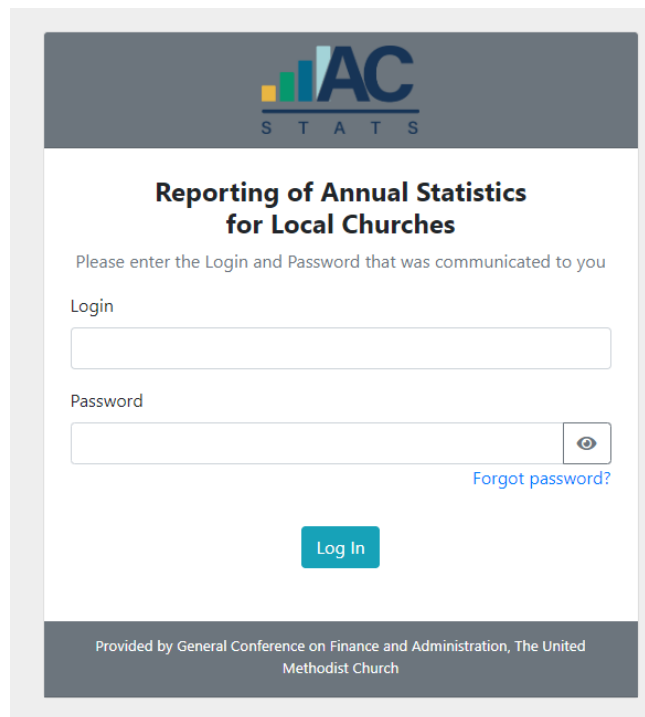


Statistical Reporting Instructions (2023)

Using AC Stats (GCFA's Statistical Reporting System) to Submit Your Conference Statistics



The screenshot shows the login interface for the AC Stats system. At the top, there is a logo with a bar chart and the letters 'AC' above 'S T A T S'. Below the logo, the title reads 'Reporting of Annual Statistics for Local Churches'. A message asks the user to enter their login and password. There are two input fields: 'Login' and 'Password'. The password field has a toggle icon for visibility. A 'Forgot password?' link is located below the password field. A teal 'Log In' button is centered below the fields. At the bottom, a footer states: 'Provided by General Conference on Finance and Administration, The United Methodist Church'.

**AC STATS OPENS
JANUARY 9, 2024**

**2023 REPORTING DEADLINE
JANUARY 31ST, 2024**

Step by Step Guide for Entering and Submitting your Statistical Information

If you have questions, please call your District AA

Delaware District: Andrea Lanker - delawaredistrictmc@gmail.com - (302) 655-8873

Upper Shore District: Crystal Wright - uppershoredistrictoffice@pen-del.org - (667) 767-3161

Lower Shore District: Sarah McCoy - lowershore2021@gmail.com - (410) 749-1311

Staff Directory can be found online at <https://www.pen-del.org/> under 'STAFF'

1. Login to AC Stats

- a. Go to: <https://stats.gcfa.org>
- b. Enter your church's Login/Username and Password as follows
 - i. **Login:** Your church's six-digit General Church Number (AKA GCFA#).
 - ii. **Password:** For first-time logging in is **Stats2023!**
Note: first character is Capitalized, and last character is an exclamation point
- c. Click on the "Log In" button to advance.
- d.

AC
S T A T S

Reporting of Annual Statistics for Local Churches

Please enter the Login and Password that was communicated to you

Users with an existing account, please use your email address/password

Login

1 → 000000

Password

2 → Stats2023!

[Forgot password?](#)

3 → **Log In**

Provided by General Conference on Finance and Administration, The United Methodist Church

2. Welcome Screen - First Time Login User Setup.

- a. The first time you log in, you will see a list of users for your church. If your name doesn't appear, click on the button "I'm not Listed"



