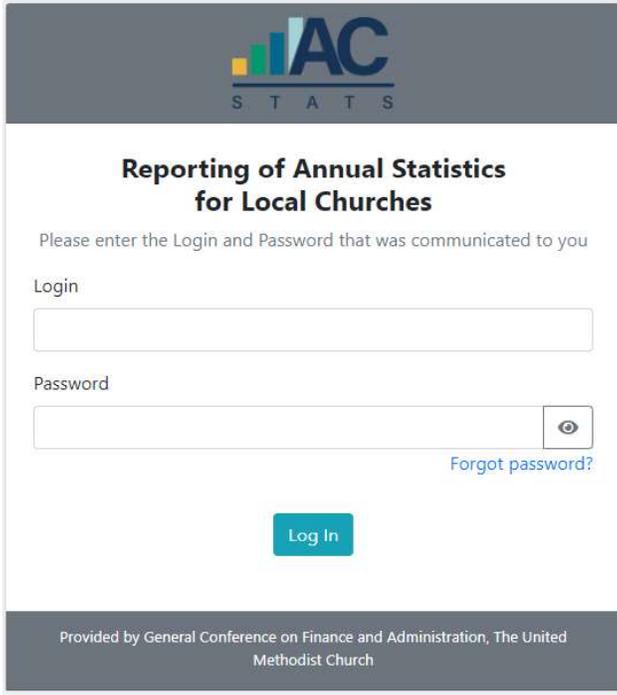


Great Plains Conference Church Users Guide for ACStats Reporting

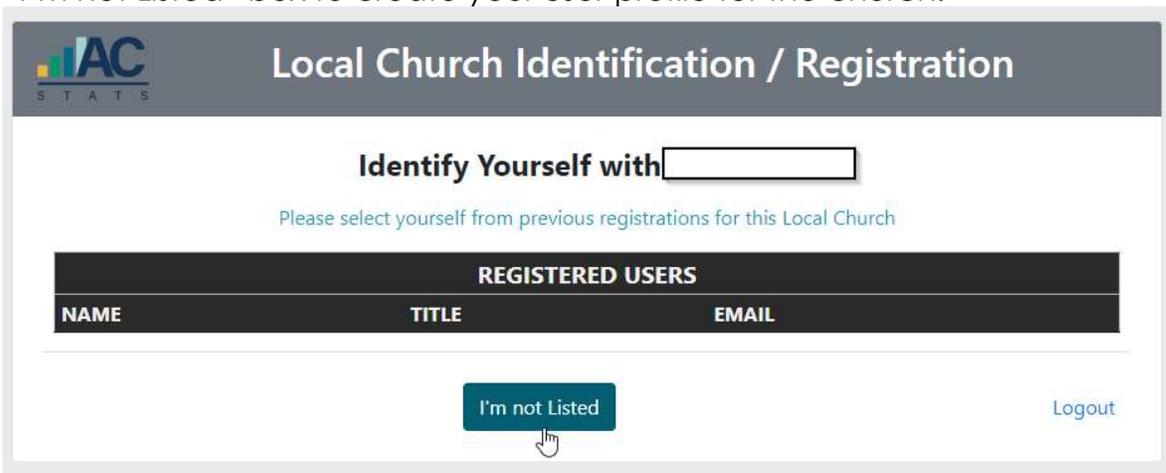
Each user will create their username (email address) and password after first logging into the ACStats data entry website using the church GCFA number and password. The data entry website login page is <https://stats.gcfa.org/Login>. Passwords are reset each year. Churches may find their GCFA number by looking at past statistical reports or go to the Great Plains Conference website <https://www.greatplainsumc.org/yearendreports>.

On the login page, enter church GCFA number and password.



The screenshot shows the login page for ACStats. At the top is the ACStats logo. Below it is the title "Reporting of Annual Statistics for Local Churches". A message says "Please enter the Login and Password that was communicated to you". There are two input fields: "Login" and "Password". The "Password" field has a toggle icon for visibility. Below the fields is a "Log In" button and a "Forgot password?" link. At the bottom, it says "Provided by General Conference on Finance and Administration, The United Methodist Church".

You will then be directed to the "Local Church Identification/Registration" page. Click on the "I'm not Listed" box to create your user profile for the church.



