



New Local Church Statistics Portal

Step by Step Instructions for the Local Church

Statistics for 2023 are due April 15, 2024.

How do I log in?

- Go to stats.gcfa.org
- Login is the church GCFA no.
- The initial password is
 - WestOhio2023#

Password and GCFA# is provided on other attached document.



AC
STATS

Reporting of Annual Statistics for Local Churches

Please enter the Login and Password that was communicated to you

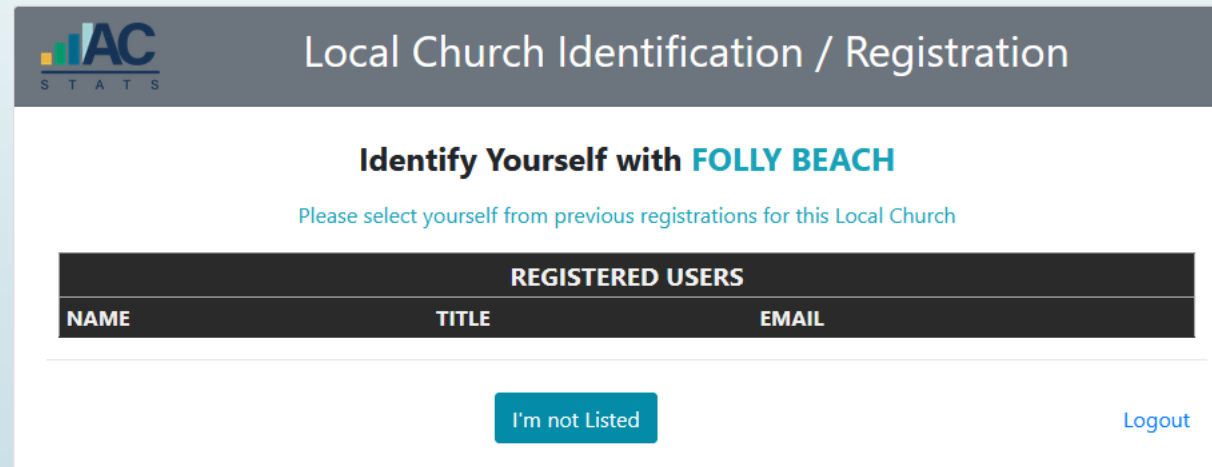
Login


Password

For questions, comments, or technical support please contact
855-700-9344 dataservices@gcfa.org

Local Church Identification/Registration

- ▶ When you log in, you will be presented with a screen listing registered users for your church. The list of registered users will be blank the first time you log in. Click the “I’m not Listed” button.



 Local Church Identification / Registration

Identify Yourself with FOLLY BEACH

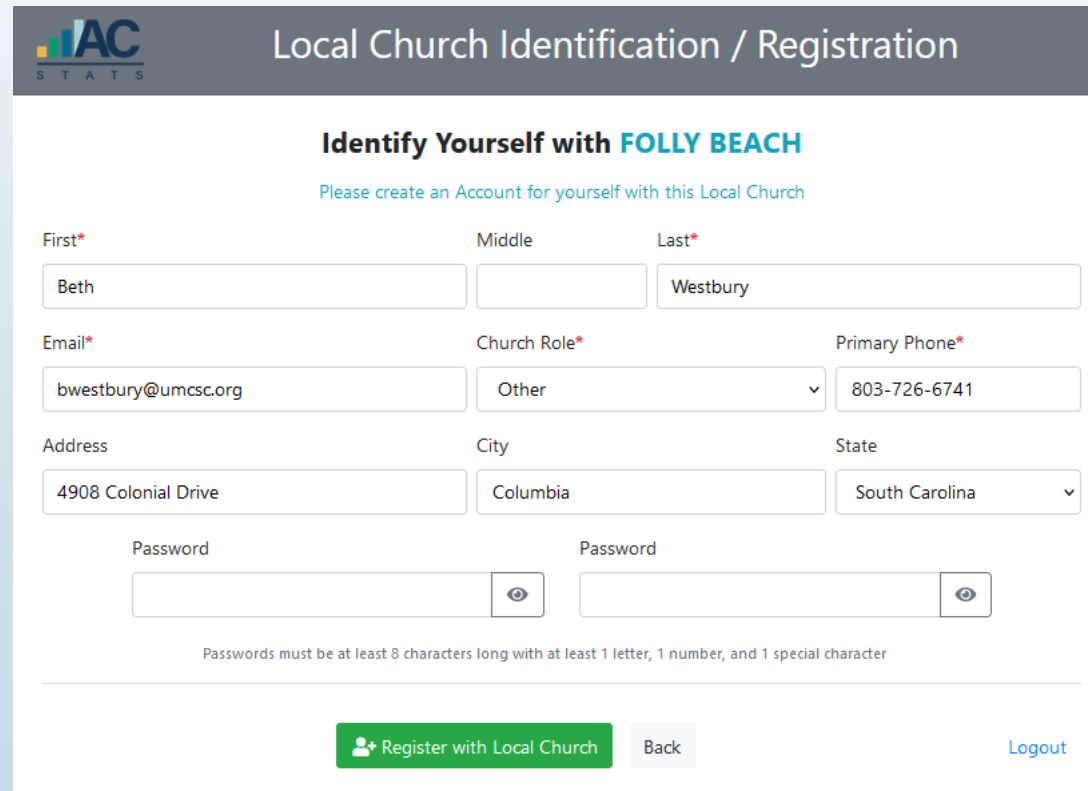
Please select yourself from previous registrations for this Local Church

