

# **Texas Baptists Annual Church Profile (ACP) Associational Online Community User Guide**

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## Section 1: Getting Started

### Logging into the Online Community

Prior to going live, you will receive a registration email from Texas Baptist with the link and the Username for your online community. Follow the link on this page and sign in. If you have not received your registration email, or need help logging in please contact the Texas Baptists Information Management Team at 800-244-9400 or email them at [imt@texasbaptists.org](mailto:imt@texasbaptists.org).

**Annual Church Profile** wade.vickers@texasbaptists.org via mf4eddutewmjuv.r-20k4cmau.cs2.bnc.sandbox.salesforce.com  
to me ▾

Apr 1, 2020, 2:42 PM ☆


Welcome the Annual Church Profile community. Here you will be able fill out your Annual Church Profile. You will also be able to view and edit current positions in your church.

Add More Info Here to the Email.

Username: [120250@txb.org](mailto:120250@txb.org)

To get started, go to <https://ecuat-texasbaptists.cs2.force.com/acp/login?c=nnSYNEALMynmOb.JnbKxymHDu2pg66JudabwvPpAG335O74v1RT2mOa9wbtNw6WSyxRNLwm6mC6M2btHkGbPi.OvoMJcVjxrRICqpEfbDjFjoYhekdknG.u5aqz7VbHCFXKkflnfr7fa9g51B66ilW4IYAfwkuKVxMCDsLycwVnKgrlwRF9Mrk5aN98mN0VnAN5plHXz>

Thank you,  
Texas Baptist Automation



Please check your username and password. If you still can't log in, contact your Annual Church Profile administrator.

Username

Password


[Log In to Sandbox](#)

☐ Remember me

[Forgot Your Password?](#)

Refer to the registration email mentioned above for you Username. You will create your own password. You will have only one username and password for your Association. Make sure whoever is logging onto the community has the username and password. If you forget or do not know your password contact the Texas Baptists Information Management Team at 800-244-9400 or email them at [imt@texasbaptists.org](mailto:imt@texasbaptists.org). We will be able to reset your password.

Once you have logged in, you will be directed to the Community Home Page. Your Association's name will appear in the upper righthand corner of the screen. If your Association's name is not displayed here, please contact the Texas Baptists Information Management Team at 800-244-9400 or email them at [imt@texasbaptists.org](mailto:imt@texasbaptists.org).

 Church BGCT Test...

HomeAssociation LeadershipPrintable Association LeadershipReports


### Annual Church Profile

Welcome to the Texas Baptists Annual Church Profile.

**Churches:** To fill out your Annual Church Profile please click on the 'Annual Church Profile' tab above.

**Churches and Associations:** To view your Leadership Profile please click on the 'Leadership Profile' tab. Here you will be able to view your church staff and make any changes such as starting or ending employment.

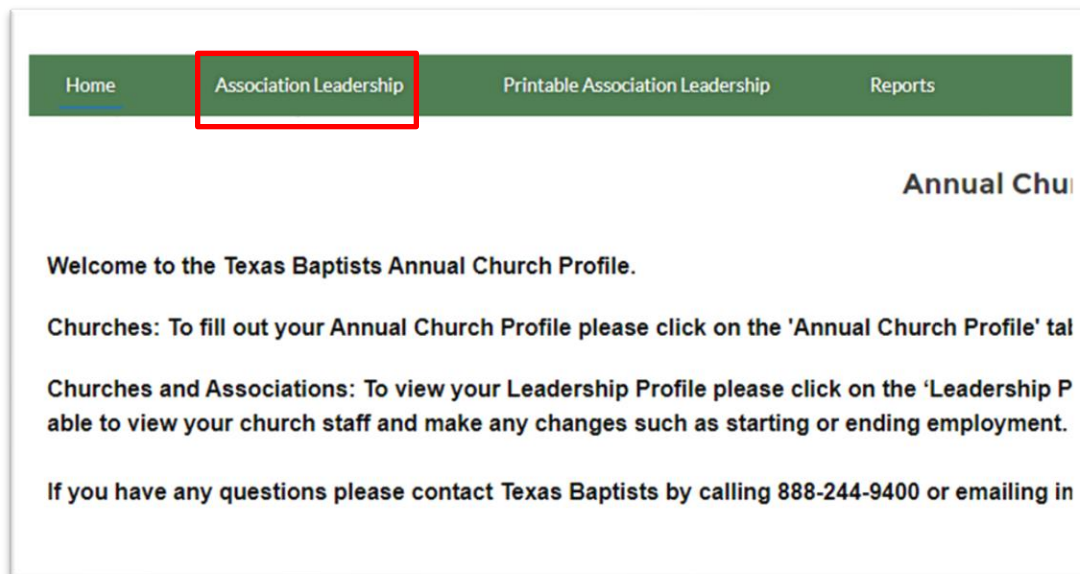
If you have any questions please contact Texas Baptists by calling 888-244-9400 or emailing [imt@texasbaptists.org](mailto:imt@texasbaptists.org)

