Go to <https://ky.sbcworkspace.com/account/login>

Graphical user interface, text, application, website

Description automatically generated

Input User Name

Password

Select Login

Graphical user interface, text, application, email

Description automatically generated

This is your church dashboard

At the top:

WS – Dashboard Page

Person – search for a person

Organization – search for an organization

Survey – search for surveys

WS Dashboad:

Under Welcome to Workspace helpful links on how to use workspace and complete surveys

Under organization it will have your church

Under Surveys it will have the surveys available at this time that have not been closed (if you need to see a closed survey you can do this by going to the survey tab at the top)

Select you church name in the organization box

Graphical user interface, text, application, email

Description automatically generated

This takes you to your church pages

General – all information about your church

Make sure to update and watch the following

* Phone
* Fax Number
* Website
* Email
* Addresses
  + Physical
  + Mailing

Select the Leaders tab

Table

Description automatically generated

This will show you all your current leaders. If someone is no longer in that position select the black pencil button in front of their name.

Graphical user interface, text, application, email

Description automatically generated

Put a stop date and hit save. This will remove them from your current list.

If you select the Show Prior Positions next to the search button it will show you anyone that was previously in positions. Those in gray are previous position and you will see they have a stop date.

Table

Description automatically generated

Once you make sure everyone that is currently showing is correct you can add anyone that needs to be added.

Select the green Add Position

Graphical user interface, text, application

Description automatically generated

Search for the person you need to add and select search

Graphical user interface, text, application

Description automatically generated

See if any of the names that pull are the person you need to add. If so select that person (you will then complete the add position process)

If the person is not in the box select the add person

Example of adding a person

Graphical user interface, application

Description automatically generated

Select Add Person

Graphical user interface, application, Word

Description automatically generatedFill in all information you have

Graphical user interface, application

Description automatically generated

Select Save

Graphical user interface, text, application

Description automatically generated

Select Use Suggested Address if Available if not select Use Original Address

Graphical user interface, application

Description automatically generatedGo to top of screen and select WS

Select you church name in the organization box

Graphical user interface, text, application, email

Description automatically generated

This takes you to your church pages

Select Leaders

Graphical user interface, table

Description automatically generated

Now select Add Position

Graphical user interface, text, application

Description automatically generated

In Search box insert the name of the person you just added to the system. Now when you select search their name should show at the bottom and hit select by their name

Graphical user interface, application

Description automatically generated

Select the mailing location for the mail for this person

It will either be the organization preferred or person preferred (this is where all mail will be sent for the position)

Position find the position the person is in

Position Status

VO – Volunteer

BI – Bi-Vocational (this is mostly for pastors/music minister etc)

PT – Part-Time

FT – Full-Time

Start Date

Graphical user interface, application

Description automatically generated

Select Save

Graphical user interface, application

Description automatically generated

The new person will now show in your leaders list.