

User Guide to Statistics 2022

It is extremely important that you read through this entire User Guide

Due Date

The due date for annual reports, in accordance with the Book of Discipline, is January 30, 2023. However, we will accept returns until **February 28, 2023**. If your church is disaffiliating in June of 2023, your report is due February 15, 2023. As with all online returns, we encourage you not to wait until the last moment. If you have questions or concerns, check out our web section:

<https://www.iaumc.org/stats>

If you have questions regarding how to fill out your report, please contact your District Administrative Assistant. Contact information is at the end of this document.

Getting Started

There is a major change this year – we are using a new reporting system! Please make sure that you are using the correct system. We strongly encourage all churches to enter their statistics using the online ACStats system.

Username and password

Your username is the 6-digit GCFA number assigned to your church.

Your password is **2022stat\$** (the final character is the dollar sign) for your first time login.

Click on the link to the GCFA ACStats Entry System on our website or open your web browser to:

<https://stats.gcfa.org>

When the site opens, sign in with the username and password.

Reporting of Annual Statistics for Local Churches

Please enter the Login and Password that was communicated to you

Login

Password



[Forgot password?](#)

Log In

Unlike previous years, you can now add as many users as you wish to a church to help you distribute the work of completing the annual statistical return. When you have signed in, you will reach the user selection panel:

Identify Yourself with

Please select yourself from previous registrations for this Local Church

REGISTERED USERS			
NAME	TITLE	EMAIL	
John Smithson	Church Treasurer	johns@smiths.somewhere.com	This is Me

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

If you are listed as a registered user (you have signed in before), you can click the “This is Me” button. Otherwise, click the “I’m not Listed” button to register with your local church.

If you are associated with more than one church, you will need to follow this procedure separately for each church. Please ensure that you enter your correct email address and telephone number so that we may contact you in case of any questions.

You will need to enter your choice of password.

Choice of web browser

All modern browsers should work with the Stats site. Mobile browsers, on phones or tablets, with touch screen input work well too, although some of the navigation may be small on phones.

Preparing Your Statistics

Once you have created your account or signed into your previously created account, you will see basic details about your church. You will have an opportunity to update this information during the final submit process.

To get to your statistics forms, click the “Annual Report” button.



We **strongly recommend** that you print a blank church input form customized for your church to aid in preparing your statistics. This will include the corresponding figures for the previous year as a guide. To get your blank report, click the “Print” button, and either print to a convenient printer or save the report as a PDF file if your system supports this. If you have problems, please contact us and we can email one to you.

Entering Statistics

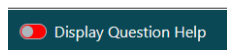
Now it’s time to enter your statistics. You can enter the information in any order– so, for example, if you have Table 1 ready first (quite likely), go ahead and enter it. You can come back to the other tables later. **Just remember to come back and finally submit your report before February 28, 2023.** We’ll remind you if you haven’t completed the final submission!

On the Annual Report page, you can choose the table you want to enter or you can just work down the whole report. The resulting page will look very similar to your blank report form. For example:

STAFF		
45	Total amount paid in salary and benefits for all other church staff and diaconal ministers	18258 <input type="text"/>
OPERATIONS & PROGRAMS		
46	Total amount spent for local church program expenses	1809 <input type="text"/>

The line number and brief description are shown together with the value entered last year. Enter the new figure for 2022 in the box provided. Please note that the description does **not** appear on the blank form, however – please see the GCFA Statistics Frequently Asked Questions section on the web site for a full list of line descriptions.

Full instructions can be shown by clicking the “Display Question Help” button at the top of the data entry form.



No need to save your tables!

In the past, we have stressed the importance of saving your work as you go. The new system automatically saves your entries as you go, so there is no need to save data yourself. Of course, that also means that you can’t undo your work by failing to save.

Errors and Warnings

Unlike previous years, you may see warnings and errors while you enter data – they will show up around the line in question. You’ll be able to enter the explanation in the same place. As before, all errors will have to be corrected and warnings explained before you can finally submit your report.

Warnings indicate a value which should be checked – perhaps because it is significantly different from the value entered the previous year or where no entry was made this year. Please enter an appropriate explanation. (“checked” will do!)

Warnings are not necessarily errors. Large changes may be correct – you may have received a much larger number of new professing members this year, for example. Hallelujah! Please, however, do take a moment to check all the lines with warnings to make sure the entries are correct and not typographical errors. Please understand that our ability to give appropriate warnings is somewhat limited. If you see something that might seem irrelevant (e.g. an increase in baptisms from 1 to 2 – a 100% increase!), please just enter a simple explanation (“ok” will do!).

Final Submission – Due by: February 28, 2023

When you have completed entering your statistics on all tables, resolved all errors and entered information about any warnings, you will be able to submit your data.

Click the green Submit button at the top of the data entry screen and follow the directions there to complete your submission. You may also wish to print a copy of your submission for your own records – there is no need to send a paper copy to the conference office.



Once you have submitted your data, you will NOT be able to make further changes.

If you discover additional or corrected information and wish to update your entries, please contact your District Administrative Assistant who will assist you in making the entries. It is our desire to obtain the most accurate information possible, so please do not hesitate to contact us.

Questions? Concerns? Suggestions?

Although there is plenty of time to collect and submit the required statistics before the deadline, we know that extraordinary circumstances sometimes arise that may prevent this. If this happens in your church, please let us know as soon as possible so that we can assist you with alternative arrangements. Generating a complete statistical picture of the conference is an important task and results in an important tool to assist in conference and church development. If you have questions about any of the items on the reports which are not answered in this document or on our web section, please contact us!

If you have questions about the ACStats system, please email Maggie Biggs at stats@iaumc.org.

District Administrative Assistants' contact information:

Aldersgate District	sue.booth@iaumc.org
Camp Clear Lake District	judi.calhoon@iaumc.org
Golden Valley District	ann.zeal@iaumc.org
Pictured Rocks District	alanna.warren@iaumc.org
Riverview Park District	amy.keenan@iaumc.org

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