  
**TEXAS BAPTISTS®**

## **Section 2 Association Leadership**

### **Filling out the Leadership Profile**

After logging on to the community select the Association Leadership from the top menu bar.



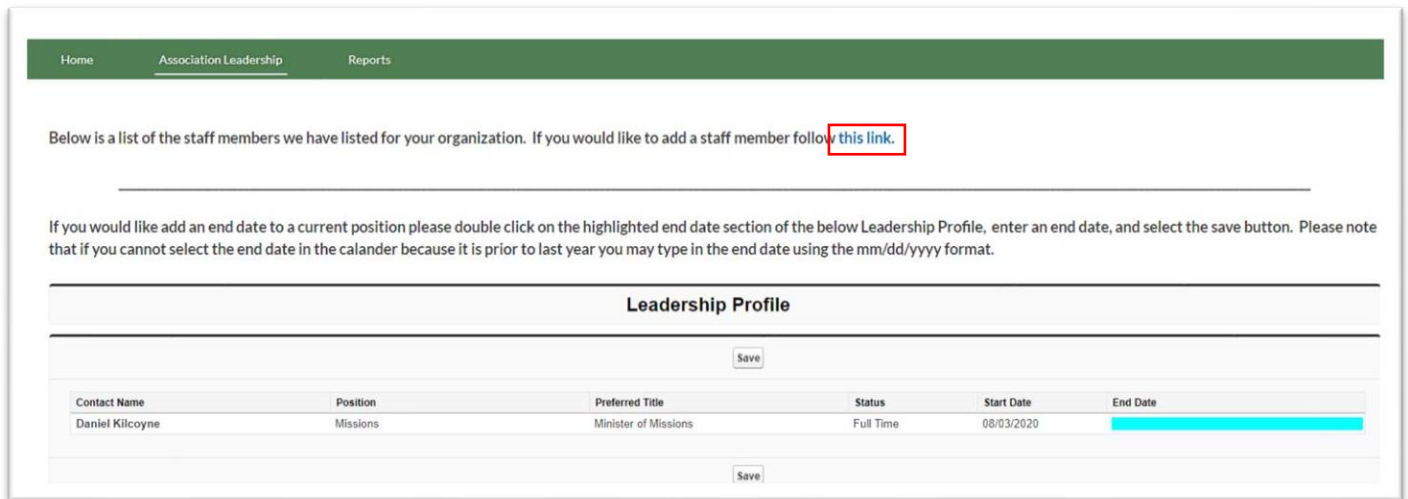
This will bring you to the Association Leadership for your Association.

Before adding new staff members, scroll down to review the staff we currently have for your Association.

If a staff member holds more than one position, they will need to be added for each role. If a staff member changes positions, you will need to end them in one position and add them in the new position.

## Adding a New Staff Member

If you need to add a new staff member click on “[this link](#)” and it will take you to a new tab to add a staff member. You may add up to 4 new staff members at one time.

