



1

2

[illegible]

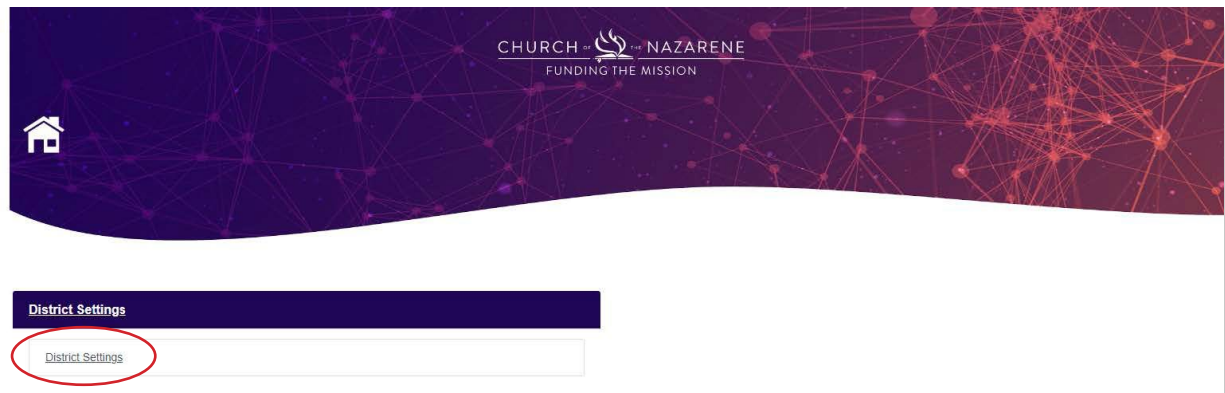
3

Click on "District Settings."



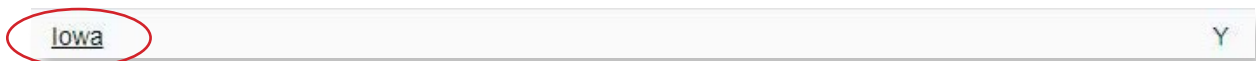
4

Click again on "District Settings."



5

Click on the name of your district. Example: Iowa



6

Click on "Assembly Years."



7 Click on the Assembly Year you want to set a goal for. (example: 2022-2023)

Assembly Years					Add
Assembly Year	Begin Date	End Date	Active	Current	
2023-2024	06/01/2023	05/31/2024	N	N	
2022-2023	06/01/2022	05/31/2023	Y	Y	

8 Click on "Add"

Assembly Year

2022-2023

Edit

Close

Begin Date

06/01/2022

Active

☒

WEF Calculation

Income Based

▼

End Date

05/31/2023

Current

☒

District Allocation: 5.25%

Add

9 Type in the name of the goal in the allocation name field and enter the percentage in the appropriate field (do not use the percentage sign). Example: District Unified Fund; 5.25

District Allocation: 5.25%

Save

Cancel

Allocation Name

Percentage

10 Click "Save." The district fund goal will now show on each local church page.