Annual Church Statistics

LOCAL CHURCH USER'S GUIDE

UNITED METHODISTS
OF UPPER NEW YORK
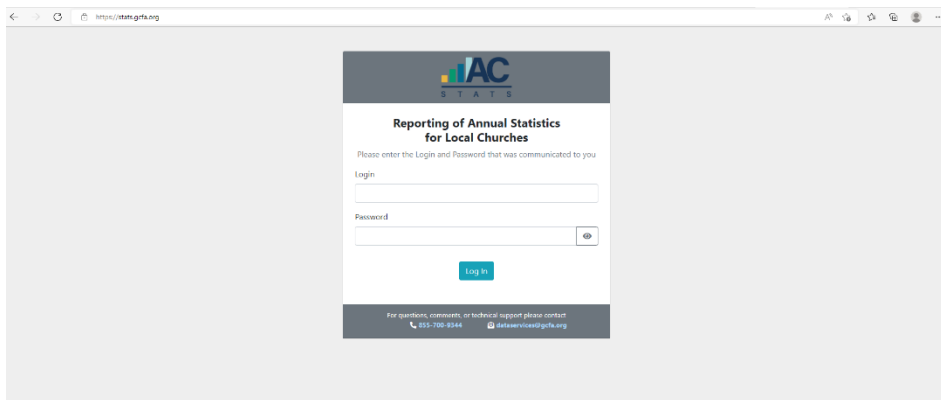
Rev. Nov 2023

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1) HOW TO GET IN:

PLEASE NOTE – YOUR PREVIOUSLY CREATED USERNAMES AND PASSWORDS WILL NO LONGER WORK. NEW LOGINS MUST BE CREATED

▶ **LINK to Stats platform:** **https://stats.gcfa.org/**

Username: **<your 6-digit GCFA Number>**
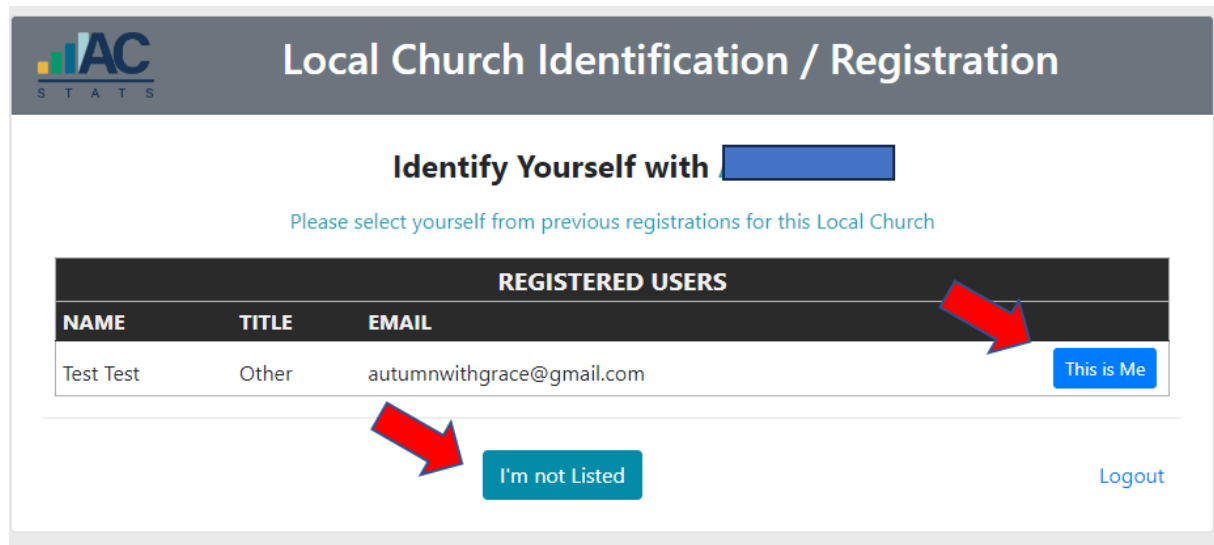
Default Password: **ACStats2023!**

⚠ *(This is a Default Password – Please change when you get in)*

▶ **Each Church Can have Several Users:**

⟫ **If you do see your name, Click Blue Box "This is Me"**

⟫ **If you do not see your name, Click the Teal Box "I'm not Listed"**

»» Then you will be prompted to create your own Username/Password

>> WRITE THIS DOWN FOR YOUR RECORDS<<

IMPORTANT You cannot use the same email address twice for 2 different churches/Users.

