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CHURCH STATISTICS MODULE

Stats Home
Ezra’s Statistics module is designed to allow churches to submit their year-end statistics to the conference digitally.

Logging In
First Log In (*If you have already logged in you can skip to the next section)
You can access the program by going to http://ezra.gcfa.org. Once there, log in with the following information:

<table>
<thead>
<tr>
<th>User name</th>
<th>321XXXX Where XXXX is your Conference assigned church number used for your Shares of Ministry Remittance. If your church number is only 4 digits – add a 0 as the first digit. If you do not know your information, contact the Finance office for assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>susumc</td>
</tr>
</tbody>
</table>
1. Enter your name and contact information as requested. Entering your E-mail address will enable you to reset your password if you get locked out of the system in the future. Click the Next button.

2. Enter the current password and the new password that you would like to use. Confirm the password, then click Next.

3. Your log in setup is complete. Click the Finish button.
Welcome Panel

The **Welcome Panel** is the first thing you see after entering the Statistics module. The first thing you should do is print a blank report form to keep a hard copy of data entered in Ezra. This screen will show every time you log in until you have saved any changes to the tables.

While reporting your statistics, the Welcome Panel will change to reflect your progress. You can click on the table names to go directly to the table.

---

**Welcome: Sheldon Cooper**

Complete your Statistical Reports

- **Table 1 - Membership**: Completed
- **Table 2 - Finances**: Completed (3 warnings)
- **Table 3 - Income**: Not Started

**Special Tables**

- **New Table**: Not Started
- **Submit Reports**: Not yet submitted

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.
Side Menu Bar
The side menu bar provides access to frequently asked questions, a user guide, and a shortcut to the Blank Report Form and the Reports page. The **Blank Report Forms** are available on the menu bar on the right. Click on the **Blank Report Forms** button to open the subordinate buttons.
Reports

Reports Menu
Click the Report menu to activate the dropdown menu, then choose the desired report from the dropdown panel.

Individual Church Reports
Reports lists the type of reports that the module can automatically generate. Click on the hyperlink to download the desired report.

1. To print the Individual Church Stats Report, click the hyperlink.

<table>
<thead>
<tr>
<th>Statistics Reports and Forms</th>
<th>Need Help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Church Stats Report</td>
<td>Church Users Guide</td>
</tr>
<tr>
<td>Blank Church Input Form</td>
<td>Printable Line Directions (Enabled Lines)</td>
</tr>
<tr>
<td>District Summary Stats Report</td>
<td>Church Warning Report</td>
</tr>
<tr>
<td>Conference Summary Stats Report</td>
<td></td>
</tr>
<tr>
<td>Church Stats Spreadsheet</td>
<td></td>
</tr>
</tbody>
</table>
2. When the **Print Individual Church Input Forms** page opens, select the desired church then click the **Run Report** button.

   ![Print Individual Church Input Forms](image)

   *Select this checkbox to print a report without 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](image)

   ![Exit](image)

   *Unchecked "Print All" to make individual selections. To select/deselect multiple churches use Ctrl+Click.*

3. Click the **Download PDF** hyperlink to download the generated report.

   ![Download PDF](image)

   ![Run Report](image)

   ![Exit](image)

4. When finished, click the **Exit** button to go to **Statistical Reports**.

**Church Reports**

This page allows the user to print the reported statistical numbers for churches.

1. **Print All** checkbox is automatically selected. If an individual report is desired, deselect the checkbox and select the desired church from the panel.
2. After selecting the desired church or churches, select the checkboxes next to the tables to print.
3. Click the **Run Report** button to generate the reports.
4. Select the type of report to download from the selection generated.
5. When finished, click the **Exit** button.
Print Individual Church Reports

Select the tables you want to print.

- Misc Data Sheet 1
- Misc Data Sheet 2
- Table 1
- Table 2
- Table 3

- Compare to Previous Year
- Show Enabled Lines 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  
Download PDF  Download PDF (Condensed)  Excel Export

Uncheck "Print All" to make individual selections. To select/deselect multiple churches use Ctrl+Click.
Enter Stats

1. Select the year for the statistics that you are entering from the dropdown box.

2. Select the desired table to begin entering data.
3. Select the desired table from the dropdown box. Your alignment number and GCNO will automatically prepopulate.

4. Use the form that you filled out manually to populate the selected table. As you fill out the table the lines will reflect any errors or concerns.

Refer to the color guide for the color-coded issues.

Make sure to save your work as you go.
• On Table 1, Line 1 will be automatically filled in from last year’s Line 9 value.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>2015 Value</th>
<th>2016 Value</th>
<th>2017 Value</th>
<th>Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total professing members reported at the close of last year.</td>
<td>94</td>
<td>95</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

• Lines imported from the Conference or Auto-Total cannot be changed. Values from VitalSigns can be edited/overwritten.
• Once you are done entering in your values, click SAVE.

WARNINGS and ERRORS:

• Your information on many lines will automatically be checked for increases/decreases or math errors.
  o If you report an item that triggers a warning, you have the option to edit the line (if it was incorrect) or enter in an explanation for the increase/decrease.
  o All errors must be corrected -- tables cannot be submitted with errors.
Submit Stats

To submit your statistics to the conference, click **Submit Stats** link on the Main Menu. After the icons confirm the completion of the tables. Click **Submit Statistics** to send the tables to the conference.

![Submit your Statistical Reports](image)

Click **OK** to confirm the submission.