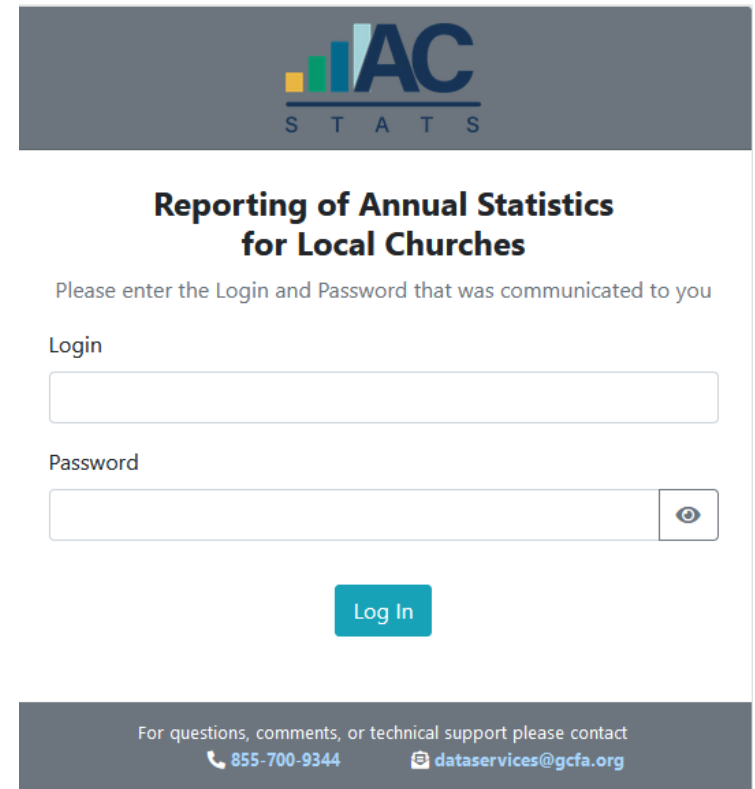




AC STATS LOGIN INSTRUCTIONS and INITIAL SET-UP 2024

How do I log in?

- Go to <https://stats.gcfa.org/Login>
- Login is the 6-digit church GCFA number.
- The initial password is **Stats2024!**



The screenshot shows the login interface for the 'Reporting of Annual Statistics for Local Churches' website. At the top, there is a logo for 'Stats AC' with a bar chart icon. Below the logo, the title 'Reporting of Annual Statistics for Local Churches' is displayed. A message asks the user to enter the login and password provided to them. There are two input fields: one for 'Login' and one for 'Password'. The password field includes a toggle icon for visibility. A teal 'Log In' button is positioned below the fields. At the bottom, a footer provides contact information: a phone number (855-700-9344) and an email address (dataservices@gcfa.org).

