



Effective Ministry 360

Adding Contributors



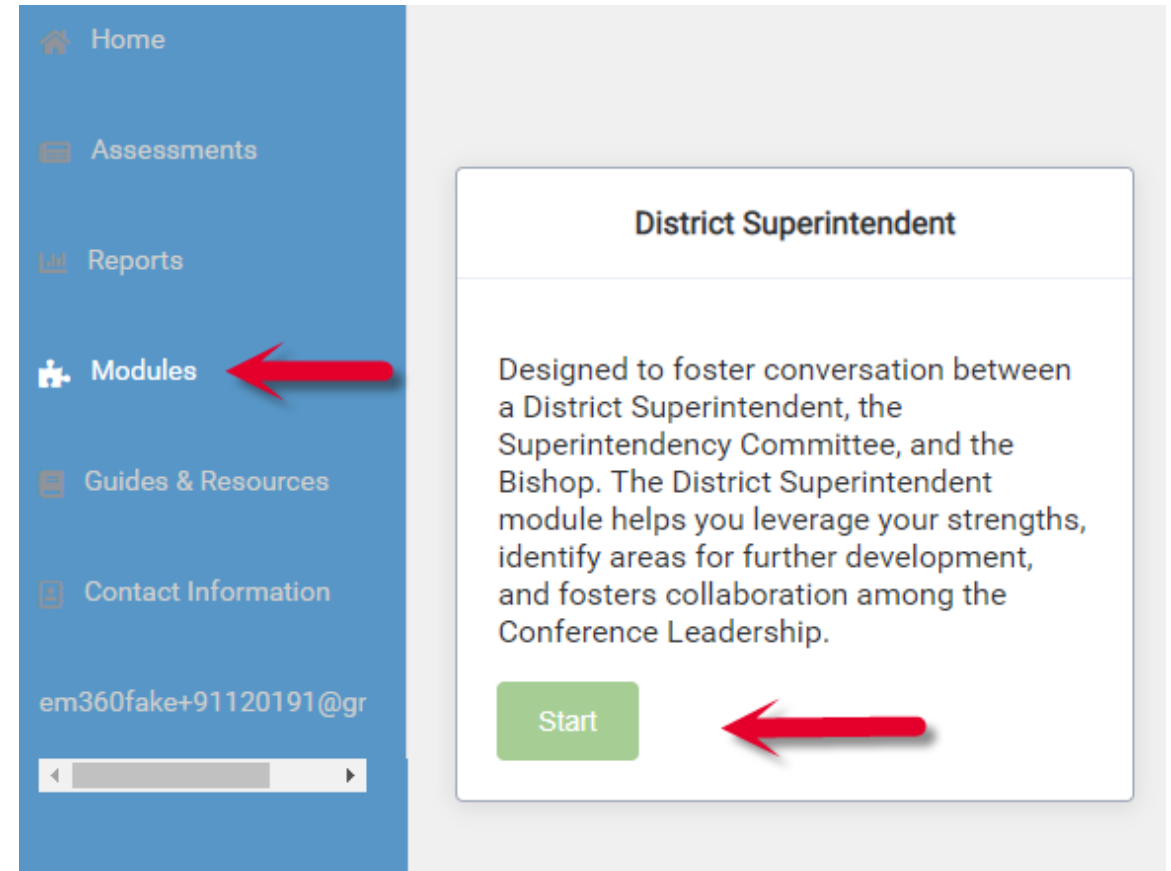
HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

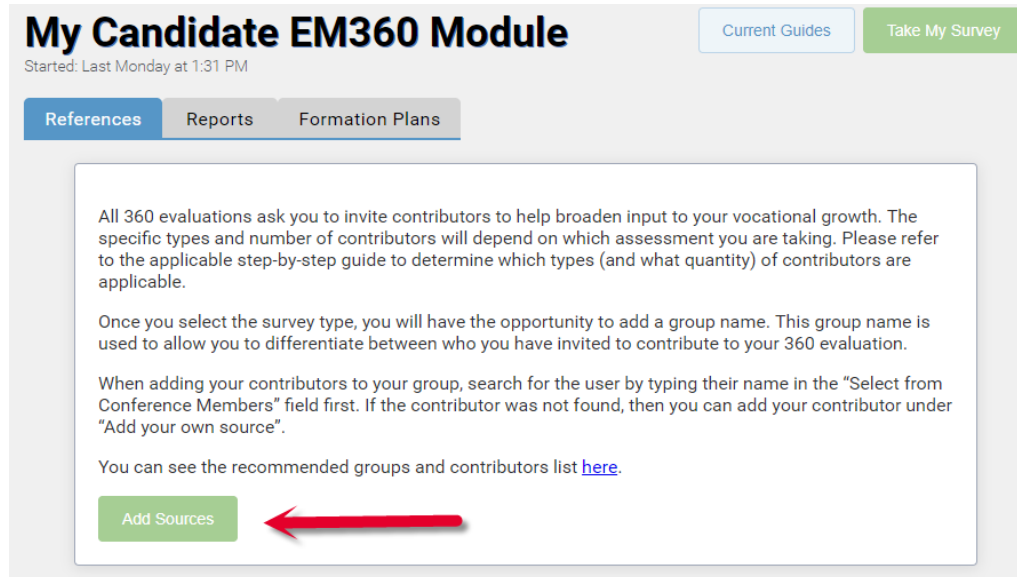
THE UNITED METHODIST CHURCH

Getting Started

To start an EM360 process click on **Modules** and then **Start** under the appropriate module.



Add Sources



When you are ready to start adding contributors who will provide feedback, click on **Add Sources** on the **References** tab.