(Example: A Pastor who uses the same email address for 2 different churches.)
The system will allow this 2nd User to be created
but then it will delete the password for the previously made 1st User
and won't allow you to login under that 1st User.

- IF YOU USE THE SAME EMAIL ADDRESS JUST ADD YOUR GCFA # to the End of your email Address to create a Different Username

▶ **Your First Screen at Opening:**

▶ **CHANGE THE MANAGING YEAR if you want to see past years' data.**

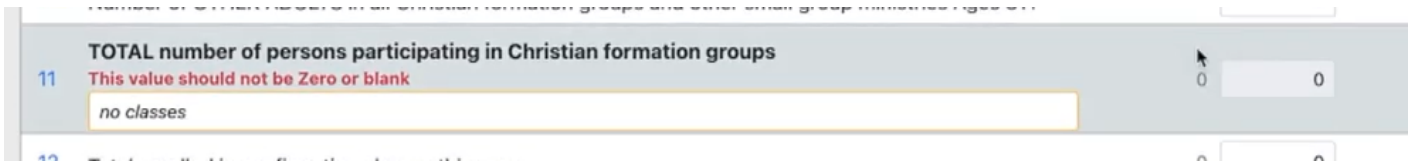▶ **Go to "Annual Report" Green Button**

► **SOME LINES ARE PRE-POPULATED**

- Apportionments, Conference Entered, Etc.
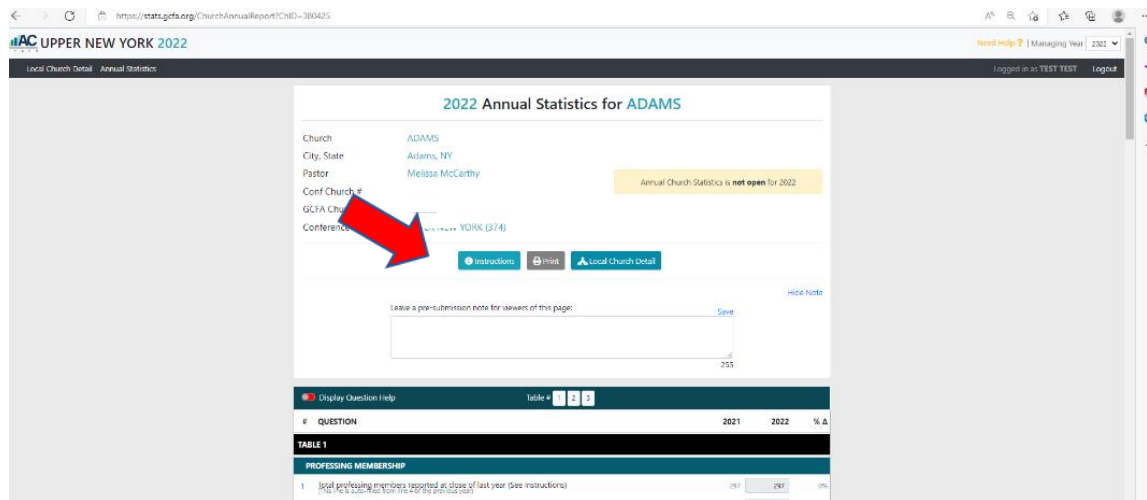- SUMs – some questions auto-calculate to add up the sum for you

4) ERROR MESSAGES:

► You will need to enter in a Reason for the Change in the **"ATTENTION"** box below the question.