Stats AC
S T A T S

**Reporting of Annual Statistics
for Local Churches**

Please enter the Login and Password that was communicated to you

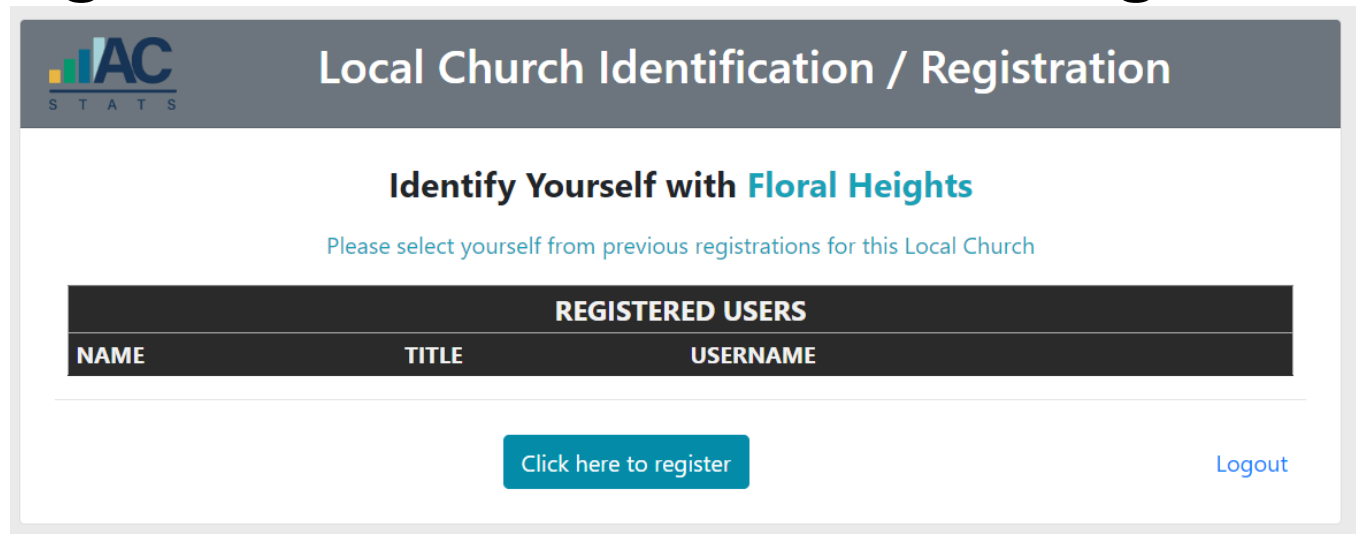
Login

Password

For questions, comments, or technical support please contact
855-700-9344 | dataservices@gcfa.org

Local Church Identification/Registration

When you log in, you will be presented with a screen listing registered users for your church. The list of registered users will be blank the first time you log in. Click the “Click here to register” button.



Local Church Identification / Registration

Identify Yourself with **Floral Heights**

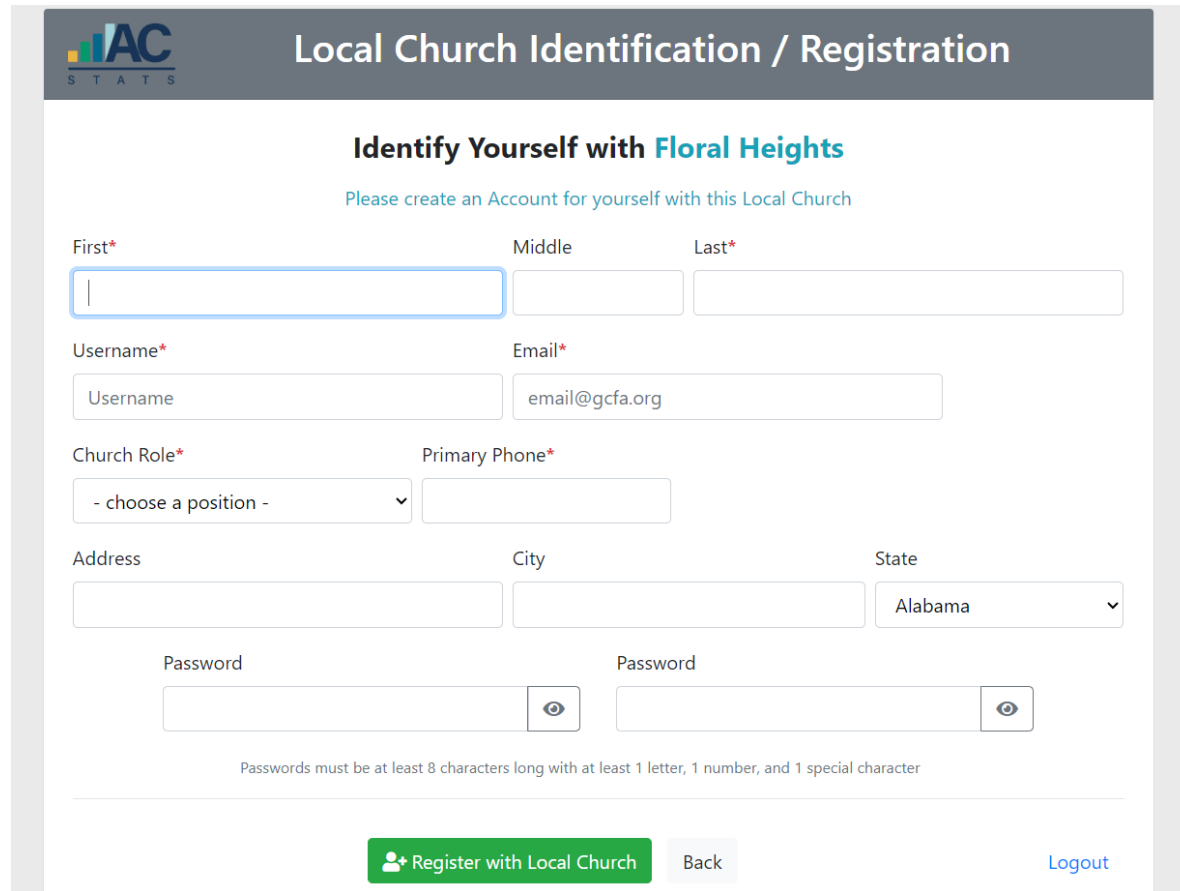
Please select yourself from previous registrations for this Local Church

