Church Guide for Ezra: Statistics

Welcome to the Ezra: Statistics System. This guide is designed to help you, as a church user, successfully complete your yearend statistics entry.

First Log In *(*If you are already logged in you can skip to the next section)*
You can access the program by going to http://ezra.gcfa.org. Once there, log in with the information provided to you by your conference office. If you don't know your information, try contacting your conference office.

The first time you log into the program you will go through a few initial steps to setup your user. Just follow the steps. Once you have completed the steps and clicked the Finish button you will be taken to the Statistics program.

Stats Home
When you first gain access to the system you will find yourself on the Stats Home page. The Stats Home page has a few important pieces of information.
1. The date your conference expects your statistics to be submitted by.
2. The contact information for you conference.
3. A message from your conference office.

Make sure that you make note of these three things as they will be important to you. If you ever need to go back to the Stats Home page, just click the Stats Home option on the menu bar.

Navigating the System
You will see a dark grey menu bar near the top of the page. It has several options listed there. This menu bar will be available throughout the system and is how you go between the different pages.

Entering Your Stats
Before you start entering your statistics, it is highly recommended that you print a Blank Church Input Form. This form is useful because it allows you to fill in your stats at your leisure without any risks of losing your information due unexpected delays or issues. You can get this form on the reports page. Just click the Reports link in the menu bar. Once on the Reports page click Blank Church Input Form, found on the upper right. Run the report and it will give you a PDF version of the tables you will need to fill out this year for your statistics.

Collect your statistics and fill them in on the blank form. Once you have collected all your stats and you are ready to fill them in online you can click the Enter Stats option from the menu. This will take you to the page where you are able to enter your statistics.

At the top of the page you will see a message that tells you when the conference expects all your statistics to be submitted by. Below that you should see some of your church information. Looking further down you will see one of the tables you need to fill out for your statistics.

<u>Entering Your Stats Continued…</u>
Looking at these tables you will notice several pieces of information available to you.
1. The line number for the line.
2. The description for the line.
3. The value reported for the line last year.
4. A textbox for you to enter the value for this year.
5. A question mark at the end of each line will give you the directions for that line when you click it.

Note: On Table 1, Line 1 will be automatically filled in from last year's Line 9 value.

Carefully enter your statistics on this form. When you are done, click the Save button at the top or bottom of the table to save the information you have entered. When you click save your information will be checked to make sure it looks accurate. Review any lines that are reported back to you and save the tables again if you need to make changes.

Make sure you save the table you are currently working on before swapping to another table. Your data will be lost if you change tables without successfully saving first.

To fill in another table, just select the table you need from the top of the page.

Once you have filled in and saved all three tables you will be able to submit your data to your conference office. Make sure you submit your statistics when you are done with all three tables.

To submit your data to your conference just click the <u>Submit Stats</u> link in the menu bar. Once on the submit page, follow the directions there and click the <u>Submit Statistics</u> button.

Submitting your statistics prevents you from being able to change them. If you made a mistake and need to make a correction, contact your conference office and they can unsubmit your church.

Once you have submitted your statistics, you will be finished with the online stats entry process. Feel free to print the Submit Stats page for your records.