

Annual Church Profile

INSTRUCTIONS

LOGIN – Workspace

1. Go to the website <https://sbcworkspace.com>
2. Enter your username and password. Contact the association office to obtain your username and password.
3. Click the “Login” button.
4. Enter your name and click “Submit”. Following this, a data protection agreement may appear. If so, click accept.

WORKSPACE HOME SCREEN – Annual Church Profile

5. Click “ACP Statistical Profile” to complete the Annual Church Profile survey.
6. Once your information is entered click the blue “Save” button.
7. After clicking “Save”, “Is the survey complete?” will appear. If you are finished and ready to send the completed survey click the green “Yes, Save my answers and mark the survey complete” button. If you are not finished and wish to return to the survey later, click the black “No, Save my answers but leave the survey open” button.

WORKSPACE HOME SCREEN – Leadership Profile

8. Click “Leadership Profile” to edit staff members and volunteers in your church.
9. To remove a person from a position, click the red trashcan. After that, you will be asked to put the ending date of the position. If the entry was an error, choose the data entry error button. Once you’ve chosen the correct option, click the red “Remove” button.
10. To add a person. Click the green plus sign box. You will then type the person’s name in the search box. Following that, a list of names will show up. If the person’s name is on the results list click “Select” by their name. You will then fill out position details. Once finished, click the blue “Save” button.
11. If the person’s name is not on the list, click “Add Person”. You can then add the person’s information to Workspace. Once that’s completed, click the blue “Save” button.

Please note, look through the results list carefully before creating a new person.

12. To edit a person’s contact information, click “Update Contact Information” under their name.
13. Once you have made all necessary changes, click the blue “Save and Submit” button.

WORKSPACE HOME SCREEN – VBS and Supplemental Surveys

14. The VBS and Supplemental surveys use the same format as the Annual Church Profile survey.

WORKSPACE HOME SCREEN – Organization

15. To edit your church's address, phone number, email etc., click on the church name.
16. Once you have made any changes, click the blue "Save" button.