/> | | | |

Security Access

| Name | Login | Role | Email Address | Telephone | Action |
|------|-------|-----------------|---------------|-----------|---------------------------------------|
| R | | Campus Minister | Max | | <input type="button" value="Manage"/> |
| M | | Reviewer | john | | <input type="button" value="Manage"/> |
| | | Volunteer | elkit | | <input type="button" value="Manage"/> |
| Sa | | Volunteer | sgf | | <input type="button" value="Manage"/> |
| H | | Volunteer | hlco | | <input type="button" value="Manage"/> |
| | | Volunteer | labu | | <input type="button" value="Manage"/> |
| | | Volunteer | ach | | <input type="button" value="Manage"/> |

Campus Ministry System User Management

- To Add an individual type in their information to the left and click on Add Person Note: The Required Fields are First Name, Last Name, Login ID, Password, and Role. The Telephone and Email are highly encouraged.
- To Edit, Update, or Delete a person, click on the Manage button to the left of their name.
- User Roles are: Campus Minister, Volunteer, Reviewer, and Administrator. Select a role appropriate for this person.
- Email Login and Password: Should someone forget their Login and Password you are able to email them their system credentials. Click the Manage button next to their name and then click Email Credentials.

Going back to the Administration Menu – our next action will be set up School Information



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Mailing List Management

User Management

School Information

Events

This page allows you to enter basic information about your school, to include your vision statement – let’s look a the Core Group Goals next.

School Information Management

Wesley Foundation at The College of William and Mary

| | | | |
|---|-----------------------------------|----------------------------------|----------------------------------|
| School Information | | | |
| School Name: <input type="text" value="Wesley Foundation at The College of William and Mary"/> | | | |
| Core Group for 2020 | | | |
| Target Goal: <input type="text"/> | Actual Sept: <input type="text"/> | Actual Jan: <input type="text"/> | Actual May: <input type="text"/> |
| Student Population | | | |
| School(s) Student Population: <input type="text" value="6284"/> Note: only numbers - do not use punctuation | | | |
| School Description | | | |
| Please describe your school(s) | | | |
| <p>We, the Wesley Foundation, the United Methodist Campus Ministry at the College of William & Mary, believe God creates a human family; every person is a recipient of God's grace; and God intends for us to be a community that embodies love, reconciliation, and justice. Thus, we welcome people of all races, nationalities, sexual orientations, gender identities, faiths, and</p> | | | |

Campus Ministry System School Information

- The School name, Student Population, and Description are all used in various sections of this system.
- Please carefully review and edit this information. All informatino here is used in the monthly report.
- Edit then click the Update School Information button to save the updated data.

Hopefully, your campus ministry has a strategic plan that includes “Core Group Goals.” Your core group consists of the students who call your ministry “home” – a parallel is church membership. Set your goals each academic year and then track your progress in achieving these goals. The expectation is that each campus ministry core group would equate to 1% of the undergraduate on-campus population. For this example, it would be 63 students as the on-campus population is 6284.



| School Information | | | |
|---|-----------------------------------|----------------------------------|----------------------------------|
| School Name: <input type="text" value="Wesley Foundation at The College of William and Mary"/> | | | |
| Core Group for 2020 | | | |
| Target Goal: <input type="text"/> | Actual Sept: <input type="text"/> | Actual Jan: <input type="text"/> | Actual May: <input type="text"/> |
| Student Population | | | |
| School(s) Student Population: <input type="text" value="6284"/> Note: only numbers - do not use punctuation | | | |
| School Description | | | |
| <input type="text"/> | | | |

Next, we go to the main menu and start event reporting. Click on Set-up button.



The screenshot shows the main menu of the VAUMC Campus Ministries system. At the top left is the logo for the Virginia Conference of the United Methodist Church. At the top right is the logo for VAUMC Campus Ministries. A red banner across the top contains the text "Making disciples of Jesus Christ for the transformation of the world." Below the banner is a horizontal row of six buttons: "Download Events" (purple), "Setup" (green), "Reporting" (green), "Administration" (green), "Assistance" (pink), and "Log Off" (brown). A large blue arrow points down from the top center of the page to the "Setup" button. Below the buttons, the text "Events" is displayed in a large blue font, followed by "Wesley Foundation at The College of William and Mary" in a smaller blue font. A blue rectangular box is positioned to the right of the "Events" text.

