Reminder that there are multiple pop-up boxes for the full submit process in ACStats.

If your statistics report has not been fully submitted yet, it may be due to a misunderstanding that there are multiple pop-up boxes for the full submit process to be complete.

Please enter your ACStats again by clicking here and make sure all explanation boxes are filled in.
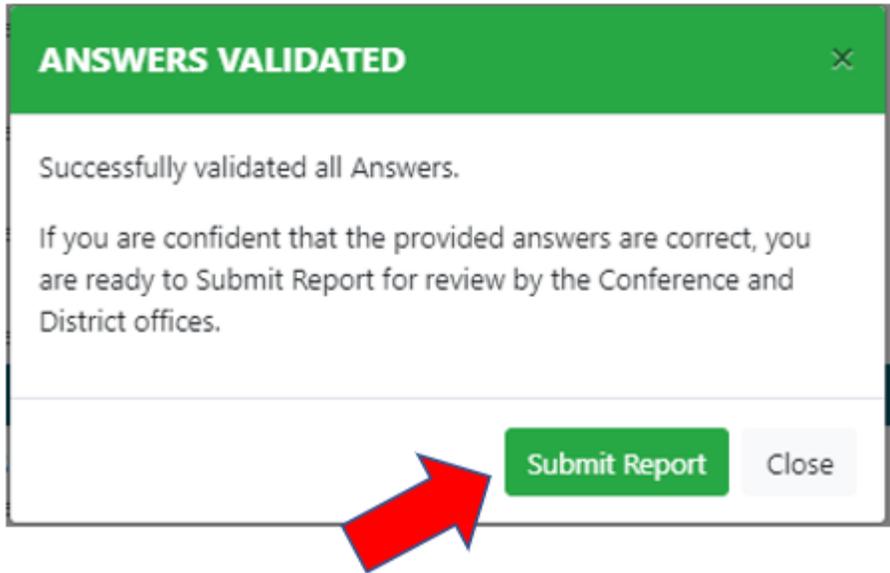
Here is a breakdown of the full submit process:

1) Hit the green "Submit" button at the top teal colored banner on the right side of the Annual Report page:
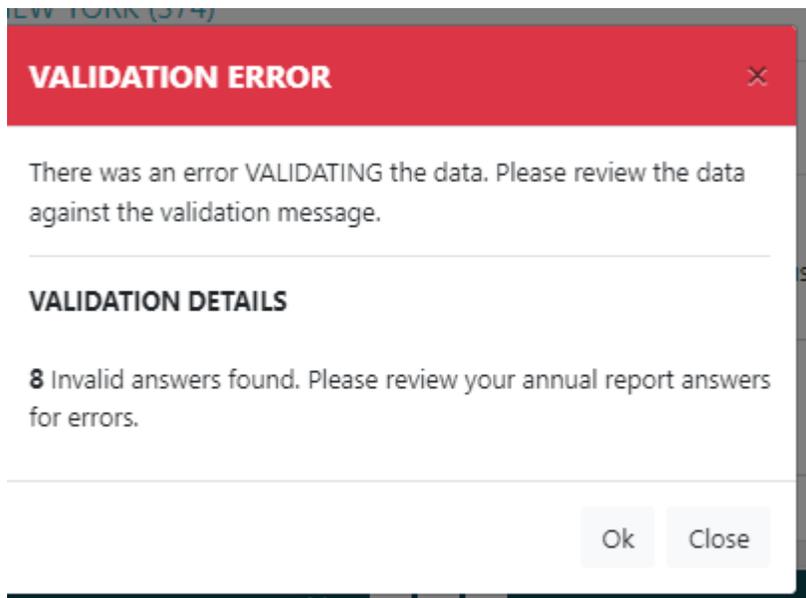

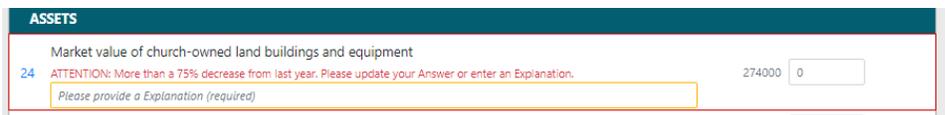2) Wait while it validates your answers.

3) If there are no errors or explanations needed, a green box appears. Click the green button that says, "Submit Report." (SKIP TO Step # 8 Below)

4) If there are errors, a **RED** box appears. Click "OK" to go back to your report.

5) Then, find all the lines that have a red box around it with "ATTENTION:" Fill in all these boxes with brief explanations. ("Warning" boxes do not need an explanation.)

6) Click the "Submit" button again on Annual Report page.

7) Make sure you get the green box that says "Answers Validated." Then, click "Submit Report."

8) Fill in your name and other details to record who is submitting this report on behalf of your church. Then, click the green button that says "Submit Annual Report."

9) Another teal pop-up box will appear. Click "Submit Report."

10) The full submit process has been completed 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 now fully submitted your stats.