REGISTERED USERS		
NAME	TITLE	EMAIL

[I'm not Listed](#) [Logout](#)

Local Church Identification/Registration

- Complete the form with your personal information and click the green “Register with Local Church” button at the bottom of the page.



The screenshot shows a web form titled "Local Church Identification / Registration" with the AC STATS logo. The form is for "FOLLY BEACH" and asks the user to "Please create an Account for yourself with this Local Church". The form fields are as follows:

First*	Middle	Last*
Beth		Westbury

Email*	Church Role*	Primary Phone*
bwestbury@umcsc.org	Other	803-726-6741

Address	City	State
4908 Colonial Drive	Columbia	South Carolina

Password	Password
<input type="password"/>	<input type="password"/>

Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character

Buttons: Register with Local Church (green), Back, Logout

Church Details

- The next screen will bring up information on your church. At this time, we have not been granted the credentials to edit the information. If something needs updated please inform me of those changes. You click the “Annual Report” button at the bottom of the page to move forward.

➤

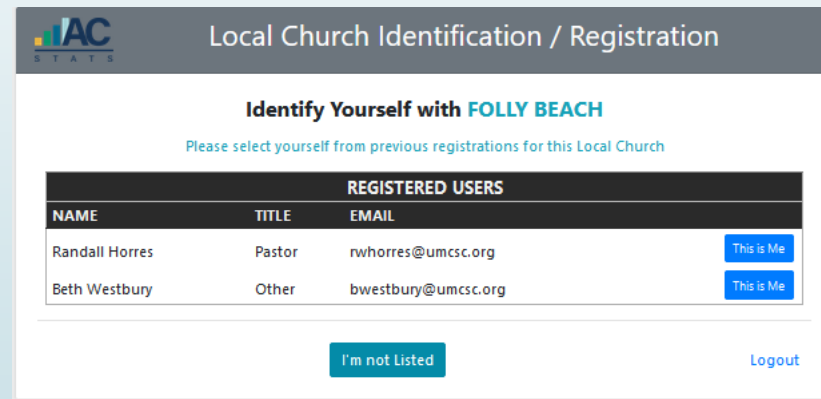
Church Details

Church Name	<input type="text" value="FOLLY BEACH"/>	Pastor Name	<input type="text"/>
Church #	<input type="text" value="271525"/>	Conference #	<input type="text" value="741"/>
District	<input type="text" value="CHARLESTON"/>	Pastor Email	<input type="text"/>
Church Email	<input type="text" value="follybeachunited@bellsouth.net"/>	Pastor Phone #	<input type="text"/>
Church Address	<input type="text" value="PO BOX 1079"/>	EIN #	<input type="text" value="0"/>
Address 2	<input type="text"/>	Congregation Type	<input type="text" value="Chartered"/>
City	<input type="text" value="FOLLY BEACH"/>	Founded Date	<input type="text"/> Chartered <input type="checkbox"/>
State	<input type="text" value="South Carolina"/>	Closed Date	<input type="text"/> ReOpened <input type="checkbox"/>
ZIP Code	<input type="text" value="294391079"/>	Parent Church GCFA #	<input type="text"/>
Notes on Submit	<input type="text"/>		

2021 Annual Report has not been Started

More Users?

