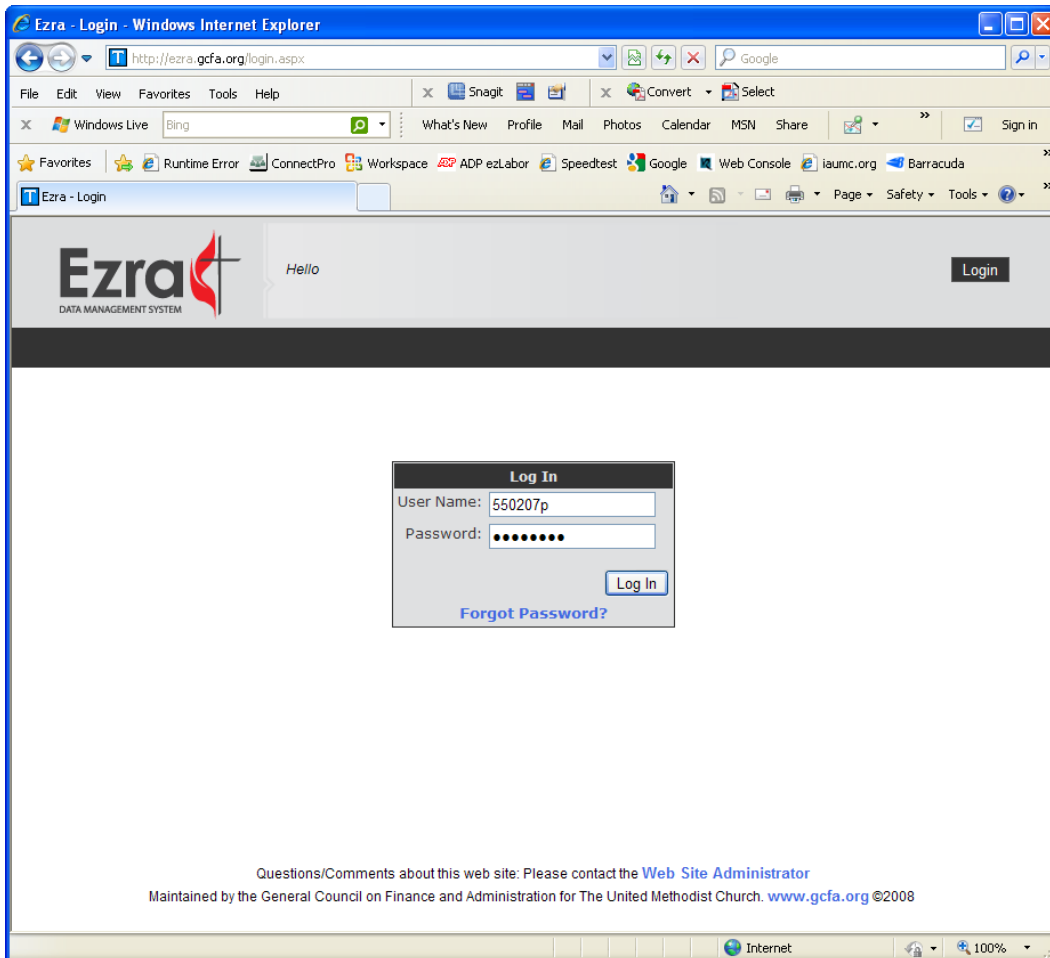


# On-Line Entry of statistical information

## Tables I, II, & III.



Using your Internet Browser go to  
<http://ezra.gcfa.org>

### First Log In:

When you log in for the first time, enter the username and password as follows:

Username:

**Pastor** six digit GCFA church number followed by “p” i.e. **123456p**  
**Other** six digit GCFA church number followed by “o” i.e. **123456o**

Password:

The initial password will be **password**. This must be changed immediately upon login.

Click the Log In button once you have your information entered.

**First time login user setup. (Step 1 of 4)**  
**Welcome**

**Welcome to the IOWA Ezra Data Management System.**  
This is your first time logging in so please take a minute and set up your account.

