

Local Church Annual Report to the Annual Conference Guide to enter the End of the Year statistical information 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 church's Year End Reports.

First Log In (If you are already logged in you can skip to the next section)

You can access the program by going to [Ezra Database](#). Once there, log in with the information provided to you by your conference office.

Each local church has a single log-in. The username is the the local church GCFA number. The default password for each church is yearendstats2020. You will be asked to change the password the first time you log in.

The first time you log in you will go through a few initial steps to setup your user. Once you have completed the steps and clicked the Finish button you will be taken to the Statistics homepage.

If you do not know your information, call the Conference Office at (502) 425-3884 or contact your Conference Statistician at dgarvin@kyumc.org.

Stats Home

When you first gain access to the system you will find yourself on the Stats Home page. The Stats Home page has a few important pieces of information.

1. The Conference deadline to submit stats: Friday, January 22, 2021
2. The contact information for your Conference
3. A message from your Conference office

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

Navigating the System

You will see a dark grey menu bar near the top of the page. It has several options listed. This menu bar will be available throughout the system and is how you switch among the different pages.

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 get this form on the reports page or on the Conference website here: [Blank Forms](#). Just click the Reports link in the menu bar. Once on the Reports page click Blank Church Input Form, found on the upper right. Run the 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.

At the top of the page you will see a message that tells you the Conference deadline to submit stats. Below that, you should see 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.
2. The description for the line.
3. The value reported for the line last year.
4. A box 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.

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

Enter your statistics on this form. 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 and save the tables again if you need to make changes.

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 top of the page.

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 click the Submit Stats link in the menu bar. Once on the submit page, follow the directions there and 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 are finished with the online stats entry process.

Feel free to print the Submit Stats page for your records.