REGISTERED USERS		
NAME	TITLE	USERNAME

[Click here to register](#) [Logout](#)

Local Church Identification/Registration

- Complete the form with your personal information and click the green “Register with Local Church” button at the bottom of the page.
- **Username:** create a unique one for you.
- **Password:** create a personal password that is not used elsewhere.



The screenshot shows a web form titled "Local Church Identification / Registration" for "Floral Heights". The form includes fields for First, Middle, and Last names; Username and Email; Church Role (a dropdown menu) and Primary Phone; Address, City, and State (a dropdown menu); and two Password fields with eye icons for visibility. A green "Register with Local Church" button is at the bottom, along with a "Back" button and a "Logout" link. A note at the bottom states: "Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character".

Local Church Identification / Registration

Identify Yourself with Floral Heights

Please create an Account for yourself with this Local Church

First* Middle Last*

Username* Email*

Church Role* Primary Phone*

Address City State

Password Password

Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character

[+ Register with Local Church](#) [Back](#) [Logout](#)

More Users?

- Each church is allowed up to 5 users.
 - If you have more than one person entering statistical data, each person will use the same initial login for the church—its **GCFA number**—and the same generic password—**Stats2024!**
 - When someone logs in, the first screen allows you to identify which user you are or to add yourself as a user and create your own password.
-

More Users?



Local Church Identification / Registration

Identify Yourself with **Floral Heights**

Please select yourself from previous registrations for this Local Church

REGISTERED USERS		
NAME	TITLE	USERNAME
Shirley Miller	Other	Churchcloser2

This is Me

[Click here to register](#)

[Logout](#)

Church Details

The next screen will bring up information on your church. You click the “Annual Report” button at the bottom of the page to move forward.

Phys City	Wichita Falls	Founded Date		Chartered	
Phys State	Texas	Closed Date	7/1/2024	ReOpened	
Phys Country	USA	Parent GCFA #			
Phys Zip	76309	Charge Name	Floral Heights		
Status	Closed	Charge #	744441		
		Charge Type	Single-Point Charge		
Notes on Submit					

Save

Annual Report



Navigating the Church Page Overview

2020 Annual Statistics for ACS Demo 2

Church ACS Demo 2
City, State ,
Pastor
GCFA Church # 140317
Conference Demo Part 2 (998)

Annual Church Statistics has been **CLOSED** for 2020

[Instructions](#) [Print](#) [Local Church Detail](#)

Display Question Help

Table # [1](#) [2](#) [3](#)