Next

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You will be taken to a “Contact Information” page where you will be asked to fill in some information about yourself. **Click the Next** button to begin

**First time login user setup. (Step 2 of 4)**  
**Contact Information**

Please enter your contact information below.

First Name:

Last Name:

E-mail Address:

Home Phone:

Work Phone:  Ext.

Previous Next

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**The First and Last name fields are required.** This will be used in several locations for identification purposes.

The E-mail Address is not required. If you provide an email address to the system it will be able to email you your password if you forget it. This can be done only if you remember your username and you provide an email address. If either of these conditions is not met, you will have to contact either the district office or the conference office to get your login information..

The Home Phone and Work Phones are not required, by may be helpful if the Conference office needs to contact you (especially the Work Phone)

**Click the Next** button to continue.

**First time login user setup. (Step 3 of 4)**  
**Change Password**

Please change your password.  
*Your new password must be at least 6 characters long.*

Current Password:

New Password:

Confirm New Password:

Previous Next

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The first time you log in you will be required to change the password. The requirements on the password are that it must be at least 6 characters long and contain letters and/or numbers only.

**Click Next** to continue.

**First time login user setup. (Step 4 of 4)**  
**Complete**

Thank you! You may now begin using the system.

Previous Finish

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This screen verifies that you have successfully entered your new password and may begin using the system. **Click Finish** to continue.

**Ezra**  
DATA MANAGEMENT SYSTEM

Hello Church Pastor  
**2011 Statistics for the Iowa Annual Conference**  
Year: 2011

Logout

STATS HOME CHURCH INFO ENTER STATS REPORTS SUBMIT STATS ACCOUNT

Welcome to the GCFA Statistical Input System  
\* Navigate the statistical system using the menu  
\* If you are new to the system you can download the [Church User's Guide](#) for help.  
\* The final date to enter statistical information is

Conference Contact:  
Roland Minshall  
(515)974-8924  
[Roland.Minshall@iaumc.org](mailto:Roland.Minshall@iaumc.org)

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Now when you log in you will be taken to the **Main Menu**. This menu has several parts:

**Church Info** will show you the information about your church and the pastor assigned to your church at the end of the statistical year. If any of this information is incorrect, please contact your conference office so it can be updated.

**Enter Stats** is where you will go to enter your statistical information. If you move the mouse over the menu item you will get a drop down list of the three tables which will take you to the appropriate entry screen.

**Reports** will allow you to generate reports and graphs of your statistical information, including charts of the last ten years data.

**Account** allows you to change your contact information or your password.

**Statistical Reports**

Church Reports

- Church Stats Report
- District Summary Stats Report
- Conference Summary Stats Report
- Church Stats Spreadsheet
- Blank Church Input Form
- Church Table Directions
- Church Users Guide

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**Entering Statistical Data:**

Before you start entering your statistical information, you may want a **Blank Copy** of the tables so you can fill in all the blanks and verify that the information is correct. To do this, go to the **“Reports”** option from the main menu and click on **“Blank Church Input Form”**. When this page loads, select the tables that you want to print and then click on **“Run Report”**. An Adobe Acrobat page will load and your report will be shown. Just print that form and you have a blank copy.

Print Individual Church Input Forms

GCFA # - Align # - Church Name

550207 - n - ADEL

Select the tables you want to print.

- Table I
- Table II
- Table III

Need a blank form that doesn't have the church information filled in? [Click Here](#).

Uncheck "Print All" to make individual selections.  
To select/deselect multiple churches use **Ctrl+Click**.

Run Report

Exit

**Table 1** Table 2 Table 3

The final date to enter statistical information is 3/9/2012. After this date you may need to contact your conference office to make changes.