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Events

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Events

Mr. John Dunni

Click Event Type within the Category (Engage, Explore, Embody)

- Explore**
 - Outreach
 - Other
- Engage**
 - Worship
 - Small Groups
 - Bible Study
 - Other
- Embody**

← **First – Identify the type of event – Explore, Engage or Embody**

Event Name

← **Enter Event Name**

Event Date



Event Time

Student Attendance

Non-Student Attendance

Event Description

← **Next Enter Event Data as Shown – the system allows you to repeat events – just change the date and numbers**

Number of Ways you invited participation to this event

Describe these ways of Invitation

Save Event

After you have entered the event information for a given month, you will report the data to your stakeholders – Starting from the Main Menu – click on reporting



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This menu allows you to review your report in PDF format before sending. When you click on this you will see graphs indicating your Explore, Engage and Embody events with participation for a particular month and graphs showing year-to-date totals by month. If the report is ok –click on the Distribute Report link



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Monthly Report Management

██████████

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Review Campus Report PDF

Distribute Campus Report PDF

- Preview PDF Report is for your review of the previous month
- PDF Report allows you to print the monthly for the previous month
- Distribute Report emails your report to the defined list of people in Mailing List Management located in Administration section

Going back to the main menu – you also have the option to download your reports into an Excel Spreadsheet. The spreadsheet will show your event information in detail as well as information from all other campus ministries – click on the Download Events



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When ready – click on the Export to Excel link – If you are serious about meeting goals – improving your ministry – and looking at “What Works” use the analytics that are available!

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Campus Ministry Events Export to Excel

Export School Events

Download Excel School Events File

- Click the links to the left to download School Events File in Excel format.

**This is a copy of the Excel Spreadsheet – Showing the Basics for Every Event for the year
– or – many years!**

| | A | B | C | D | E | F | |
|----|---|------------|-------------------------|-------------|----------|-----------|------|
| 1 | SCHOOL | EVENTDATE | NAME | EVENTTYPE | CATEGORY | STUDENTAT | OTHE |
| 2 | Campus Ministry / University of Mary Washington | 2021-01-06 | January Bible Study | Bible Study | Engage | | 7 |
| 3 | Campus Ministry / University of Mary Washington | 2021-01-13 | January Bible Study | Bible Study | Engage | | 6 |
| 4 | Campus Ministry / University of Mary Washington | 2021-01-17 | MT Planning Retreat | Other | Embody | | 6 |
| 5 | Campus Ministry / University of Mary Washington | 2021-01-20 | January Bible Study | Bible Study | Engage | | 4 |
| 6 | Campus Ministry / University of Mary Washington | 2021-01-27 | CCC Interest Meeting | Outreach | Explore | | 12 |
| 7 | Campus Ministry / University of Mary Washington | 2021-02-01 | Monday Meditation | Outreach | Explore | | 3 |
| 8 | Campus Ministry / University of Mary Washington | 2021-02-03 | Spring 2021 Bible Study | Bible Study | Engage | | 6 |
| 9 | Campus Ministry / University of Mary Washington | 2021-02-04 | Table Talk | Outreach | Explore | | 10 |
| 10 | Campus Ministry / University of Mary Washington | 2021-02-08 | Ministry Team Meeting | Other | Embody | | 6 |
| 11 | Campus Ministry / University of Mary Washington | 2021-02-08 | Monday Meditation | Outreach | Explore | | 4 |
| 12 | Campus Ministry / University of Mary Washington | 2021-02-10 | Spring 2021 Bible Study | Bible Study | Engage | | 6 |
| 13 | Campus Ministry / University of Mary Washington | 2021-02-11 | Table Talk | Outreach | Explore | | 11 |

Going back to the main menu – note that there is an “Assistance” feature – if you are having any difficulties (with the system 😊) it sets up an email to send to the conference tech staff.



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Setup

Reporting

Administration

Assistance

Log Off

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