

How to add an individual from one Conference – into a church that holds standing in your Conference

NOTE: These are **NOT** instructions for transferring a person's standing from one conference to another. You can find a video tutorial for that process here: [How to Transfer a People Record](#). These steps are strictly for adding a person that is serving a church in your conference, yet maintains their standing in another conference.

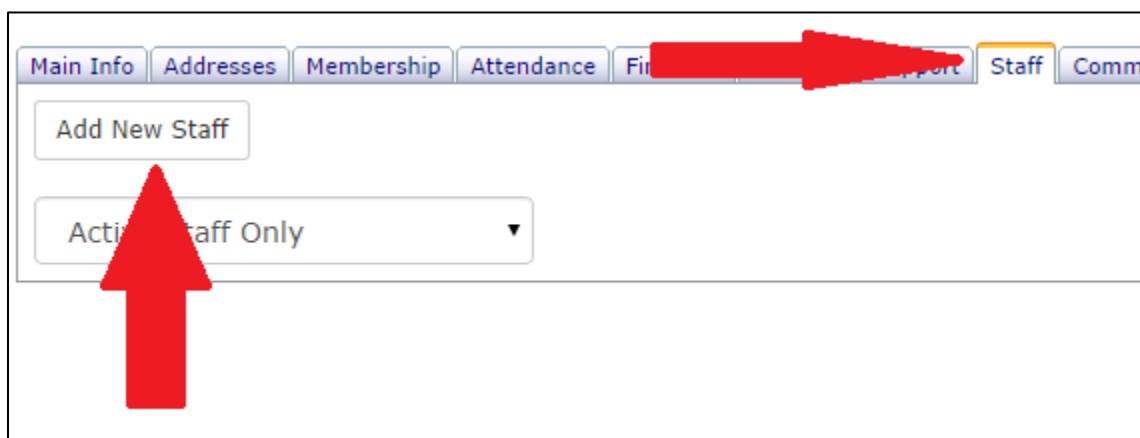
To add a person to a church, who is not in your conference: Log in to the Data Hub. Using the black menu bar, place your mouse over **Record Management** and select **Churches**.



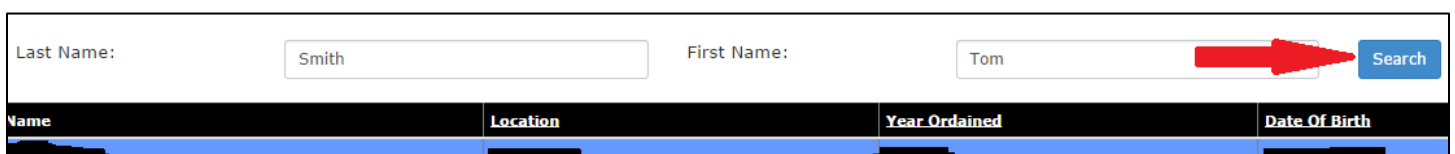
Search for and select the church the individual will be serving by clicking on the **Church Name**.



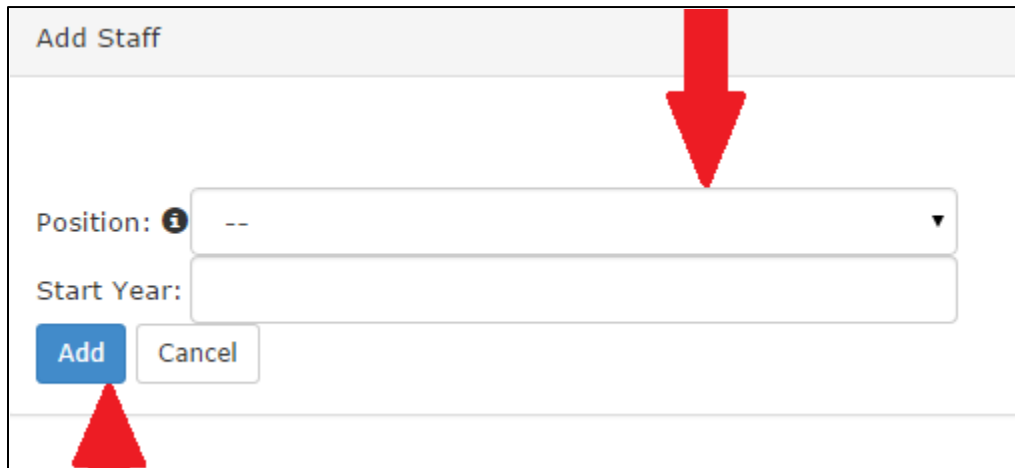
Open the **Staff Tab** and click on the **Add New Staff** button.



You may search for the individual you wish to add to the church on this screen. Type in a **First and Last Name** and click on the **Search** button.



Select the individual by clicking on their **Name** from the search results. Continue to add the **Position** and **Start Year**. Click **Add**.



The image shows a screenshot of a web form titled "Add Staff". The form has a light gray header with the text "Add Staff". Below the header, there are two input fields: "Position:" followed by a dropdown menu showing "--" and a small downward arrow, and "Start Year:" followed by an empty text input field. Below these fields are two buttons: a blue "Add" button and a white "Cancel" button with a gray border. A large red arrow points down to the "Position:" dropdown menu, and another large red arrow points up to the "Add" button.

REMEMBER: These steps are **NOT** for transferring a person's standing from one conference to another.

You have successfully updated a church record by adding a person from another conference!

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