

Instructions for Completing the UMW Membership Census 2016

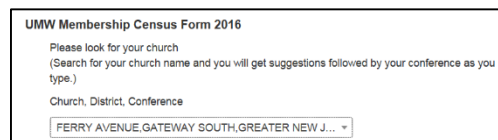
The UMW Membership Census 2016 is due

March 30, 2017!

Access the online form for the UMW Membership Census 2016 at:

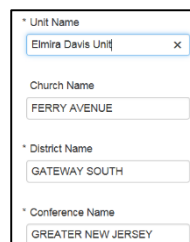
www.unitedmethodistwomen.org/census2016

1. At the top of the page, you will be asked to provide your church's name. Click on the dropdown menu in the **CHURCH, DISTRICT, CONFERENCE** box. Then, enter three (3) or more letters of your church's name. As you type, options for your church appear below. Choose the option that has your church, district, and conference.



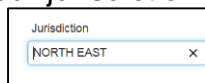
UMW Membership Census Form 2016
Please look for your church
(Search for your church name and you will get suggestions followed by your conference as you type.)
Church, District, Conference
FERRY AVENUE.GATEWAY SOUTH.GREATER NEW J...

2. By selecting your church from the list, the boxes for **CHURCH NAME**, **DISTRICT NAME**, and **CONFERENCE NAME** will automatically populate. Verify the information is correct. Then, enter the name of your UMW unit in the **UNIT NAME** box, as this may be different from your church's name.




* Unit Name
Elmira Davis Unit x
Church Name
FERRY AVENUE
* District Name
GATEWAY SOUTH
* Conference Name
GREATER NEW JERSEY

3. Click on the **JURISDICTION** box. Your jurisdiction should automatically appear. Verify that it is accurate.



Jurisdiction
NORTH EAST x

4. Enter the street address for your church in the **CHURCH ADDRESS** box. Enter the city where your church is located in the **CITY** box. Choose the state where your church is located using the dropdown menu in the **STATE** box. Enter the zip code for your church in the **ZIP CODE** box.



Church Address

City

State
Please select response v
Zip Code



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5. Choose the type of UMW unit from the dropdown menu in the **UNIT TYPE** box. The most common response will be 'Local'.

* Unit Type

Please select response

- Local
- Cluster/Charge
- District Members
- District Unit
- College/University
- Teen
- Work Site
- Retirement
- Prison
- Hearing Impaired
- Online
- Other

6. Select the primary language spoken within your UMW unit from the dropdown menu in the **PRIMARY LANGUAGE** box.

Primary Language

Please select response

- Akan
- Creole
- English
- French
- Hmong
- Korean
- Portuguese
- Russian
- Samoan
- Spanish
- Tagalog
- Tongan
- Other

7. Enter the first and last name of the current unit president in the **UNIT PRESIDENT** box. Enter the preferred phone number and email address for UMW communication for the unit president in the **PRESIDENT'S TELEPHONE NUMBER** and **PRESIDENT'S EMAIL** boxes.

* Unit President

President's Telephone Number

President's E-mail

8. Enter the total number of UMW members in your unit as of January 1, 2016 in the **NUMBER OF MEMBERS AS OF JANUARY 1, 2016** box. Do not include members who joined during the year. This will be entered later.
9. Enter the number of new members who joined your UMW unit in 2016 in the **NUMBER OF NEW MEMBERS ADDED** box. This is not a total number of members. Only include the number of new members. Do not include members counted in the previous box.
10. Enter the number of members lost during 2016 in the **MEMBERS LOST BY DEATH OR OTHER REASONS** box. Reasons members may be lost include, but are not limited to, death, relocation, or change in church membership.

* Number of Members as of January 1, 2016

* Number of New Members Added

* Members Lost by Death or Other Reasons



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11. As the person completing the census, enter your first and last name in the **REPORTED BY (NAME OF PERSON WHO IS REPORTING THIS DATA)** box. Select your position in the UMW unit from the dropdown menu in the **POSITION OF THE PERSON REPORTING THIS DATA** box. IF your position is not listed, select 'Other' and enter your position in the box below. An example of a position that may be categorized as 'Other' is 'Member'. Enter the telephone number and email address you use for UMW communication in the **TELEPHONE NUMBER** and **EMAIL ADDRESS** boxes. If you do not have an email address, you can easily sign up for a free account using a variety of services, such as Gmail with Google. If you do not plan to check your email regularly, please do not enter an email address.

Reported By (Name of person who is reporting this data.)

Position of the person reporting the data
 Please select response

If Other, please specify (Position, not listed in the previous field)

Telephone Number

E-mail Address

12. Select the types of social media your UMW unit uses from the options. Choose all that apply.

What type of social media do you use?

Facebook

Instagram

Twitter

Snapchat

YouTube

LinkedIn

Pinterest

Google Plus+

Tumblr

13. When your unit is involved in events, identify if social media is used to promote the event. Select 'Yes' or 'No' from the dropdown menu. If you selected 'Yes', select which social media applications your UMW unit uses to promote events.

Do you use social media for promoting events?

Please select response:

If yes, please select the social media applications in use.

Facebook

Instagram

Twitter

Snapchat

YouTube

LinkedIn

Pinterest

Google Plus+

Tumblr



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14. Some social media sites use various identifiers for individuals or groups, such as the hashtag (#) or handle (@). If your UMW unit has used any hashtags, handles, text marketing tools, or any other unique identifiers online, list them in the box. Please only write one identifier per line.

Do you use a hashtag, text marketing tool or any online identifier for your conference/district/unit?
Please share in the box below:

15. Check all your information, then click **SUBMIT**. Be careful not to click **RESET ANSWERS** unless you need the form to be cleared to reenter all the information for your unit.

SubmitReset Answers

16. After you click 'Submit', you will be taken to another screen thanking you for completing the census. On this page, you will also find the link for the myUMW page, which allows you to enter your personal information and obtain your UMW membership card.



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Thank you for completing the UMW Membership Census Form 2016 survey.

[Click here](#) to access your individual membership form. Have each member complete this short registration form which will help us personalize their experience as a UMW member.

Click or copy and paste the following link into your browser:
www.unitedmethodistwomen.org/myumw

For assistance please contact the UMW National Office at (212)870-3725

For Questions or Assistance with the UMW Membership Census:

Maria Rodriguez

212-870-3725

MRodriguez@unitedmethodistwomen.org

Monday – Friday, 9:00 AM – 4:30 PM (EST)

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