#	QUESTION	2019	2020	% Δ
---	----------	------	------	-----

TABLE 1

PROFESSING MEMBERSHIP

1	Total professing members reported at close of last year (See Instructions) (This line is auto-filled from line 9 of the previous year)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2a	Received this year on Profession of Christian Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>
2b	Received this year on Profession of Faith through confirmation	<input type="text"/>	<input type="text"/>	<input type="text"/>
2c	Restored by affirmation (or correction to previous years report)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2d	Correct previous year's reporting errors of total professing membership numbers by addition	<input type="text"/>	<input type="text"/>	<input type="text"/>
2e	Received from other United Methodist Churches	<input type="text"/>	<input type="text"/>	<input type="text"/>
2f	Received from other denominations	<input type="text"/>	<input type="text"/>	<input type="text"/>

Display Question Help:

When toggled, shows additional question prompting assistance

Instructions

Displays high level instructions

Print

System will print the Local Church Statistics

Local Church Detail

Displays church detail information

Navigate to Different Tables

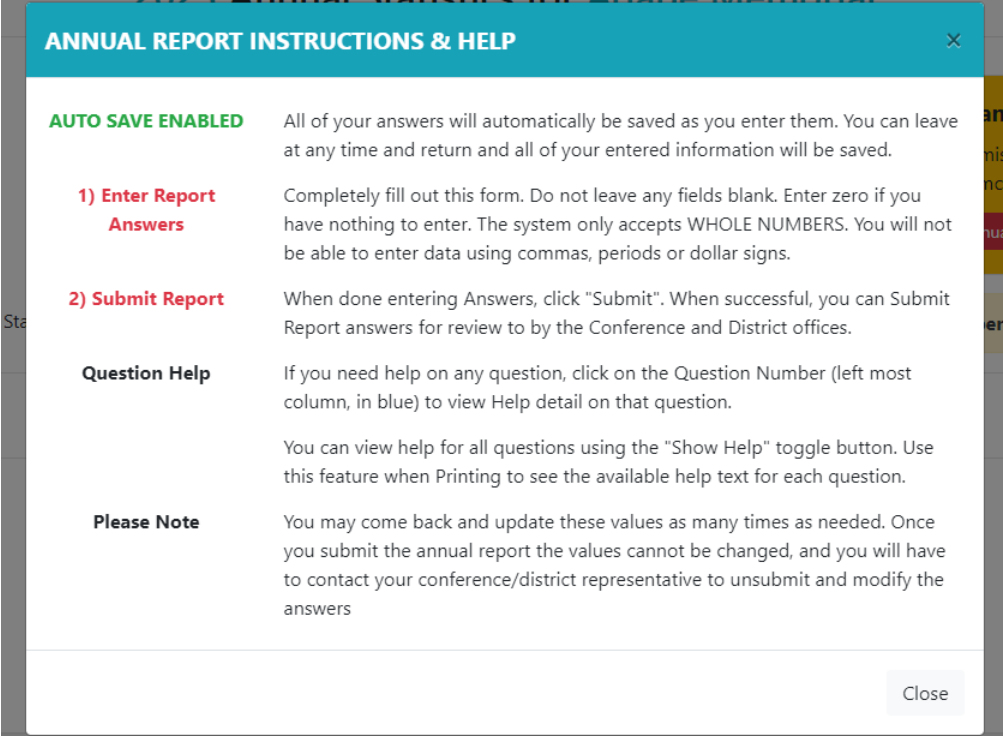
User may jump between Tables 1, 2 and 3 by clicking on the appropriate buttons
Screen is Linear, not a New Page tab

Validate & Submit

When all answers are entered and ready to be submitted, click on the Validate & Submit button. The system will review answers and notify user of items to be corrected or the statistics will be submitted.

INSTRUCTION BUTTON

Basic Help Information pops up when you click the “Instructions” button.



The screenshot shows a pop-up window titled "ANNUAL REPORT INSTRUCTIONS & HELP" with a close button (X) in the top right corner. The window contains the following information:

- AUTO SAVE ENABLED**: All of your answers will automatically be saved as you enter them. You can leave at any time and return and all of your entered information will be saved.
- 1) Enter Report Answers**: Completely fill out this form. Do not leave any fields blank. Enter zero if you have nothing to enter. The system only accepts WHOLE NUMBERS. You will not be able to enter data using commas, periods or dollar signs.
- 2) Submit Report**: When done entering Answers, click "Submit". When successful, you can Submit Report answers for review to by the Conference and District offices.
- Question Help**: If you need help on any question, click on the Question Number (left most column, in blue) to view Help detail on that question.