3. Contact Information Screen - First Time Login User Setup.

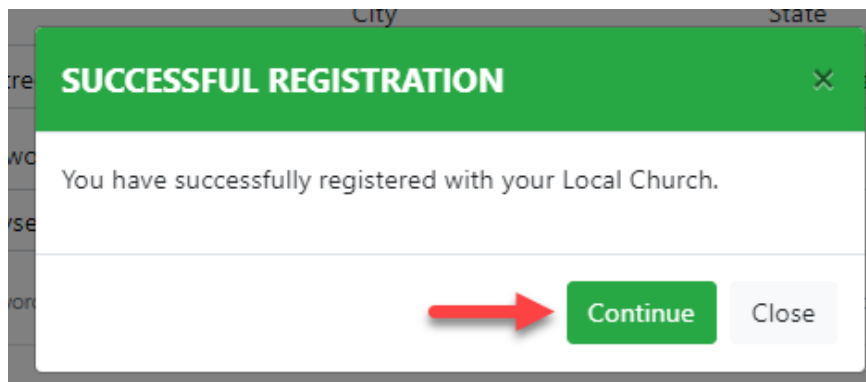
- a. Enter **your** information. Required fields have "*" next to the field name
- b. Enter a password of **your choosing**. Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character
- c. **Write down your password**
- d. Click the button "Register with Local Church"

The screenshot shows the same web browser window as above, but the page title is "Local Church Identification / Registration" and the sub-header is "Identify Yourself with Test Church CONF#382". Below the sub-header, it says "Please create an Account for yourself with this Local Church". The form has the following fields:

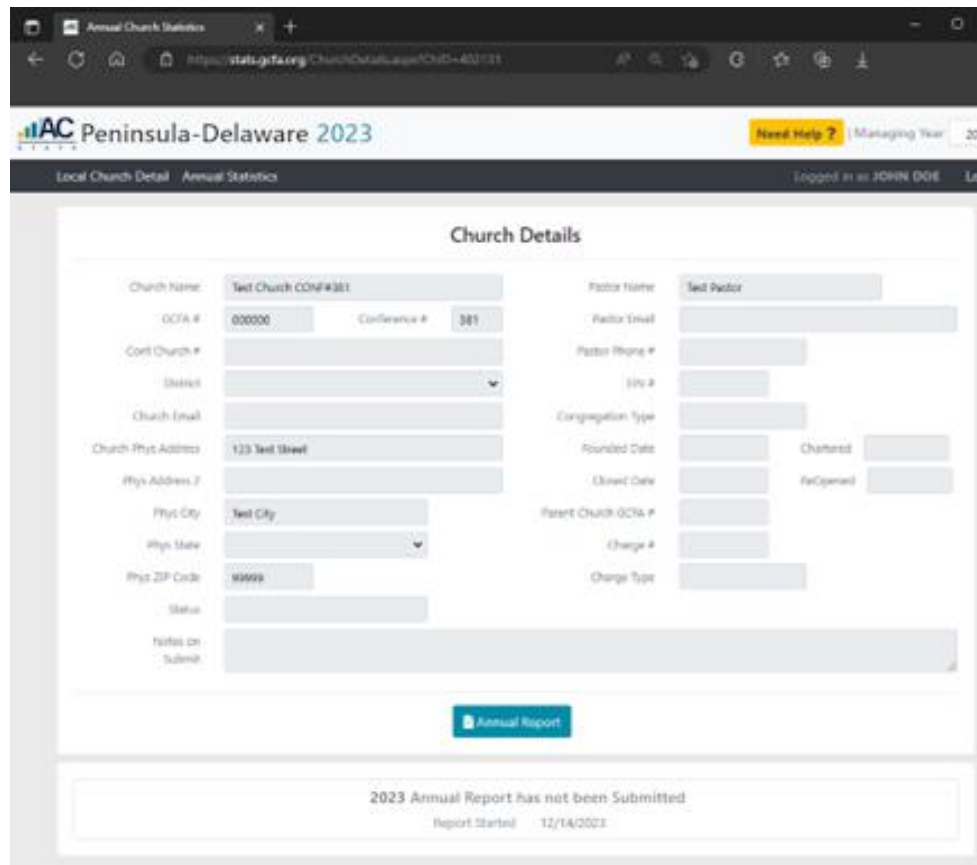
- First* (text input: John)
- Middle (text input: empty)
- Last* (text input: Doe)
- Email* (text input: jdoe@gmail.com)
- Church Role* (dropdown menu: Pastor)
- Primary Phone* (text input: 410-555-1212)
- Address (text input: 123 Main Street)
- City (text input: Anytown)
- State (dropdown menu: Maryland)
- Password (text input: Mysw0r!1234!)
- Password (text input: Mysw0r!1234!)

Below the form, there is a red arrow pointing to a green button labeled "Register with Local Church". To the right of the button are "Back" and "Logout" links. A note at the bottom of the form states: "Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character".