- ▶ If you have more than one person entering statistical data, each person will use the same log in for the church. **Each church has one log in that is shared by all its users.**
- ▶ However, each individual user can identify themselves as a registered user.
- ▶ When someone logs in, the first screen allows you to identify which user you are or to add yourself as a user.



Local Church Identification / Registration

Identify Yourself with **FOLLY BEACH**

Please select yourself from previous registrations for this Local Church

REGISTERED USERS		
NAME	TITLE	EMAIL
Randall Horres	Pastor	rwhorres@umcsc.org
Beth Westbury	Other	bwestbury@umcsc.org

I'm not Listed Logout

Enter Your Statistics-See Detailed Help

- ▶ You begin entering your statistics on this screen.
- ▶ Note the Display Question Help toggle. To show help information for each question, toggle it and it will turn blue. Then, you will see the help information. (Red toggle means you are not showing all of the help information. Blue toggle means you are showing all the help information.)

2021 Annual Statistics for FOLLY BEACH

Church: FOLLY BEACH
City, State: FOLLY BEACH, SC
Pastor: Annual Church Statistics is not yet open for 2021
GCFA Church #: 271525
Conference: SOUTH CAROLINA (741)

[Instructions](#) [Print](#) [Local Church Detail](#)

Display Question Help Table # [1](#) [2](#) [3](#)

#	QUESTION	2020	2021	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See Instructions) <small>(This line is auto-filled from line 9 of the previous year)</small>	162	<input type="text" value="163"/>	1%
2a	Received this year on Profession of Christian Faith	1	<input type="text"/>	
2b	Received this year on Profession of Faith through confirmation	0	<input type="text"/>	
2c	Restored by affirmation (or correction to previous years report)	0	<input type="text"/>	
2d	Correct previous year's reporting errors of total professing membership numbers by addition	0	<input type="text"/>	

Enter Your Statistics-The Buttons

The Instructions button will give you general information. (See next slide)

The Print button will print the report listing all of the questions. You may find this helpful if you distribute the questions to various individuals for them to complete. I know some churches are not going to enter their information online. Please send the completed form on to me if that is your case.

The Local Church Detail takes you back to the information about your church.

2021 Annual Statistics for FOLLY BEACH

Church: FOLLY BEACH
City, State: FOLLY BEACH, SC
Pastor: Annual Church Statistics is not yet open for 2021
GCFA Church #: 271525
Conference: SOUTH CAROLINA (741)

[Instructions](#) [Print](#) [Local Church Detail](#)

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2d	Correct previous year's reporting errors of total professing membership numbers by addition	0	<input type="text"/>	

Enter Your Statistics-General Help

- ▶ Basic Help Information seen when you click the “Instructions” button.
- ▶ Note that your input is saved automatically.
- ▶ You do not have to click a save button like you did in Ezra.
- ▶ Note that each question must have an answer. If the answer is zero, put in 0.

ANNUAL REPORT INSTRUCTIONS & HELP ×

AUTO SAVE ENABLED All of your answers will automatically be saved as you enter them. You can leave at any time and return and all of your entered information will be saved.

1) Enter Report Answers Completely fill out this form. Do not leave any fields blank. Enter zero if you have nothing to enter. The system only accepts WHOLE NUMBERS. You will not be able to enter data using commas, periods or dollar signs.

2) Submit Report When done entering Answers, click “VALIDATE ANSWERS”. When successful, you can Submit Report answers for review to by the District and Conference offices.

Question Help If you need help on any question, click on the Question Number (left most column, in blue) to view Help detail on that question.

You can view help for all questions using the “Show Help” toggle button. Use this feature when Printing to see the available help text for each question.

PLEASE NOTE You may come back and update these values as many times as needed. Once you “Validate & Submit” the annual report the values cannot be changed.

