

EZRA STATISTICS & GCFA

CHURCH USER GUIDE



LOGGING IN

The first time you log in to the program, you will be led through initial steps to set up your account. Once you have completed these steps, click the Finish button to be taken into the Statistics program.

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

Please enter your contact information below.

First Name:

Last Name:

E-mail Address:

Home Phone:

Work Phone: Ext.

[Previous](#) [Next](#)

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](#)

First time login user setup. (Step 4 of 4)
Complete

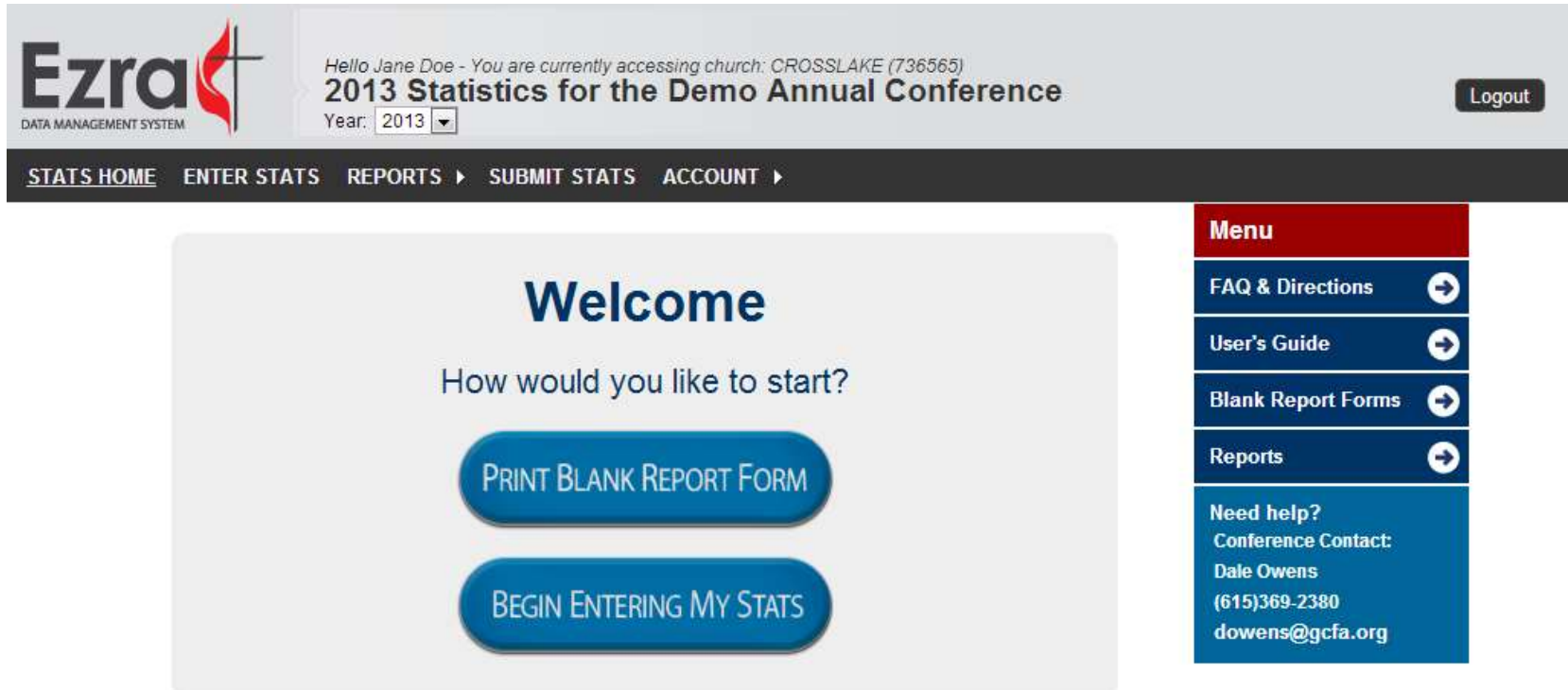
Thank you! You may now begin using the system.

[Previous](#) [Finish](#)



WELCOME PAGE

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 welcome you until you save anything to your Tables. To begin, press “Begin Entering My Stats.”



The screenshot shows the Ezra Data Management System interface. At the top left is the Ezra logo with the text "DATA MANAGEMENT SYSTEM". To the right, a user greeting reads "Hello Jane Doe - You are currently accessing church: CROSSLAKE (736565)". Below this is the title "2013 Statistics for the Demo Annual Conference" and a "Year:" dropdown menu set to "2013". A "Logout" button is in the top right. A dark navigation bar contains links: "STATS HOME", "ENTER STATS", "REPORTS", "SUBMIT STATS", and "ACCOUNT". The main content area features a "Welcome" heading, the question "How would you like to start?", and two large blue buttons: "PRINT BLANK REPORT FORM" and "BEGIN ENTERING MY STATS". On the right, a "Menu" sidebar lists "FAQ & Directions", "User's Guide", "Blank Report Forms", and "Reports", each with a right-pointing arrow. Below the menu, contact information is provided: "Need help? Conference Contact: Dale Owens (615)369-2380 dowens@gcfa.org".



PRINTING BLANK REPORTS

To print a blank church report, follow directions in the Notes field. Check the box to print a completely blank report.

Print Individual Church Input Forms

GCFA # - Align # - Church Name

GCFA # - Align # - Church Name
736565 - 45301 - CROSSLAKE

Print blank report with no church information only

Note: Click Run Report then click the Download PDF link that appears next to the Run Report button to open the report.