Creating a Group

Before you can invite individuals to your process, you must create a contributor group. You can find a list of recommended contributor groups [here](#).

Add Survey Contributors

Survey Type:

Please select a survey type

Group Name:

Give this group of contributors a name

Anonymous

☐


Create

Cancel



Creating a Group Cont.

Add Survey Contributors

Survey Type: Please select a survey type ^ 

Group Name:

Anonymous ☐

Pastor

SPRC

Reference

Create Cancel

First, you will select the survey type that is needed from the drop down menu. If it is unclear which survey type you should use, refer to the recommended contributors list available [here](#).



Creating a Group Cont.

Next, you will name your group. This allows you to name your group using a title that makes the most sense for your context.

Add Survey Contributors

Survey Type:

SPRC

Group Name:

My S/PPRC Team

We recommend setting this source type to anonymous

Anonymous



Create

Cancel




Creating a Group Cont.

Add Survey Contributors

Survey Type: SPRC

Group Name:

We recommend setting this source type to anonymous

Anonymous ☒ 

Create Cancel

Next, you will decide if the group should be marked as anonymous. While names are never listed with given responses in the feedback report, the anonymous feature will require at least three contributors complete their feedback in order to generate data for the group.

It is strongly recommended that S/PPRC, References and Peer groups always be anonymous. NOTE: Once a group is created you cannot change the anonymous setting. Please make sure you double check this setting before creating the group.




Add Survey Contributors

Survey Type: SPRC

Group Name: My S/PPRC Team

We recommend setting this source type to anonymous

Anonymous ☒

Create  Cancel

Creating a Group Cont.

Click on **Create** once your group settings are complete. This will establish your group and allow you to start adding contributors to the group.



Adding Contributors to your Group

Add Survey Contributors

Survey Type: SPRC

Group Name: Test Group

Anonymous ☒

Select from Conference members (optional)

Chase C

Chase Cole

First Name:

Last Name:

E-mail:

Submit

Once you have created your group you can add contributors. When adding contributors you should always search to see if they already have a record in EM360. You can do this by typing their name in the “Select from Conference members” box. If their name appears, click on their name and they will be added to the group.



Adding Contributors Cont.

Select from Conference members (optional)

Joe Smith

Or add your own source

First Name:

Joe

Last Name:

Smith

E-mail:

JoeSmithFakeEmail@gmail.com

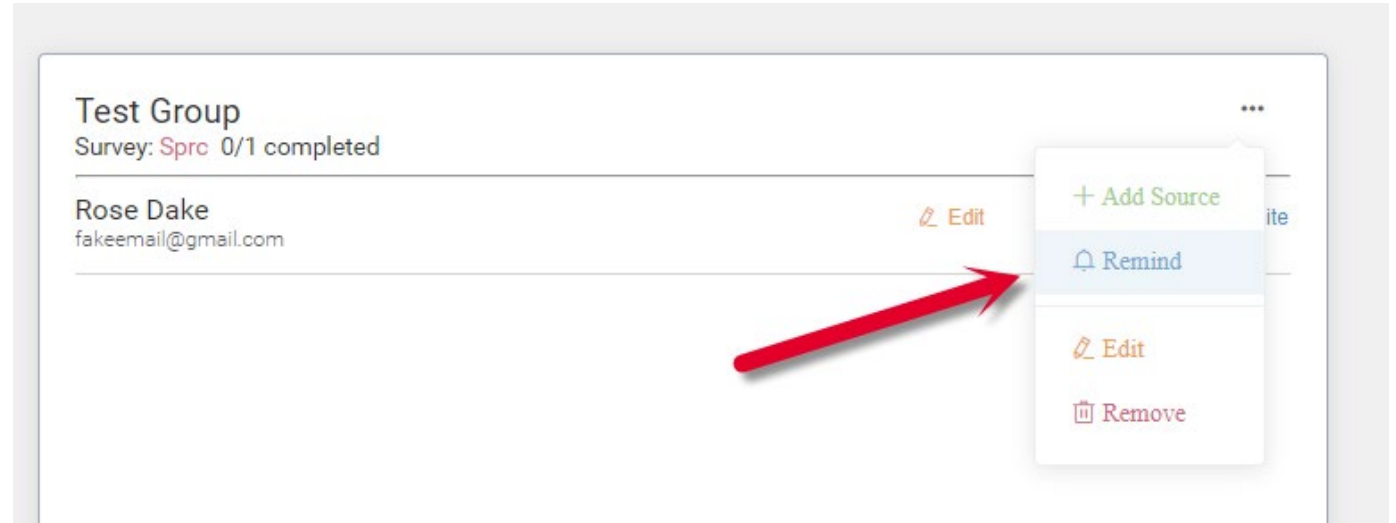
Submit

If your contributors name did not appear in the quick search, you can add their information under “add your own source”. Enter in their first name, last name, and email address, then click **Submit**. They will be added to your group and the source form will refresh so you can add another contributor.



Inviting Contributors

Once you have all your contributors added to the group, click on **Send Invitations** to send out their survey links. If you need to remind your contributors or resend invitations, you can click on the ... in the top right corner of the group and select **Remind**. Reminders will only go to contributors who have not submitted their feedback.



Adding Additional Groups

When you are ready to add additional groups of contributors click on **Add Group** in the top right of the **References** tab.

My Clergy Effectiveness EM360 Module
Started: 09/11/2019

Current Guides Take My Survey

References Reports Formation Plans

Add Group

DS
Survey: Ds

SPRC
Survey: Sprc





Questions?

Contact Us:
EM360@gbhem.org

Find more information at:
www.GBHEM.org/EM360



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