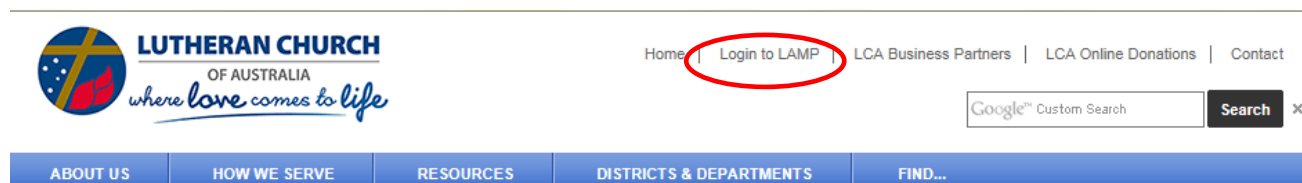


ADDING CONGREGATION SYNOD DELEGATES INTO LAMP

LCA and District Synod delegates can be added into LAMP by any Pastor, Layworker, Staff or Executive members of congregations who already access to the congregation information in LAMP.

Log on

Go to www.lamp.lca.org.au or click on [Login to LAMP](#) on the LCA Website (www.lca.org.au)



The LAMP Logon screen will be displayed.

	<p>Enter your Username (your personal email address) and your password and click Login>></p> <p>If you have forgotten your password, click on Forgotten your password?</p>
	<p>On your LAMP home page click on the Edit next to your congregation name.</p>
	<p>On the Congregation Name and Contact Info page that opens, hover your mouse over Congregation Details in the centre top of the page (highlighted with a white background)</p>
	<p>Select People off the menu that appears</p>
	<p>On the people page, click on the white ADD on the far right of the top People line.</p>

Link Person To Demo Congregation

Person: -Select Person- Add Person

Person Type: -Select Person Type-

Role Type: -Select Person Role-

Position Title:

Start Date: Select

End Date: Select

Time worked - full-time equivalent (FTE) - if salary paid by this body:

Select your synod delegate's name from the **Select Person** drop down list (alphabetical by surname).

Link Person To Demo Congregation

Person: Helbig, Ms Larissa (North Adelaide SA 5006 Australia) Add Person

Person Type: -Select Person Type-

Role Type: Congregation/Parish Representative

Position Title: Lay Worker

Start Date: Pastor

Select **Congregation/Parish Representative** as the **Person Type**

Link Person To Demo Congregation

Person: Helbig, Ms Larissa (North Adelaide SA 5006 Australia) Add Person

Person Type: Congregation/Parish Representative

Role Type: All-Age Education Rep

Position Title: ALWS Rep

Start Date: Children's Ministry Rep

End Date: Christian Pastoral Support Worker

FTE: Community Care Rep

For Pastors and Lay Workers:

Called/Appointed by this body? District Synod (2009) Delegate

Installed By: District Synod (2010) Delegate

Notes: District Synod (2011) Delegate

Notes: District Synod (2012) Delegate

Notes: District Synod (2013) Delegate

Notes: District Synod (2014) Delegate

Notes: District Synod (2015) Delegate

Notes: LCA Synod (2009) Delegate

Notes: LCA Synod (2015) Delegate

Notes: LCA Synod (2015) Delegate

Notes: LLL Rep

Notes: 'Lutheran Women' Contact

Notes: 'Media Matters' Rep

Notes: Men's Ministry Rep

Notes: Mission Rep

Notes: Small Groups Rep

Notes: Women's Ministry Rep

Notes: Worship Rep

Notes: Youth Ministry Rep

Select **LCA Synod (2015) Delegate** as the **Role Type** (or District Synod (2015) Delegate if adding in District Synod delegates)

Link Person To Demo Congregation

Person: Helbig, Ms Larissa (North Adelaide SA 5006 Australia) Add Person

Person Type: Congregation/Parish Representative

Role Type: LCA Synod (2015) Delegate

Position Title:

Start Date: Select

End Date: Select

Time worked - full-time equivalent (FTE) - if salary paid by this body:

FTE: (Number 1 Or Less Only)

For Pastors and Lay Workers:

Called/Appointed by this body? ☐

Installed By:

Notes:

Submit Cancel

* Indicates a required field

You do not need to fill in any of the other details in the box.

Click on **Submit** at the bottom of the box.

Parish Sole Pastor:	Mr Jason Pokela	edit
Parish Sole Pastor:	Rev Pastor TEST	edit
Lay Workers		
Staff		
Executive		
Chairperson:	Ms Larissa Helbig	- Edit
Representatives		
	LCA Synod (2015) Delegate - Ms Larissa Helbig	edit

You will be taken back the congregation's people page where your synod delegate's name will now appear under the Representative section.