"WARNING" errors do not require an explanation, but you should take notice in case there was

	TOTAL number of persons participating in Christian formation groups		
11	This value should not be Zero or blank	0	0
	no classes		

5) HELP & INSTRUCTIONS:

► **CHECK OUT THE INSTRUCTIONS**

▶ **DISPLAY HELP** - switch on to turn blue to display more line descriptions
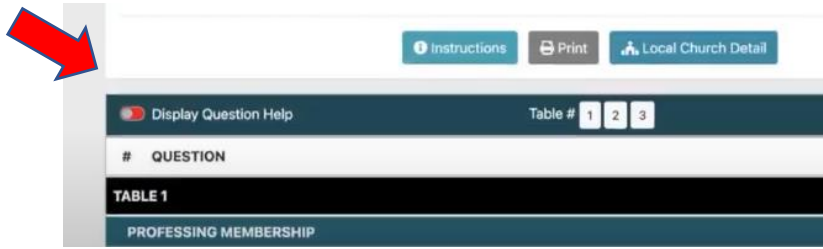
6) DISABLED QUESTIONS:

▶ Lines 28a – 36f are those which the Conference will upload into the system from the Finance Department information.
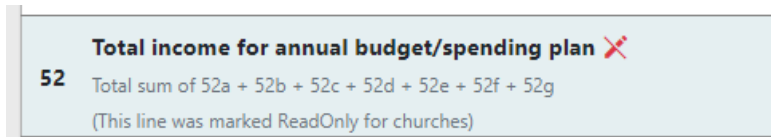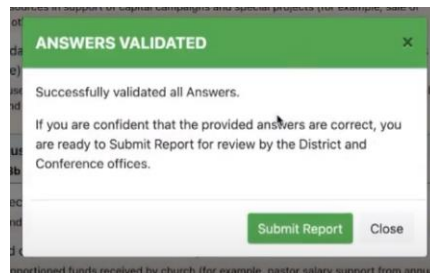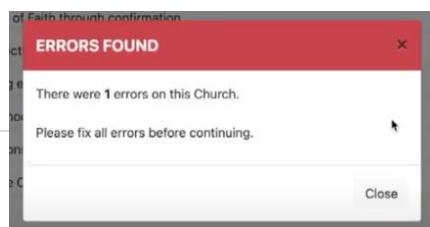

▶ Auto calculated Sum – Some Lines like 52 (previous 52t) is an auto calculated total sum of lines 52a to 52g. You will not be able to edit this.
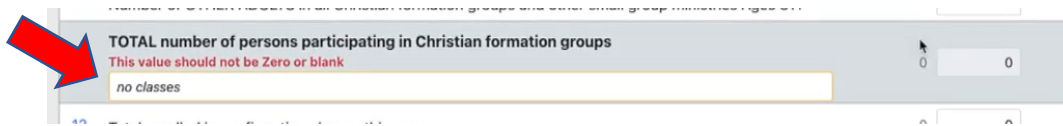

7) VALIDATE & SUBMIT:

8) STILL HAVE AN ERROR?

CHECK ALL YOUR LINES FOR RED WRITING

▶ **Need to enter something in the Data Box greater than 0**

▶ **AND/OR Describe reason in an Error Explanation Box**

9) FULL SUBMIT PROCESS:

NOTE! There will be multiple pop-up boxes for the full "Submit" process to be complete.

▶ 1) Hit the Green SUBMIT button at the top teal banner on right hand side of Annual Report page:

2) **WAIT** while it validates your answers

3) If you have no errors or explanations needed a GREEN Box appears, HIT the GREEN BUTTON that says "Submit Report"

