

**IMPORTANT !!**  
**PROVIDE THESE INSTRUCTIONS TO THE PERSON THAT WILL SUBMIT YOUR  
REPORTS ONLINE USING THE GCFA PROGRAM EZRA**

**Go to the conference website at:**

**<http://www.wvumc.org/stats>**

**You should see a link to the Ezra Online Data Entry site. Click on that link to start data entry.**

While using this online system, any software issues including menu items problems, obtaining reports, etc., please notify the GCFA Web Site Administrator by clicking on the provided link on the login screen as well as the regular menu page. This site is not maintained by the conference.

Please be aware that the FINAL deadline for these reports is Wednesday, January 31, 2019.

**You DO NOT have to enter your figures using this “Online System”.** There are two other alternative methods to submit your reports. They are as follows:

1. Fax to 1-304-344-9584 (Be sure to fax in plenty of time before the deadline and confirm that our office did receive it by calling Myra Bess at the phone number provided)
  
2. Mail to:           Conference Statistician                   (Be sure to allow delivery time so that  
                  P. O. Box 2313   **we receive** your reports by Jan 31)  
                  Charleston, WV 25328

**USING EZRA -- Getting Started:**

Before you begin, you should have the completed worksheets or pencil copy of the 2018 statistical tables for your church in front of you. (Those worksheets were mailed to your Pastor the week before Christmas.) That information should be already collected and reviewed before entering the data.

It is important to note that the passwords have been reset from last year. **Last year's password(s) will no longer work.** We must do that due to pastoral changes etc.

Therefore, to get started, use the following “Log In” directions:

USER:           Enter 391 plus \_ \_ \_ \_ \_ (your five digit church number)  
PASSWORD:     PASSWORD                    (enter the word PASSWORD all in caps)

The first time you log into the program you will go through a few initial steps to setup your user. Just follow the steps. Items include your first and last name, email address which is required and phone numbers. It will also have you create your own password. Write the new password down for later reference! Once you have completed the steps and clicked the Finish button you will be taken to the main menu.

At the first screen choose “BEGIN ENTERING MY STATISTICS”

Then, in top black band, choose “Enter Stats”.

Choose Table I from the pull down box in the “Red Area”.

Look carefully at the church information shown in the “Blue Area”. Make sure that this is your church before moving on to data entry.

Each Table has the following layout:

1. The line number for the line.
2. The description for the line.
3. The value reported for the line last year.
4. A textbox for you to enter the value for this year.
5. Clicking on the question mark at the end of each line will give you additional information for those lines that need further clarification. .

*Note: On Table 1, Line 1 will be automatically filled in from last year’s Line 9 value. Carefully enter your statistics on this form. When you are done with this table, click the SAVE button at the top or bottom of the screen to save the information you have entered. When you click SAVE, your information will be checked to make sure it looks accurate. You will need to solve any errors before being able to properly SAVE and exit this table.*

**Make sure you save the table you are currently working on before swapping to another table. Your data will be lost if you change tables without successfully saving first.** To fill in another table, just select the table you need from the top of the page. (IN THE RED AREA)

### **Final Steps:**

Once you have filled in and saved all three tables you will be able to submit your data to your conference office. Make sure you submit your statistics when you are done with all three tables.

To submit your data to your conference just click the [Submit Stats](#) link in the menu bar. Once on the submit page, follow the directions there and click the [Submit Statistics](#) button. You should always be sure to print all of your tables for your own files. Go to the reports tab and select Church Stats Report to print your tables.

The submit process locks in your statistics and prevents you from being able to change the data. However, if you made a mistake and need to make a correction, contact Myra Bess, Controller, at 1-800-788-3746 at Extension 38. The information can be reset so that you can make your changes and then submit again.

Starting on Monday, January 28th, we will have a list posted on our conference website at <http://www.wvumc.org/stats> of those churches that we still need reports for. Make sure that your church does NOT appear on this list. If it does, fax a copy of your report immediately to 304-344-9584. Call Myra Bess if you need to confirm after the fax. We will continue updating this “missing” list each day through February 1<sup>st</sup>.

If you find this process does not work out for you and you are not able to complete all of the steps, you can contact the Web Site Administrator at GCFA using the link provided within the GCFA site or stop and mail or fax the completed tables to our office. **You are not required to complete this information online but we must receive it by Wednesday, January 31<sup>st</sup>.** Please refer to page one of these instructions to see other methods of filing.

Thank You.

Myra Bess

Controller

Phone Number: 1-800-788-3746, Ext 38

Email Address: [myrabess@aol.com](mailto:myrabess@aol.com)