



# Michigan Conference

The United Methodist Church

## Guide to Annual Statistics Report for 2019

### DUE DATE

The due date for 2019 annual reports is **January 30, 2020**. As with all online reports, we encourage you not to wait until the last moment. If you have questions or comments, please contact us.

### CHOICE OF WEB BROWSER

The commonly used web browsers (Internet Explorer, Firefox, Chrome) on most PC and Mac computers and smart phones should work with Ezra. However, you may encounter some difficulties making data entries on tablets such as the iPad and the various Android tablets.

Ezra has some serious problems when accessed from Internet Explorer 10 on Windows 8, and Edge on Windows 10. We are working with GCFA to resolve these issues.

### SIGNING ON TO EZRA STATISTICS

To get started, open your web browser to: <http://ezra.gcfa.org>.

For the Michigan Conference Ezra Statistics and 2019 report all churches will use their old Ezra Dashboard ID and Password. A copy of the Local Church Report Worksheet will be mailed to you in December. You may sign on the Ezra Statistics and print a blank report after November 1<sup>st</sup> (if all database transfers are done). If you do not get this information by December 15, please contact us!

When <http://ezra.gcfa.org> opens, sign in with your GCNO username and old password. Your GCNO can be found in the first-class letter you received from the Statistician in December. GCNOs for all churches can also be found at the Statistician's home page. Use link number 6.

After going through the sign on procedure you will see a page with two options: **Churches** or **Statistics**. Click on Statistics.

### NAVIGATING EZRA STATISTICS

At the top of the main Ezra Statistics window, you will find a dark grey menu bar. From this menu, which is present on every Ezra Statistics page, you can enter and submit your statistics and print various reports. For step by step directions use link number 8 on the Statistician's home page.

### PREPARING YOUR STATISTICS

You will probably find it helpful to print a blank church input form to use while you are collecting the statistics at your church. Blank forms in English, Spanish and Korean are available from our Useful Forms page on the General Counsel of Finance and Administration web pages. Remember that they are general forms rather than conference specific. To access these forms, use link number 8 on the Statistician's home page.

If you wish to print a customized form for your church, you can do this in Ezra Statistics by selecting the "Blank Church Input Form" from the list on the right navigation menu of the home page. When it completes, download and print the resulting PDF file. Your December letter will also have a copy of your 2019 Local

Church Report Worksheet. If you have problems finding it, please contact us and we can also email one to you.

## **ENTERING YOUR STATISTICS**

Now it's time to enter your statistics. You can enter the tables in any order and you can save between sessions—so, for example, if you have Table 1 ready first (quite likely), go ahead and enter it. You can come back to the other tables later. Just remember to come back and finally submit your report before **January 30, 2020**. We'll remind you if you haven't completed the final submission!

From the Enter Stats menu, choose the table you want to enter. The resulting page will look very similar to your blank report form.

The line number and description are shown together with the value entered last year. Enter the new figure in the box provided. In many cases, a more complete description of the information to be provided can be obtained by clicking the blue "?" icon.

See the Frequently Asked Questions page for details of some of the lines.

## **PRE-FILLED LINES**

The Conference and District Voucher/Statement information will be entered by Conference staff this year. You will not see these lines on the report and worksheet. In March you will get a complete copy of your Local Church Report to verify. Please alert your treasurer as soon as possible. We hope to do this entry work for you in the coming years as well.

## **SAVE YOUR TABLES—EARLY AND OFTEN!**

When you have completed a table, or as much as you intend to complete in one session, press the Save button, located at the top and bottom of the page. This does not complete submitting your entries, but merely saves them for a future submission. You may also wish to press the Save button more frequently to ensure your entries are saved, or to check for errors and warnings.

*Always save any tables you have been working on before navigating elsewhere in Ezra or to another web site, or closing your web browser. Your entries may otherwise be lost!*

## **ERRORS AND WARNINGS**

You may see errors and warnings when you try to save a table. Please take the time to check and, if necessary, correct these and to leave a short note with the warnings that are not eliminated.

A number of fields on the statistical tables must be calculated from other fields. For example, in table 1, the total number of professing members at the end of the year is calculated from the receptions and removals, and should be the same as the sum of the ethnic and gender fields.

*Errors must be resolved or commented on before your tables can be submitted; however you are allowed to save your tables with errors and return to them to fix the errors before submitting them.*

*Warnings* are not necessarily wrong. Large changes may be correct—you may have received a much larger number of new professing members this year, for example. Hallelujah! Please do take a moment to check all the lines with warnings to make sure the entries are correct and not typographical errors and to leave a short note explaining your decision in order to tell the statisticians why the numbers are so different and to be able to submit lines with warnings.

Don't forget to save your work again after correcting any lines with errors or warnings!

*The Deadline for Submissions is **January 30, 2020**. If you are late you may be able to enter the report on line, however the Tables will be closed in February a week or so after this deadline and you will need to email a copy of your report worksheet to a statistician for it to be entered into Ezra Statistics.*

## **SUBMIT THE REPORT**

When you have completed entering your statistics on all three tables, you will be able to submit your data.

Click the **Submit Stats** item on the menu and follow the directions there to complete your submission. There is a comment box on the Submit page. Please give us your feedback.

You may also wish to print a copy of your submission for your own records—there is no need to send a paper copy to the conference office.

Once you have submitted your data, you will not be able to make further changes. If you discover additional or corrected information and wish to update your entries, please contact Ron Iris or your District Statistician who will assist you in opening your records and correcting entries. It is our desire to obtain the most accurate information possible, so please do not hesitate to contact us.