The screenshot shows the "Local Church Identification / Registration" page. At the top is the ACStats logo and the title "Local Church Identification / Registration". Below it is a form with the text "Identify Yourself with" followed by an empty input field. A message says "Please select yourself from previous registrations for this Local Church". Below this is a table with the heading "REGISTERED USERS". The table has three columns: "NAME", "TITLE", and "EMAIL". Below the table is an "I'm not Listed" button with a mouse cursor over it, and a "Logout" link.

REGISTERED USERS		
NAME	TITLE	EMAIL

Local Church Identification / Registration

Identify Yourself with

Please create an Account for yourself with this Local Church

First* Middle Last*

Email* Church Role* Primary Phone*

Address City State

Password Password

Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character

[Register with Local Church](#) [Back](#) [Logout](#)

Important Note: each person should use their own email address. After completing the boxes, click on "Register with Local Church" button to create your user profile for the church.

Click on the "Continue" button when the successful registration box pops up on the screen.

SUCCESSFUL REGISTRATION ×

You have successfully registered with your Local Church.

[Continue](#) [Close](#)

If you will be entering stats for more than one church you may use the same username (email) and password when creating yourself as a user for each church. When logging in, you will use the church GCFA# and current year password provided for the church that you want to enter stats for. On the Local Church Identification/Registration page, click on the "This is Me" button. You will then be directed to the church detail page. (more information about the detail screen is discussed on next page)

Local Church Identification / Registration

Identify Yourself with

Please select yourself from previous registrations for this Local Church

REGISTERED USERS		
NAME	TITLE	EMAIL
Test User Name (ABC)	Other	testuser@abc.com

[This is Me](#)

[I'm not Listed](#) [Logout](#)

Users will then be directed to the Local Church Detail page. Review the information and contact your district office if information needs to be updated.

The screenshot shows the 'Church Details' form in the 'GREAT PLAINS 2022' system. The form is titled 'Church Details' and contains the following fields:

- Church Name: [Text Input]
- GCFA #: [Text Input]
- Conference #: 540
- Conf Church #: [Text Input]
- District: [Dropdown Menu]
- Church Email: [Text Input]
- Church Phys Address: [Text Input]
- Phys Address 2: [Text Input]
- Phys City: [Text Input]
- Phys State: [Dropdown Menu]
- Phys ZIP Code: [Text Input]
- Status: [Dropdown Menu]
- Notes on Submit: [Text Area]
- Pastor Name: [Text Input]
- Pastor Email: [Text Input]
- Pastor Phone #: [Text Input]
- EIN #: [Text Input]
- Congregation Type: Chartered
- Founded Date: [Text Input]
- Chartered: [Text Input]
- Closed Date: [Text Input]
- ReOpened: [Text Input]
- Parent Church GCFA #: [Text Input]
- Charge #: [Text Input]
- Charge Type: Single-Point Charge

Below the form is a blue button labeled 'Annual Report'. At the bottom of the page, a notification box states: '2022 Annual Report has not been Submitted' with 'Report Started 1/1/2023'.

Click on the "Annual Report" box or the "Annual Statistics" tab (at the upper left area of page) to go to the current year report page.

Please continue to next page for more information.

2022 Annual Statistics for

Church
City, State
Pastor
Conf Church #
GCFA Church #
Conference GREAT PLAINS (540)

i Instructions Print Local Church Detail

[Hide Note](#)

Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in [Save](#)

255

D Display Question Help

E Table # 1 2 3

#	QUESTION	2021	2022	% Δ
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Boxes have been added for reference only; these will not appear on the screen when you are on the actual annual statistical page.

Box A: Click the Instructions box for annual report instructions & help provided by GCFA.

Box B: Click on the print button to print the annual statistics report or use the drop down arrow to print a blank report.

Box C: Click on the Local Church Detail button to return to the local church detail page.

Box D: Slide the "Display Question Help" toggle to display additional information for questions on Tables 1, 2, 3.

Box E: Click on 1, 2, 3 to jump to that Tables questions. (You may also scroll down the page to go to those set of questions.)

Additional helpful information:

- Information will automatically save as it is entered
- Users may log out and return to their work at any time before the deadline
- All boxes must contain a value, whole numbers only, and may not be left blank
- Lines 28a-36f will be added by the Conference & will be visible around January 16th
- Once all information has been added, click on the "Submit" button for a final review by the church statistical team and pastor to validate answers
- Once the box pops up confirming answers have been validated, click on the "Submit Report" button to officially submit the report. Once submitted, no additional changes may be made. Contact your district office for any changes after report is submitted.