Close

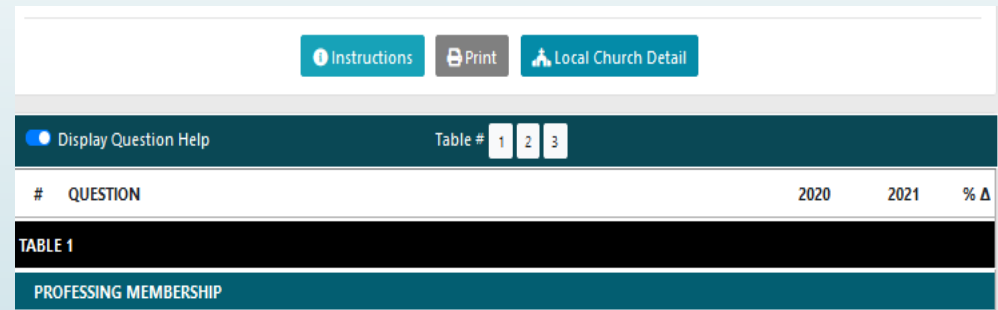
Enter Your Statistics-Total lines

- Note that total lines are shown in bold lettering. See questions 4 and 5 as examples. The bold questions are calculated for you. Do not try to enter values in total lines as it will not accept it.

3e	Removed by transfer to other denominations	0	<input type="text"/>
3f	Removed by death	2	<input type="text"/>
Total professing members at close of this year <small>Sum of all Answers to Questions from #2, minus the sum of Answers to Questions #3</small>			
4	Enter here the figure reported from calculating $1 + (2a+2b+2c+2d+2e+2f) - (3a+3b+3c+3d+3e+3f) = 4$. Affiliate, associate, and baptized members (who have not yet become professing members) should not be counted as professing members.	163	<input type="text" value="163"/> 0%
MEMBERSHIP ETHNICITY			
5a	Asian Members with origins and/or heritage in any of the indigenous peoples of Asia, Southeast Asia, or the Indian Subcontinent. This area includes but is not limited to Bangladesh, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Myanmar, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam.	0	<input type="text"/>
5b	African American/Black Members with ethnic origins in Africa or those who identify themselves as "African American." This includes the African Diaspora in the Caribbean, Latin America, and North America.	0	<input type="text"/>
5c	Hispanic Members of Central American, Cuban, Mexican, Puerto Rican, South American, or Spanish culture or heritage, regardless of race	0	<input type="text"/>
5d	Native American Members with ethnic origins in indigenous America (including Aleut, Inuit, Micmac, Ojibwa, Mayan, Miskito, etc.) and/or who maintain cultural identification through tribal affiliation or community recognition.	0	<input type="text"/>
5e	Pacific Islander Members with origins and/or heritage in the Pacific Islands, including Fiji, Guam, Hawaii, Samoa, and Tonga.	0	<input type="text"/>
5f	White Members with ethnic origins in Europe, including its various ethnicities.	163	<input type="text"/>
5g	Multi Racial Members with origins and/or heritage in two or more of the other six categories.	0	<input type="text"/>
5	Total Membership Ethnicity	163	<input type="text" value="0"/>

Enter Your Statistics-Navigating

- ▶ If you were accustomed to EZRA, you had to save each table prior to moving to the next table. The new portal allows you to scroll down the page from the first to the last question.
- ▶ If you want to move more quickly to the different tables, you can click on the table number next to the toggle button for Display Question Help.



The screenshot shows a web portal interface with the following elements:

- Navigation buttons: [Instructions](#), [Print](#), and [Local Church Detail](#).
- Toggle: Display Question Help
- Table selection: Table # **1** | 2 | 3
- Table header:

#	QUESTION	2020	2021	% Δ
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- Table content:

TABLE 1				
PROFESSING MEMBERSHIP				

A dark blue arrow points to the right at the top left. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

Enter Your Statistics-Navigating & Entry

- ▶ You can move through the fields by pressing the tab key or by clicking on the next field.
- ▶ Remember that every question needs a numerical answer. If it does not apply to you, input 0.
- ▶ Use whole numbers only. Do not use decimals, periods, commas, or dollar signs.

A dark blue arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

Validate & Submit

- ▶ Once you have completed the input and determined it to be accurate, you must click the Validate & Submit button.
- ▶ This will test for any inaccuracies, such as the total ethnicities not agreeing to total membership.
- ▶ It will ask you to verify that you are ready to submit.
- ▶ Once you submit, you cannot make changes.
- ▶ You must contact the conference treasurer's office to make corrections.
- ▶ The due date for submitting statistics is April 15, 2024.