Select A Church: 550207 ADEL Alignment Number: n General Church Number: 550207

Status: Not Submitted

Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

**Table 1**

Enter data rounded to the nearest whole number. Fields will not accept symbols (\$, %, ., .., etc). Example: 1999 instead of \$1,999.00

Save

Employer (Federal) Id Number: 42-0888264 [What is this?](#)

Print Blank Form

Print Final Report

Popup Blockers may prevent these reports from displaying. If you are unable to turn off your popup blocker you can get these reports from the following links:

[Blank Form](#)  
[Final Report](#)

Line #	Description	2010 Value	2011 Value	Line #
1	Total professing members reported at the close of last year	555	544	1
2.a	Received this year on Profession of Christian Faith	0	0	2.a
2.b	Restored by affirmation	0	0	2.b
2.c	Correct previous year's reporting errors of total professing membership numbers by addition	0	0	2.c
3	Transferred in from other United Methodist churches	0	0	3
4	Transferred in from non-United Methodist churches	0	0	4
5.a	Removed by Charge Conference action	0	0	5.a
5.b	Withdrawn from Professing Membership	0	0	5.b
5.c	Correct previous year's reporting errors of total professing membership numbers by subtraction	0	0	5.c
6	Transferred out to other United Methodist churches	2	0	6
7	Transferred out to non-United Methodist churches	0	0	7
8	Removed by death	9	0	8
9	Total professing members reported at the close of this year	544	0	9

When you are ready to enter your statistics, move your mouse over Enter Stats and select the table that you wish to enter.

In the screen that comes up you will see the comparative numbers from the prior year.

“**Current Value**” is the column for this year’s values. By default the value is “0”. Just click in the box and enter the number. You can also use either the Tab or Enter key to move between boxes. Only numbers can be entered into these fields. No symbols or letters will be accepted.

The only field that will not have a “0” in it will be line 1. This is getting filled in automatically from the value listed in “Total Professing Members at Close of This Year” under the column for “Previous Year”.

Employer (Federal) Id Number:  [What is this?](#)

Line #	Description	2010 Value	2011 Value	Line #
1	Total professing members reported at the close of last year	555	<input type="text" value="544"/>	1 ?
2.a	Received this year on Profession of Christian Faith	<input type="text" value="0"/>	<input type="text" value="0"/>	2.a
2.b	Restored by affirmation	<input type="text" value="0"/>	<input type="text" value="0"/>	2.b
2.c	Correct previous year's reporting errors of total professing membership numbers by addition	<input type="text" value="0"/>	<input type="text" value="0"/>	2.c

Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician.

Help information is available for each line by clicking or hovering the mouse over the **?** to the far right of the line.

## Saving Your Information:

When you are done with entering the information for this table, click on the **“Save”** button at the top or at the bottom and an attempt to save this information will be made. You can save your information at any time and come back later to finish.

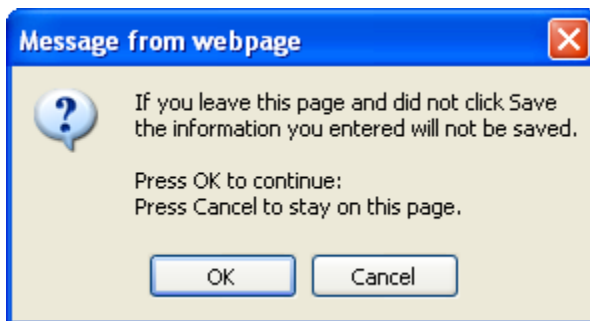


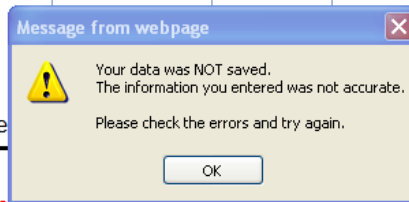
Table 1 Table 2 Table 3

The final date to enter statistical information is 3/9/2012. After this date you may need to contact your conference office to make changes.

Select A Church: 550207 ADEL Alignment Number: n General Church Number: 550207

Status: Not Submitted

Federated churches, community churches, and churches not belonging to The United Methodist Church.



**Table 1**

Enter data rounded to the nearest whole number. Fields will not accept symbols (\$, %, ., .., etc). Example: 1999 instead of \$1,999.00

Print Blank Form

Print Final Report

Popup Blockers may prevent these reports from displaying. If you are unable to turn off your popup blocker you can get these reports from the following links:

[Blank Form](#)  
[Final Report](#)

There are 1 error(s) and 1 warning(s).  
Information was not saved!