You can view help for all questions using the "Show Help" toggle button. Use this feature when Printing to see the available help text for each question.
- Please Note**: You may come back and update these values as many times as needed. Once you submit the annual report the values cannot be changed, and you will have to contact your conference/district representative to unsubmit and modify the answers

A "Close" button is located in the bottom right corner of the pop-up window.

PRINT BUTTON

The Print button will print the report listing all the questions. It will include the values entered for 2023 statistics. (These values cannot be changed.) We recommend printing your annual report before you start filling out the 2024 statistics.

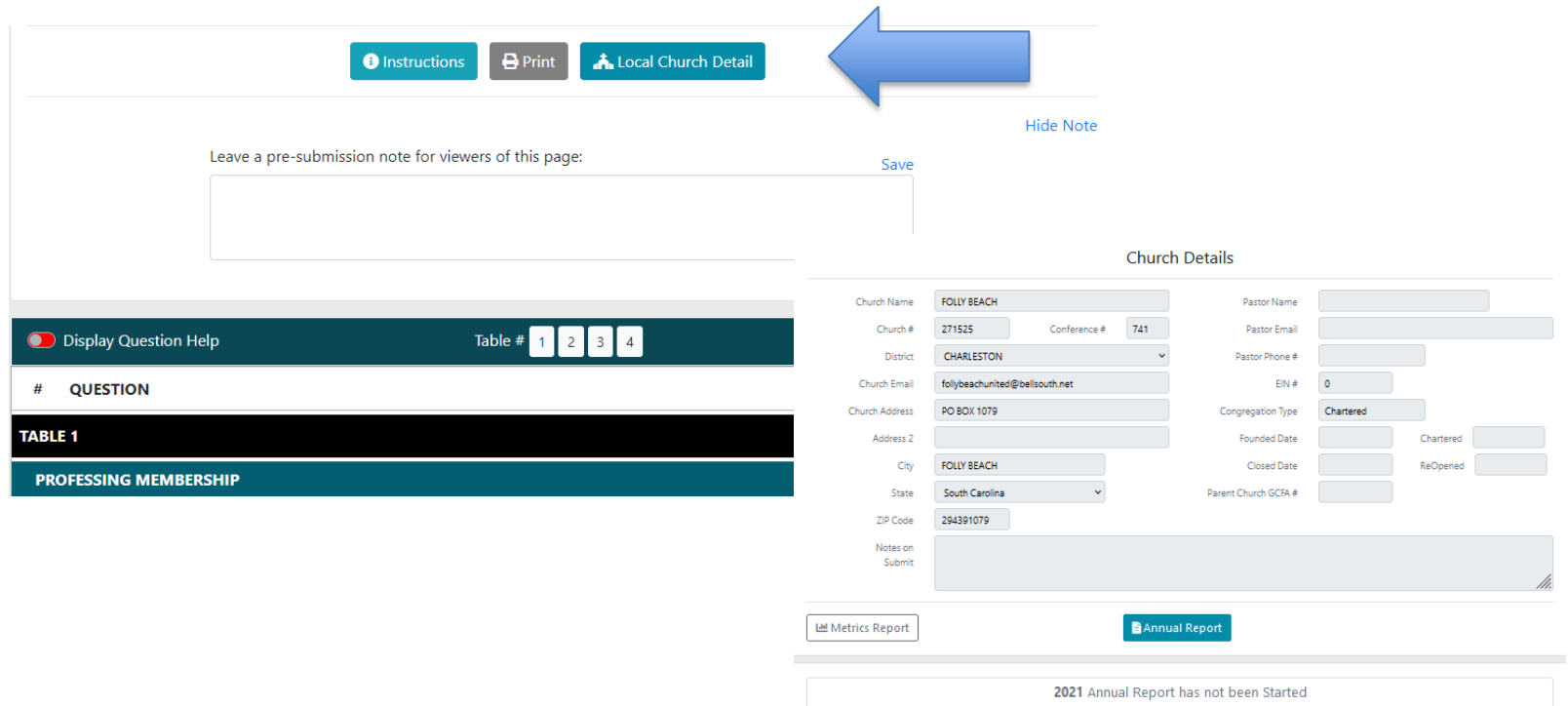


The screenshot shows a web application interface. At the top, there are three buttons: 'Instructions', 'Print', and 'Local Church Detail'. Below these is a text input field for a church-specific note, with a 'Save' button and a 'Hide Note' link. The bottom of the screenshot shows a table header with columns for '#', 'QUESTION', '2022', '2023', and '% Δ'. There is also a 'Submit' button and a 'Table #' selector with options 1, 2, 3, 4, and 5.

#	QUESTION	2022	2023	% Δ
---	----------	------	------	-----

LOCAL CHURCH DETAIL BUTTON

The Local Church Detail takes you back to the information about your church.