(SKIP TO Step # 8 Below)
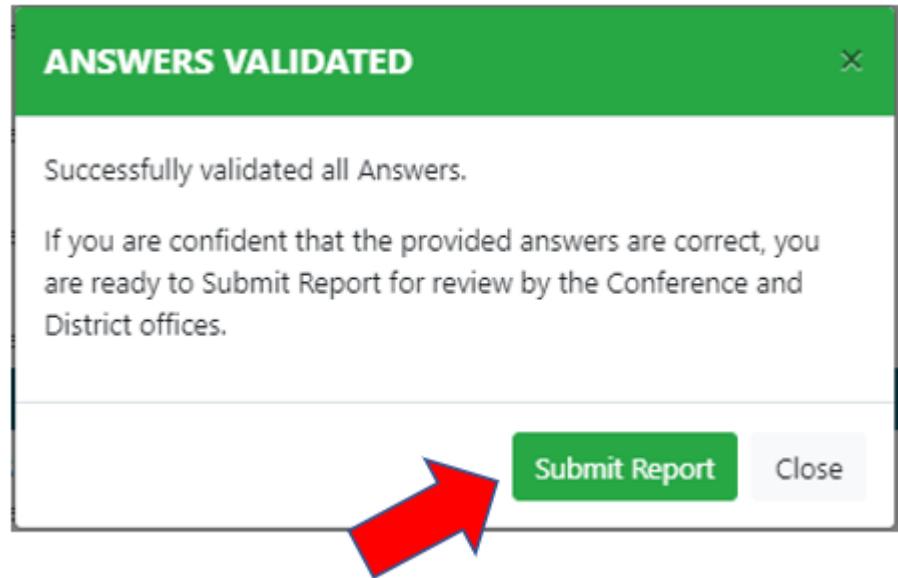
4) If you have Errors a RED Box appears. CLICK "OK" to go back to your report

- You need to find all the Lines that have a Red Box around it with the ATTENTION:
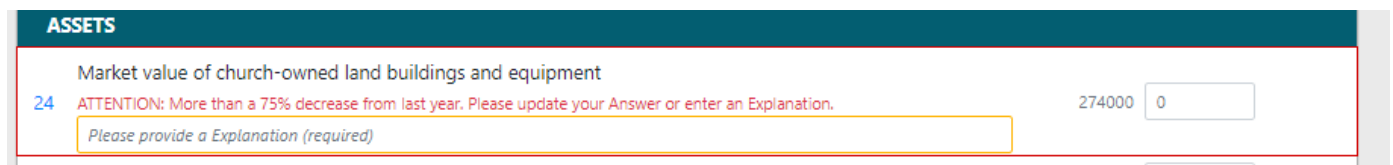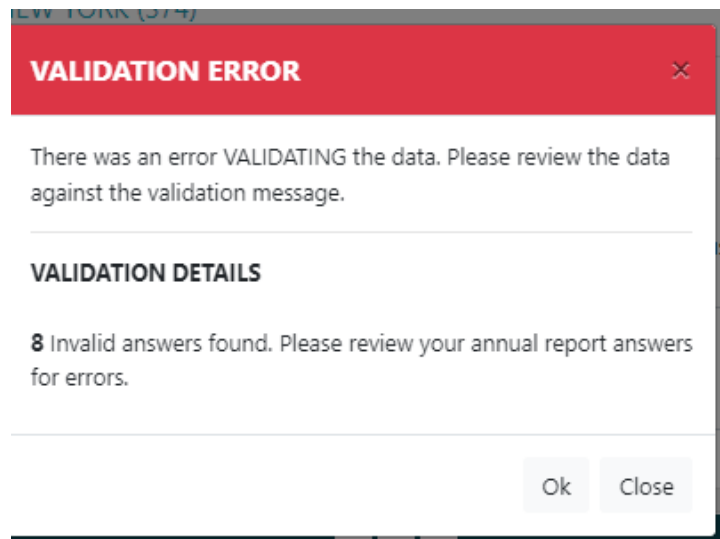
6) HIT SUBMIT AGAIN on Annual report page

7) Make Sure you Get the GREEN Box that says Answers Validated, Click Green Button that says "SUBMIT REPORT"

8) Fill in your Name and other details to record who is Submitting this report on behalf of your church:

- THEN CLICK GREEN BUTTON that says "SUBMIT ANNUAL REPORT"

9) Another Teal Pop-Up Box will appear, Click the Teal Button that say "Submit Report"

10) The Report is finally through the **FULL SUBMIT PROCESS** once you get the screen that says:

"The Annual Report for this Local Church has been submitted"
with your name and the date on it.

