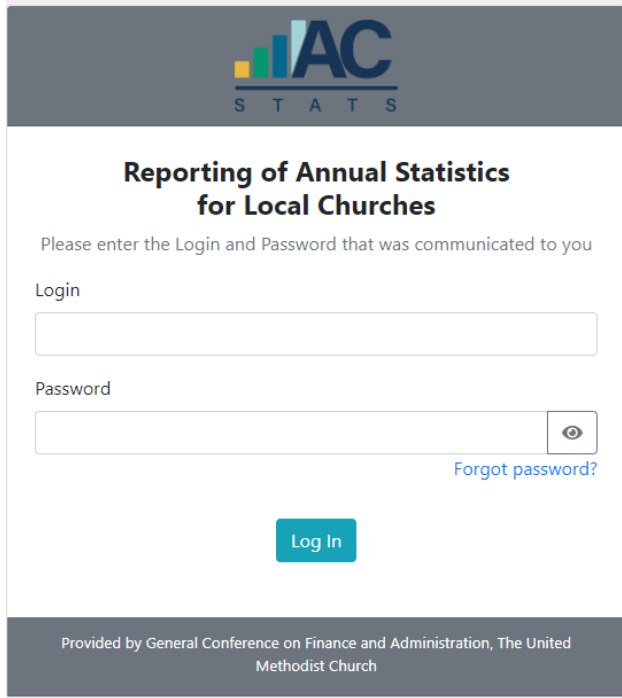


Great Plains Conference Church Users Guide for ACStats 2022 Reporting

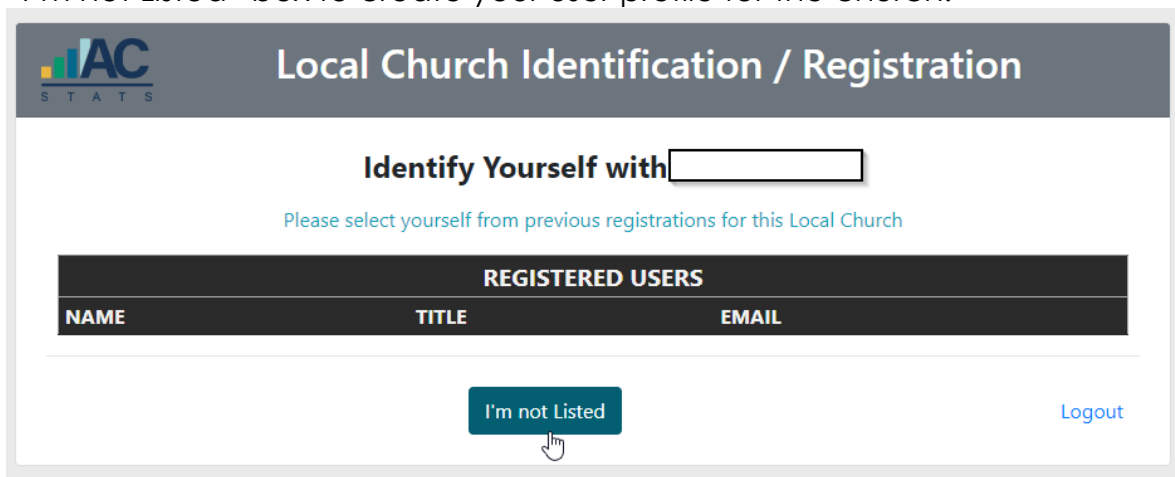
Each user will create their username (email address) and password after first logging into the ACStats data entry website using the church GCFA number and password. The data entry website login page is <https://stats.gcfa.org/Login>. For 2022 reporting, the password is GPSTATS22!. Churches may find their 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 heading "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. A "Forgot password?" link is below the password field. A "Log In" button is at the bottom. The footer text reads: "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 heading "Local Church Identification / Registration". Below is a form with the text "Identify Yourself with" followed by an empty input box. 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 the 2022 password provided for the church 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.

GPAC GREAT PLAINS 2022 Need Help ? | Managing Year 2022

Local Church Detail Annual Statistics Logged in as: TEST USER | Logout

Church Details

Church Name	<input type="text"/>	Pastor Name	<input type="text"/>
GCFA #	<input type="text"/>	Conference #	540
Conf Church #	<input type="text"/>	Pastor Email	<input type="text"/>
District	<input type="text"/>	Pastor Phone #	<input type="text"/>
Church Email	<input type="text"/>	EIN #	<input type="text"/>
Church Phys Address	<input type="text"/>	Congregation Type	Chartered
Phys Address 2	<input type="text"/>	Founded Date	<input type="text"/>
Phys City	<input type="text"/>	Chartered	<input type="text"/>
Phys State	<input type="text"/>	Closed Date	<input type="text"/>
Phys ZIP Code	<input type="text"/>	ReOpened	<input type="text"/>
Status	<input type="text"/>	Parent Church GCFA #	<input type="text"/>
Notes on Submit	<input type="text"/>		
		Charge #	<input type="text"/>
		Charge Type	Single-Point Charge

[Annual Report](#)

2022 Annual Report has not been Submitted

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)

A B C

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

255

[Hide Note](#)

Display Question Help

Table #

#	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-35 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.