# Ezra Statistics – Church User Guide

Updated: December 4, 2013

## Church Guide for Ezra: Statistics

Welcome to the Ezra: Statistics System. This guide is designed to help you, as a church user, successfully complete your yearend statistics entry.

**First Log In** (**If you have already logged in you can skip to the next section*)
You can access the program by going to http://ezra.gcfa.org. Once there, log in with the information provided to you by your conference office. If you do not know your information, try contacting your conference office.

The first time you log into the program, you will go through a few initial steps to set up your user. In the first step, your church and church GCNO is listed. If this is not your church, please contact your district or conference administrator. Just follow the steps. Once you have completed the steps and clicked the Finish button you will be taken to the Statistics program.

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

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

**FIRST STREET**

**GCNO: 986760**

If your church is not listed above, log out and contact your District Administrator

[ Next ]

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

Please enter your contact information below.

First Name: Jane
Last Name: Doe
E-mail Address: email@umc.org
Home Phone:
Work Phone: 615-369-2500    Ext.

[ Previous ] [ Next ]

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**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: ········    **What is this?**

New Password: ········

Confirm New Password: ········

Previous   Next

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**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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### Stats Home

The first time you log in you will see the Welcome screen which invites you to either print a blank report form or begin entering your stats. This screen will show every time you log in until you have saved any changes to the Tables.

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**Ezra**
DATA MANAGEMENT SYSTEM

*Hello Jane Doe - You are currently accessing church: CROSSLAKE (736565)*
**2013 Statistics for the Demo Annual Conference**
Year: 2013

Logout

STATS HOME    ENTER STATS    REPORTS ▸    SUBMIT STATS    ACCOUNT ▸

**Welcome**

How would you like to start?

PRINT BLANK REPORT FORM

BEGIN ENTERING MY STATS

**Menu**

FAQ & Directions ➔
User's Guide ➔
Blank Report Forms ➔
Reports ➔

**Need help?**
**Conference Contact:**
**Dale Owens**
(615)369-2380
dowens@gcfa.org

For questions, comments, or technical support please contact the **Web Site Administrator**.
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**Printing a blank report:** Printing a blank report is easy! Press exit to bring you back to a list of all reports available. Click Stats Home to return to the Welcome Page.

**Entering Stats:** To begin, press "Begin Entering My Stats".

From there, you will gain access to the system and find yourself on the Stats Home page. The Stats Home page has a few important pieces of information.

1. The date your conference expects your statistics to be submitted by.
2. The current status of the three main statistics tables and submission. This feature also displays whether the table has saved with errors, with warnings, or is complete and ready for submission.
3. A message from your conference office.

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**A menu on the right side** of the screen now offers options to find an FAQ, a User's Guide, and links to print various reports, including a blank report form. Your conference contact is also listed in this menu.

Make sure that you make note of these things as they will be important to you. If you ever need to go back to the Stats Home page, just click the Stats Home option on the menu bar.

**Note: Once you have saved statistics table information, you will no longer be shown the Welcome screen when you log in. You will be taken straight to the Stats Home page.**

### Navigating the System

You will see a dark grey menu bar near the top of the page. It has several options listed there. This menu bar will be available throughout the system and is how you go between the different pages. You can also access the main tables through the links found on the Stats Home page.
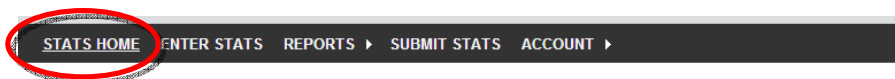


### Entering Your Stats

Before you start entering your statistics, it is highly recommended that you print a Blank Church Input Form. This form is useful because it allows you to fill in your stats at your leisure without any risks of losing your information due unexpected delays or issues. You can access this form in several different ways:

1. When first logging into the system, you will be greeted with the new Welcome screen. There is a button that says "Print a Blank Form". Clicking this button will take you to the blank report form page where you can run the report for your church.
2. On the Stats Home page, there is a new menu on the right of the screen that has link "Blank Report Forms". Clicking this link will also take you to the blank report form page.
3. Click on the Reports link in the menu bar. Once on the Reports page click Blank Church Input Form, found on the upper right.