YOU HAVE FULLY SUBMITTED YOUR STATS!

10) SUBMIT REQUIRED FIELDS:

▶ Only 1 person needs to Submit the Final Report with Required Fields preferably the Pastor.   (FEIN will be required)

11) NEED CHANGES MADE?

▶ Contact your District

12) PRINT OR SAVE:

▶ **Can Print or Save as PDF onto your Computer**

　　》》》 **Click View Annual Report**

The Annual Report for this Local Church has been submitted

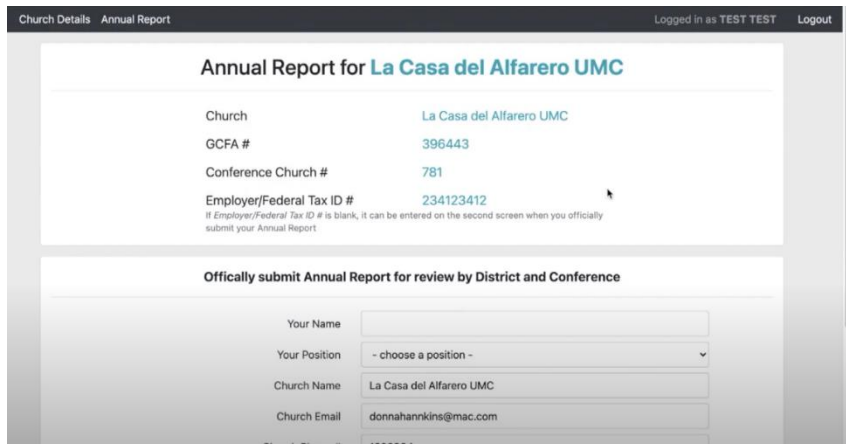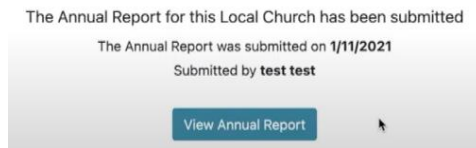The Annual Report was submitted on **1/11/2021**

Submitted by **test test**

[View Annual Report]

　　》》》 **Click Print**

　　　　○ **Send to your Printer or Save as PDF in your Printer Dialog Box**

[ⓘ Instructions] [🖶 Print ▾] [🏛 Local Church Detail]
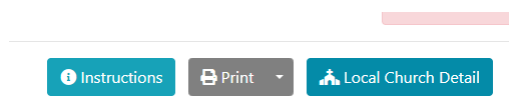
13) WHEN IS IT DUE?

▶ **All Churches need to have their Data Submitted by** **February 15th**

14) WHY ARE WE DOING THIS?

▶ The information that's available provides:
- *Local church statistics as users of the site can look up individual church information on pastors, membership data, and statistical history.*
- *A much quicker way to locate pastors and includes historical information on appointments.*
- *Quick Facts that give users the ability to select an annual conference and find membership by district, conference or jurisdiction as reported on the local church statistical reporting forms.*
- *Charts and graphs that provide quick comparisons among jurisdictions, conferences, and churches.*

①   Contact your District Office

②   Contact Conference Accounting Administrative Services
Specialist - Autumn Wells - AutumnWells@unyumc.org - 315-898-2004

MORE INFORMATION

→ Upper New York Stats Page:
https://www.unyumc.org/about/statistics

→ Description of Lines:
https://unyumc.org/images/uploads/Description_of_Lines_ACStats.pdf

→ Different Types of People on UMC Stats Report:
https://unyumc.org/images/uploads/Church_People_ACStats.pdf

→ Visit the NEW UM Data Website: https://gcfa-umdata.brtsite.com/charts

→ Ask the UMC   https://www.umc.org/en/who-we-are/ask-the-umc-faqs

→ GCFA Data Services   https://www.gcfa.org/data-services

WHAT YOU DO MATTERS

THANK YOU FOR WHAT YOU DO!