



INSTRUCTIONS FOR CHURCHES

To login to your dashboard:

1. First ensure that you have claimed your church profile:
 - o Visit: <https://www.discipleshipsurvey.com/1/churchclaim.php>
 - o Select your conference.
 - o Select your district.
 - o Select your church, click “Claim Church”.
 - o Enter your Pastor’s name, admin email and password.
 - o Optional: Enter any groups you wish to add (this can also be done later).
 - o Scroll to bottom and click “Update”.
 - o This will claim the profile; Click “Return” to go to your dashboard.

2. If you have already claimed the church profile you can login directly:

- o Visit: <https://www.discipleshipsurvey.com/1/church.php>
- o Enter your login credentials.
 - Enter the email already assigned to the account.
 - Enter the password already assigned to the account; click “Login”.
 - If you do not have the login credentials and the church is not on the church claim list, please contact R.C. Muhlbaier (robert.muhlbaier@inumc.org).
- o Click “Login”.