The screenshot displays a web interface for church management. At the top, there are three buttons: 'Instructions', 'Print', and 'Local Church Detail'. A large blue arrow points to the 'Local Church Detail' button. Below these buttons is a text area for leaving a pre-submission note, with a 'Save' button to its right. The main content area is divided into two sections. On the left, there is a navigation bar with a 'Display Question Help' toggle, a 'Table #' selector with buttons for 1, 2, 3, and 4, and a table header for 'TABLE 1' with the title 'PROFESSING MEMBERSHIP'. On the right, there is a 'Church Details' form with various input fields for church information. At the bottom, there are buttons for 'Metrics Report' and 'Annual Report', and a status message: '2021 Annual Report has not been Started'.

Instructions Print Local Church Detail

Hide Note

Leave a pre-submission note for viewers of this page: Save

Display Question Help Table # 1 2 3 4

QUESTION

TABLE 1

PROFESSING MEMBERSHIP

Church Details

Church Name FOLLY BEACH Pastor Name

Church # 271525 Conference # 741 Pastor Email

District CHARLESTON Pastor Phone #

Church Email follybeachunited@bellsouth.net EIN # 0

Church Address PO BOX 1079 Congregation Type Chartered

Address 2 Founded Date Chartered

City FOLLY BEACH Closed Date ReOpened

State South Carolina Parent Church GCFA #

ZIP Code 294391079

Notes on Submit

Metrics Report Annual Report

2021 Annual Report has not been Started

CORRECTIONS TO LOCAL CHURCH DETAIL PASTOR

If the pastor's name, email, or phone number is incorrect, select "I want to update Pastor info" and then update any of these three fields.

