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



Input User Name

Password

Select Login



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



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 Reports



This is a list of predefined reports for your organization

Take a look at each of the reports to see what all information you can get.