Run Report

Exit

Uncheck "Print All" to make individual selections.

To select/deselect multiple churches use Ctrl+Click.

For questions, comments, or technical support please contact the [Web Site Administrator](#).

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ON THE MAIN PAGE

Ezra
DATA MANAGEMENT SYSTEM

Hello New User - You are currently accessing church: SHEPHERD (733048)
2013 Statistics for the Demo Annual Conference
Year: 2013

Logout

[STATS HOME](#) [ENTER STATS](#) [REPORTS](#) [SUBMIT STATS](#) [ACCOUNT](#)

Welcome: New User
Complete your Statistical Reports

The final date to enter statistical information was 3/15/2013.

Table 1 - Membership	→	✓	Not Started
Table 2 - Finances	→	✓	Not Started
Table 3 - Income	→	✓	Not Started
Submit Reports	→	✓	Not yet submitted

Date Stats Should Be Submitted

Current Status of Your Tables

Message from the Conference Office

Message From The Conference Office:
Please enter your statistics for this year. [If you have any questions, please contact the conference contact on the right of the screen.](#)

Menu

- FAQ & Directions →
- User's Guide →
- Blank Report Forms →
- Reports →
- Need help?
Conference Contact:
Dale Owens
(615)369-2380
dowens@gcfa.org

NAVIGATION

STATS HOME ENTER STATS REPORTS ▶ SUBMIT STATS ACCOUNT ▶

Access other parts of the system from top and right navigation, as well as contact information for your conference.

Clicking STATS HOME will always bring you to the Main page.

Menu

[FAQ & Directions](#) →

[User's Guide](#) →

[Blank Report Forms](#) →

[Reports](#) →

Need help?

Conference Contact:

Dale Owens

(615)369-2380

dowens@gcfa.org



ENTERING YOUR STATS

Before you start entering your statistics, it is highly recommended that you print a Blank Church Input Form.

Access this form in several ways:

- Print a Blank Form on the Welcome Page
- Blank Report Forms on the Right Navigation Bar
- Reports Link on the Top Menu Bar

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. You can also access your tables from the Stats Home Page by clicking the title of the table.



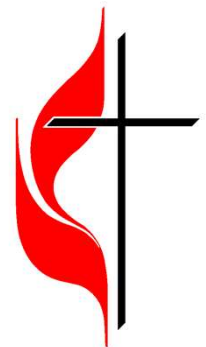
TABLES

- On this page, you'll notice...
- Carefully fill out your statistics and press **SAVE**.

Employer (Federal) Id Number: Please enter your EIN if known. [What is this?](#)

Value loaded from Vital Signs

Line #	Description	2012 Value	2013 Value	Line #
1	Total professing members reported at the close of last year	0	193	1 ?
2.a	Received this year on Profession of Christian Faith	0	5	2.a ?
2.b	Restored by affirmation	0	0	2.b ?
2.c	Correct previous year's reporting errors of total professing membership numbers by addition	0	0	2.c ?
3	Transferred in from other United Methodist churches	0	0	3 ?
4	Transferred in from non-United Methodist churches	0	0	4 ?
5.a	Removed by Charge Conference action	0	0	5.a ?
5.b	Withdrawn from Professing Membership	0	0	5.b ?
5.c	Correct previous year's reporting errors of total professing membership numbers by subtraction	0	0	5.c ?
6	Transferred out to other United Methodist churches	0	0	6 ?
7	Transferred out to non-United Methodist churches	0	0	7 ?
8	Removed by death	0	0	8 ?



DATA ACCURACY

- You can **SAVE**, but not **SUBMIT**, with errors.
- **Warnings** are set by the conference to help you with data accuracy. You can submit with warnings, but your conference may require an explanation.

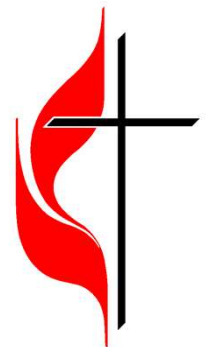
There are 2 error(s) and 1 warning(s).
Information was saved but with errors!

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



TABLES

Tables: Table 1 - MEMBERSHIP & PARTICIPATION ▾

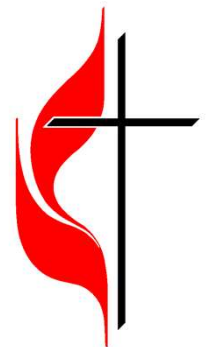
Your statistical information was due on 3/15/2013. Please finish with your statistics as soon as possible.

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.

- **Navigate between tables using the drop-down menu.**
- **All information should be pre-filled.**
- **Status of table is shown below the church.**



SUBMIT YOUR STATS

Enter any comments and click submit statistics to send your report to your annual conference. 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.

Submit your Statistical Reports

This is where you submit your statistics to the Conference Office. By clicking on the button below, you are submitting the information from Tables 1, 2, and 3. YOU WILL NOT BE ABLE TO CHANGE THIS INFORMATION unless you contact Dale Owens at your conference office. Dale Owens can be reached at (615)369-2380 or via email at dowens@gcfa.org.

Table 1 - Membership	→	!	9/26/2013 - Completed (2 warnings)
Table 2 - Finances	→	!	9/26/2013 - Completed (2 warnings)
Table 3 - Income	→	✓	9/26/2013 - Completed

Congratulations! You are ready to submit your stats!

Please enter any comments you wish to share with the Conference regarding these statistics.