I want to update Pastor info

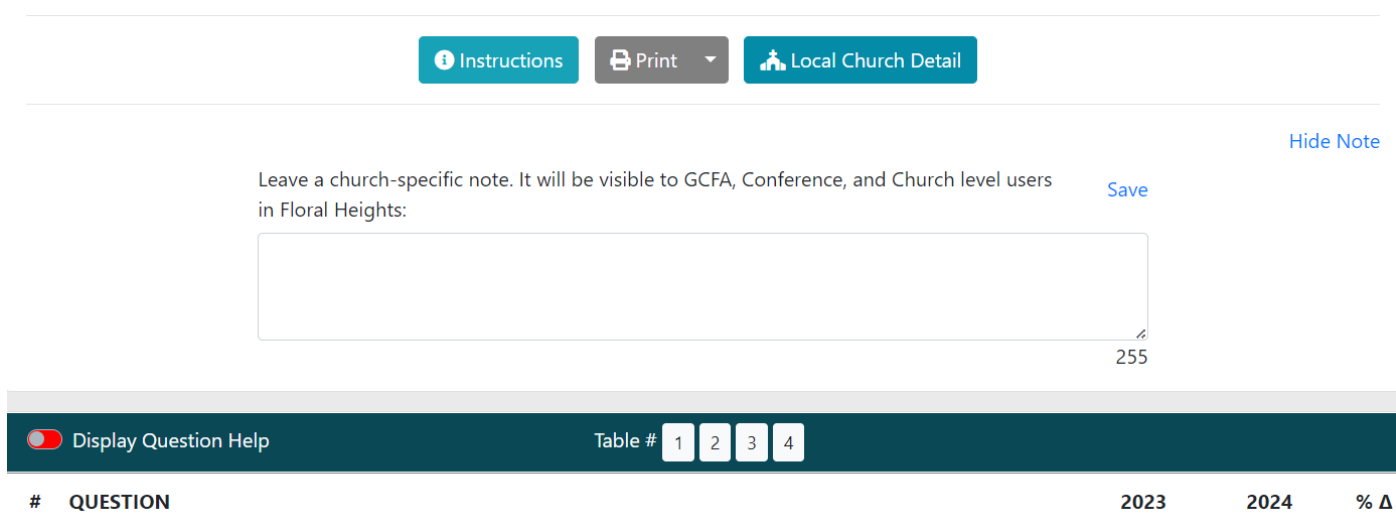
Pastor Name

Pastor Email

Pastor Phone

HELP ANSWERING QUESTIONS

Toggle the “Display Question Help” to blue. The instructions for line numbers are embedded with the line itself. You will have to use the toggle each time you open the tables.



The screenshot shows a software interface with a top navigation bar containing three buttons: "Instructions" (with an information icon), "Print" (with a printer icon and a dropdown arrow), and "Local Church Detail" (with a church icon). Below this is a "Hide Note" link. A text area contains the instruction: "Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in Floral Heights:" followed by a large empty text input box. A "Save" button is to the right of the text area. Below the text area is a table header bar with a dark teal background. On the left of this bar is a toggle switch labeled "Display Question Help", which is currently turned off (red). A blue arrow points to this toggle. To the right of the toggle is the text "Table #" followed by four numbered buttons (1, 2, 3, 4). Below the header bar, the first row of the table is visible, with columns labeled "#", "QUESTION", "2023", "2024", and "% Δ".

NAVIGATING THE TABLES

- The new portal allows you to scroll down the page from the first to the last question.
- If you want to move more quickly to the different tables, you can click on the table number. (Table 4 is ONLY for Legacy North Texas Conference churches.)

The screenshot displays a web portal interface. At the top, there are three buttons: "Instructions" (with an information icon), "Print" (with a printer icon and a dropdown arrow), and "Local Church Detail" (with a church icon). Below these buttons is a text input field with the placeholder text "Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in Floral Heights:". To the right of the input field is a "Save" button and a "Hide Note" link. Below the input field is a table selector labeled "Table #" with four buttons numbered 1, 2, 3, and 4. A large blue arrow points to the "4" button. At the bottom of the page, there is a dark teal footer bar containing a "Display Question Help" toggle (with a red circle and a white checkmark), and a table header with columns for "# QUESTION", "2023", "2024", and "% Δ".

BEST PRACTICES

- Set up your local church users in the AC Stats portal.
 - Print out the Annual Report to start collecting information needed from the various individuals who may have access to these values.
 - If you have hard copies or notes, locate last year's report as well as notes as another resource in completing this year's tables.
-

QUESTIONS?

If you still have trouble logging in or navigating the AC Stats pages, contact your District Administrator.

DISTRICT ADMINISTRATORS

CTC Central	Katherine Hunter	katherinehunter@ctcumc.org
CTC East	Melissa Shamburger	melissashamburger@ctcumc.org
CTC North	Dana Dickey	danadickey@ctcumc.org
CTC South	Katherine Hunter	katherinehunter@ctcumc.org
CTC West	Dana Dickey	danadickey@ctcumc.org
NTC East	Jennifer Philo	philo@ntcumc.org
NTC Metro	Mariel Vela	mariel@ntcumc.org
NTC North Central	Martha Holcomb	holcomb@ntcumc.org
NTC Northwest	Jennifer Philo	philo@ntcumc.org
NWTX Lubbock	Dana Dickey	danadickey@ctcumc.org
