

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

The Statistical Reporting site is the repository of North America church's statistical information. The site is available to any Wesleyan pastor with valid credentials that are held in one of the districts within North America or to any North America district personnel.

Local church statistical information can be inputted by the local church or district office. It will be a district level decision as to who will input statistics, the district office or the pastor of the local church. If the pastor of the local church will be inputting the statistics, they will need to be assigned to their local church which is done through the Church Appointment option under the District Links section. See appendix B for procedures on entering church appointments.

Note: In order to use any of the features on the Statistical Reporting site each pastor or district personnel will need to have a login account. See appendix A for procedures on creating a login account. Each district will decide if the district office will create the login account or have the pastors create their own.

Important First Step: Each district will need to go in each year and set the last day that local churches can enter statistical data. See appendix C for procedures on setting this date.

Instructions for Inputting Local Church Statistical Information as the district office:

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option under My Account for Account Login. Enter your username and password. Once you have successfully logged into the system select the Input Stats option under the District Link menu section.

Step 2: The next screen is the Selection Screen for Inputting Statistical Records. Use the city, state fields to help locate the church you are looking for. From the list of churches select the Input link at the far right hand side of the church to enter statistical information.

Step 3: The following screen will list the nine statistical categories for the local church. Click any of the category buttons to bring up the screen for inputting statistics.

Step 4: Input the statistical information into the individual fields for that particular category. At the bottom of the screen on the right hand side are three buttons.

- Cancel – return back to the category selection screen and not update the fields
- Clear – reset all of the fields for the selected category
- Save – write the changes to the file and return back to the category selection screen

When the save button is selected it will record the date and time of when the record was saved along with the logged in person's name.

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

Continue the process until all of the fields for all nine categories have been completed. This process does not have to be completed at one time. You can stop and start as often as you need to.

Instructions for Inputting Local Church Statistical Information as the local pastor:

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option under My Account for Account Login. Enter your username and password. Once you have successfully logged into the system select the Input Stats option under the Local Church menu section.

Step 2: The next screen will list the nine statistical categories for the local church. Click any of the category buttons to bring up the screen for inputting statistics.

Step 4: Input the individual fields for that particular category. At the bottom of the screen on the right hand side are three buttons.

- Cancel – return back to the category selection screen and not update the fields
- Clear – reset all of the fields for the selected category
- Save – the changes to the file and return back to the category selection screen

When the save button is selected it will record the date and time of when the record was saved along with the logged in person's name.

Continue the process until all of the fields for all nine categories have been completed. This process does not have to be completed at one time. You can stop and start as often as you need to.

Note: There is an end date that is set by each district as to the last possible day for local churches to input statistics.

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

Appendix A – Creating a login account

The Statistical Reporting site is open to any pastor with valid credentials that are held in one of the districts within North America or to any North America district personnel. Each district office will decide if the district office or individual pastors will create the accounts.

Instructions for individual pastor creating an account:

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option to Create an Account. On the following screen fill in all the information and press the Submit Information button. The fields with a red * are required fields.

Step 2: Open the e-mail from the General Secretary welcoming you to the system. Click on the link inside the e-mail to verify that the e-mail address that was entered in your account is valid. At this point you can return to the Statistical Reporting site and log in but you will not be able to see the statistical information for local churches until the General Secretary Office has validated your licensing credentials.

Step 3: The General Secretary's Office will validate your licensing credentials then notify you by e-mail that the process has been completed. At this time you will have access to local church statistics and the pastors' directory.

The process is complete. If you have any problems with creating your account contact your district office or send an e-mail to gensec@wesleyan.org.

Instructions for the district office creating an account:

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option under My Account for Account Login. Enter your username and password. Once you have successfully logged into the system select the Create an Account option under the District Link menu section. On the following screen fill in all the information and press the Submit Information button. The fields with a red * are required fields. The system will send a welcome e-mail to the pastor whose account you just created. *The pastor will need to complete step 2.*

Step 2: This step will need to be completed by the pastor. The pastor will receive an e-mail from the General Secretary welcoming him or her to the system. Click on the link inside the e-mail to verify that the e-mail address that was entered in their account is valid. At this point the pastor can return to the Statistical Reporting site and log in but will not be able to see the statistical

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

information for local churches until the General Secretary Office has validated their licensing credentials.

Step 3: The General Secretary's Office will validate the pastor's licensing credentials then notify them by e-mail that the process has been completed. At this time the pastor will have access to local church statistics and the pastors' directory.

The process is complete. If you have any problems with creating accounts send an e-mail to gensec@wesleyan.org.

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

Appendix B – Church Appointment

Each pastor that is appointed to a local church will need for the district office to complete this step. Church appointment is used to grant the pastor access to input statistics for their local church. This section is only for pastors that are currently appointed to a local church.

Instructions for the district offices to connect appointed pastors to a local church:

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option Account Login under the My Account menu section. Enter your username and password. Once you have successfully logged into the system select the Church Appointment option under the District Link menu section. The next screen is the Selection Screen for Assigning Church Appointment. Fill in the search fields and press Search Database button to generate a list of pastors to choose from. Once the list of pastors is displayed on the screen select the Edit link on the far right hand side for the pastor that you want to assign to a local church.

Step 2: On the following screen select the local church that the pastor is appointed to from the drop down list. Select the Update button to save the record.

The process is complete. If you have any problems with appointing a pastor to a local church send an e-mail to gensec@wesleyan.org.

Statistical Reporting Site

Instructions for Inputting Local Church Statistical Information

Appendix C – Setting the last day for inputting local church statistics

Step 1: From a Web browser type in the following address: <http://www.wesleyan.org/stats>. Along the left hand side is a list of menu options; select the option under My Account for Account Login. Enter your username and password. Once you have successfully login into the system select the District Info option under the District Link menu section. The next screen includes information fields pertaining to your district. Click in the date field (last field on the screen) and set the date to be the last day possible for local churches to input statistics. Select the Update button to save the changes on the screen.