Once on the blank form page, simply click "Run Report" and it will give you a PDF version of the tables you will need to fill out this year for your statistics.

Collect your statistics and fill them in on the blank form. Once you have collected all your stats and you are ready to fill them in online you can click the Enter Stats option from the menu. This will take you to the page where you are able to enter your statistics.

From the Stats Home page, there are several links that will also take you directly to the table you wish to enter. Click on the table name to enter the table. You may also click on the "Submit Reports" link on this page to be taken to the Submit Stats page.

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Once you are on the Enter Stats page, at the top of the page you will see a message that tells you when the conference expects all your statistics to be submitted by. Below that you should see some of your church information. Looking further down you will see one of the tables you need to fill out for your statistics.



Looking at these tables, you will notice several pieces of information available to you.
1. The line number for the line.
2. The description for the line.
3. The value reported for the line last year.
4. A textbox for you to enter the value for this year.
5. A question mark at the end of each line will give you the directions for that line when you click it.
6. If your conference has elected the autosum feature, there will be several boxes that will autosum after each entry.  Simply enter your statistics and the autosum feature will do the calculations for you.

**Note: On Table 1, Line 1 will be automatically filled in from last year's Line 9 value.**

Carefully enter your statistics on this form. Navigating over each line or clicking the **?** at the end of each line will give you an explanation for what is being asked. When you are done, click the Save button at the top or bottom of the table to save the information you have entered. When you click save your information will be checked to make sure it looks accurate. Review any lines that are reported back to you as errors and save the tables again if you need to make changes.

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**Note: You can save, but not submit with errors. All errors must be corrected.**

If there are any warnings that are initiated based on your answers, they will appear in a grid at the top of the page. Press the "enter" link to enter an explanation. If your conference requires an explanation for each warning, this will be noted below the box. You will also have an opportunity to enter explanations for warnings on the submit page.

There are 2 error(s) and **1** warning(s).
*Information was saved but with errors!*

Error(s):

| Line | Error |
|------|-------|
| 9 | Error: Total of Ethnic fields does not equal total members. The calculated value is: 0 The entered value is: 198 |
| 9 | Error: Males + Females does not equal total members. The calculated value is: 0 The entered value is: 198 |
| 9 | Error: Total of Ethnic fields does not equal total members. The calculated value is: 0 The entered value is: 198 |
| 9 | Error: Males + Females does not equal total members. The calculated value is: 0 The entered value is: 198 |

Warning(s):

| Line | Warning | Explanation | |
|------|---------|-------------|---|
| 10 | You are reporting a value for a line that had nothing reported for the prior year. | | Enter |

**Make sure you save the table you are currently working on before swapping to another table. Your data will be lost if you change tables without successfully saving first.**

To fill in another table, just select the table you need from the drop down list at the top of the page.

Tables: Table 1 - MEMBERSHIP & PARTICIPATION

Your statistical information was due on 3/15/2013. Please finish with your statistics as soon as possible.

| Select A Church | Alignment Number | General Church Number |
|-----------------|------------------|----------------------|
| 733048 SHEPHERD | 40101 | 733048 |

**Status**: Not Submitted

**Not Saved**

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

Once you have filled in and saved all three tables you will be able to submit your data to your conference office. Make sure you submit your statistics when you are done with all three tables.

To submit your data to your conference just click the Submit Stats link in the menu bar. You can also enter the submit stats page from the Stats Home page by clicking the "Submit Reports" link. Once on the submit page, you'll see the status of all three main tables and whether or not you are able to submit your stats. If there are

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any errors, they need to be corrected first. You can click on the table links to return to these tables. You'll also be able to review your explanations for any warnings before submitting your stats. When finished, click the Submit Statistics button.



Submitting your statistics prevents you from being able to change them. If you made a mistake and need to make a correction, contact your conference office and they can unsubmit your church.

Once you have submitted your statistics, you will be finished with the online stats entry process. Feel free to print the Submit Stats page for your records.