Error(s):

1. Error: Previous members + recieved - removed does not equal total members.

Warning(s):

1. Warning: Line 29 You are reporting nothing for a line that had an amount reported for the prior year.

Employer (Federal) Id Number: 42-0888264 [What is this?](#)

Line #	Description	2010 Value	2011 Value	Line #
1	Total professing members reported at the close of last year	555	544	1 ?
2.a	Received this year on Profession of Christian Faith	0	0	2.a ?
2.b	Restored by affirmation	0	0	2.b ?

During the “save” process, the system will perform validations that your conference has set up. For example: the total male members + the total female members must equal the total professing members at close of this year. **If any of these validations do not pass**, then your information will **NOT** be saved and you will get the message above.

**Errors will be highlighted in Red**, and will **prevent the information from being saved**. These errors **MUST** be corrected before you can save any of the data.

**Warnings will be highlighted in Yellow**. These are just notifications to you that something may be off with your data. These are based of comparisons of the new data with the previous years information. If a new item varies by more than a specified percentage (defined by the Conference) you will be notified and given an opportunity to correct the information. Your information will be saved, but you will want to check these warnings just in case you entered something incorrectly (for instance you left out a decimal point).

**You will want to continue correcting information and clicking Save until you at have NO Errors.**

Print Individual Church Reports

GCFA # - Align # - Church Name

<input type="checkbox"/> 550207 - n - ADEL
--

Uncheck "Print All" to make individual selections.  
To select/deselect multiple churches use Ctrl+Click.

Select the tables you want to print.

- Table I
- Table II
- Table III
- Show Enabled Lines Only
- Compare to Previous Year

Note: This report will take 1 to 3 minutes to run.

Run Report

Exit

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Once you have all of your information entered you will want to print a copy for your records.

Move the mouse over the **Reports** option and select reports.

From the **Reports menu** you will want to choose **Church Stats Report**

Indicate if you want to **compare to previous year**, and then **click Run Report**

This is where you submit your statistics to the Conference Office. By clicking on the button below, you are submitting the information from Tables 1, 2, and 3. YOU WILL NOT BE ABLE TO CHANGE THIS INFORMATION unless you contact your conference office at (515)974-8924.

Table 1 Data Saved

Table 2 Not Saved

Table 3 Not Saved

\*\* You have not saved all three tables. You cannot submit your stats until you have saved all three tables. \*\*

Submit Statistics

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## Submitting Your Information:

Once all information is entered and saved with no errors, you may submit the information to the Conference. You do this by clicking on the Submit Stats option.

The system will verify that you have entered information into all three tables. If you have not, you will receive the message above and the Submit Statistics button will be “grayed out” and not clickable. If you do have information in all three tables you can click on the Submit Statistics button.

Once you submit your information, you will be locked out of any editing in your tables. If a mistake is made, your conference can “Un-submit” you if needed.

**Ezra**  
DATA MANAGEMENT SYSTEM

Hello Church Pastor  
**2011 Statistics for the Iowa Annual Conference**

Year: 2011

2011  
2010  
2009  
2008  
2007  
2006  
2005  
2004  
2003  
2002  
2001  
2000  
1999  
1998

STATS HOME CHURCH INFO > STATS > REPORTS > SUBMIT STATS ACCOUNT >

Welcome to the GCFA Statistical Input System

- \* Navigate the statistical system using the menu
- \* If you are new to the system you can download the Church User's Guide for help.
- \* The final date to enter statistical information is 2.

Conference Contact:  
Roland Minshall  
(515)974-8924  
[Roland.Minshall@iaumc.org](mailto:Roland.Minshall@iaumc.org)

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## Reviewing Your Statistical Data:

You can view your statistical information any time you wish. When you submit your data, it does not go away. You will always have the ability to view it. You can click on the drop down selector next to Year at the top of the screen and choose any of the last several years. Once you choose a year you can look at the Enter Stats section to see what was entered for that year.

On the “Reports” menu there are several options. One of the most useful is the “Stats Spread Sheet”. Using the selections on this page, you will be able to down load your information in a Microsoft Excel Spread Sheet. Any changes to you make to the spreadsheet, will not affect the data in the system.