- e. When the “Successful Registration” window appears, click the “Continue” button.



- f. You will be taken to the “Church Details” screen. This is the “Home” screen for your church statistical reports. You will be taken directly to this screen when you log into the system moving forward.



Navigating the System

Once you have logged into the system, there are several important links and navigation choices at the top of the screen.

1. **Local Church Detail** (the “Church Details” page – or “Home Screen” shown after login)
2. **Annual Statistics** (to view and enter statistics)
 - a. The “Annual Report” button on the Church Details screen takes you to the same screen.
3. **Need Help:** Displays help email and phone
4. **Managing Year:** Changes statistical year
 - a. Used to view/download prior year statistical information (if needed)
 - b. Must be set to “2023” to enter statistical information.
5. **Logout:** Logs you out of the AC Stats system.

The screenshot shows the AC Stats system interface. At the top, there is a header with the AC STATE logo, the text "Peninsula-Delaware 2023", a "Need Help ?" button, a "Managing Year" dropdown menu set to "2023", and a "Logout" link. Below the header, there are navigation tabs for "Local Church Detail" and "Annual Statistics". The main content area is titled "Church Details" and contains a form with various input fields for church information, including Church Name, GCFA #, Conference #, Church Email, Church Phys Address, Phys Address 2, Phys City, Phys State, Phys ZIP Code, Status, Pastor Name, Pastor Email, Pastor Phone #, EIN #, Congregation Type, Founded Date, Chartered, Closed Date, ReOpened, Parent Church GCFA #, Charge #, and Charge Type. A red arrow points to the "Annual Report" button at the bottom of the form. A red box highlights the message "2023 Annual Report has not been Submitted" with the subtext "Report Started 12/14/2023".

Entering Your Statistical Information

- Make sure the Year (located above the menu bar) displays the current stats year.
 - a. Before you start entering your statistics, it is highly recommended that you print a copy (and/or create a PDF file) of the statistical reports that contains the prior year's data, blanks for the current year's data and full line instructions. These forms are useful because they provide detailed instructions and allow you to fill in your stats offline. You can also distribute these documents to all those in your church who are contributing to the data entry process
- (1) Click the Annual Statistics link in the menu bar.
- (2) Toggle the "Display Question Help" switch on (it will turn blue)
- (3) Click the "Print" button (directly on the printer icon – not on the down arrow)
 - a. If you want to create a PDF file, use your browser's Print to PDF feature or a free "Print to PDF" utility such as "Cute PDF".

The screenshot shows the AC Stats website interface. At the top, the navigation bar includes 'Local Church Detail' and 'Annual Statistics' (1). The 'Managing Year' is set to 2023. The main heading is '2023 Annual Statistics for Test Church CONF#382'. Below this, church details are listed: Church (Test Church CONF#382), City, State (Test City, TST), Pastor (Test Pastor), Conf Church #, GCFA Church # (000000), and Conference (Peninsula-Delaware (382)). There are buttons for 'Instructions', 'Print' (3), and 'Local Church Detail'. A note area with a 'Save' button and a 'Hide Note' link is present. At the bottom, the 'Display Question Help' toggle (2) is turned on. A table titled 'TABLE 1' is partially visible, with columns for '#', 'QUESTION', '2022', '2023', and '% Δ'. The table content is 'PROFESSING MEMBERSHIP DATA'.

- **Auto Save Enabled**
 - All answers will automatically be saved **as you enter them**. You can leave at any time and return, and all your entered information will be saved.

- **Enter All 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.

- **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.

- **Validate Answers**
 - When done entering Answers, click "VALIDATE ANSWERS".
 - Data entry **errors** must be corrected, or you cannot submit your statistics.
 - Data entry **warnings** must be explained, or you cannot submit your statistics

- **Submit your statistics**
 - Once errors have been resolved and warning explanations have been provided, you will be able to submit your statistics to the Conference office.
 - If you would like to enter/submit a brief church-specific note, this can be entered in the area directly above Table 1 before submitting your statistics. After entering your note, click the Save link.
 - You will want to print a copy of your submission for your own records. Use the printing instructions on the prior page.
 - **IMPORTANT: Once you submit the annual report the values cannot be changed.**
 - If you find corrections to be made and wish to update your entries before the statistical entry deadline, please email your corrections to your District Administrator. It is preferable to use email for corrections, so that there is less chance of verbal miscommunication.