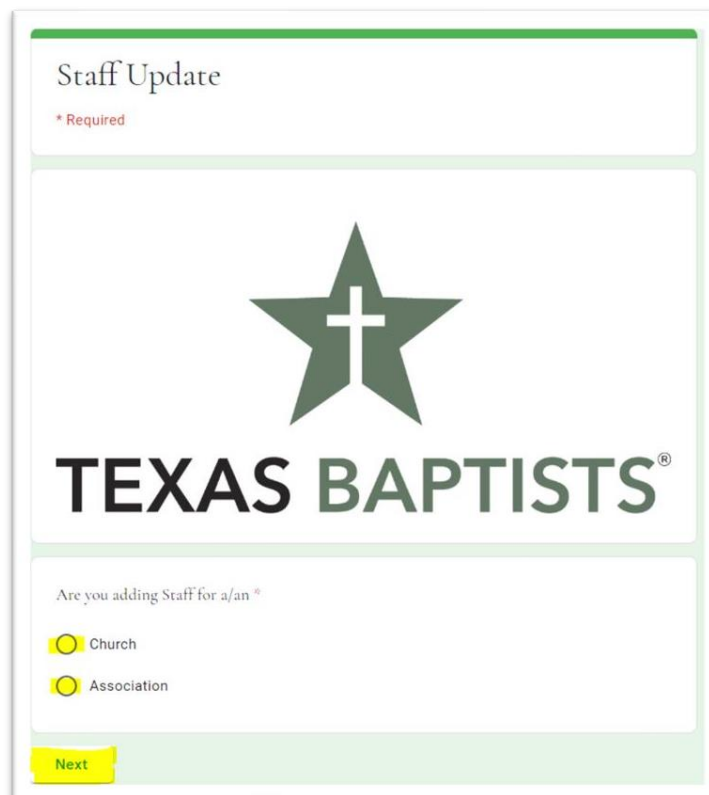


Below is a list of the staff members we have listed for your organization. If you would like to add a staff member follow [this link](#).

If you would like add an end date to a current position please double click on the highlighted end date section of the below Leadership Profile, enter an end date, and select the save button. Please note that if you cannot select the end date in the calander because it is prior to last year you may type in the end date using the mm/dd/yyyy format.


Leadership Profile					
Contact Name	Position	Preferred Title	Status	Start Date	End Date
Daniel Kilcoyne	Missions	Minister of Missions	Full Time	08/03/2020	

This link will open a new tab that looks like this. Choose if you are submitting a new Church Staff or new Association staff. Then click the “Next” button at the bottom left.



Staff Update

\* Required



**TEXAS BAPTISTS®**

Are you adding Staff for a/an \*

☐ Church

☐ Association

Next

The first thing you will need to do is to enter the Username. This is the Username you used to access the Online Community. The Username will be your BGCT ID followed by “@txb.org”.



The screenshot shows a web form titled "Staff Update". Below the title is a red asterisk and the word "Required". A green header bar contains the text "Church Information". Below this bar, the label "User Name \*" is followed by an explanatory text: "Id used to log into Community i.e.: [12345@txb.org](#)". At the bottom of this section is a text input field with the placeholder text "Your answer".

Staff Update

\* Required

Church Information

User Name \*

Id used to log into Community i.e.: [12345@txb.org](#)

Your answer

You will then fill out the Church information. This is the name of the church where the staff member is currently on staff. Then Click “Next”

“\*” indicates this field is required.

Church Name \*

Please spell out the full name of the church.

asdfasdf

Church Street Address \*

asdfasdf

Church City \*

asdfasdf

Church State

Your answer

Church Zip

Your answer

Back

Next



The next page will be the Staff Member's information. "\*" indicates this field is required.

New Staff Information

Preferred Title\*

Your answer

First Name\*

Your answer

Last Name\*

Your answer

Employment Status\*

Full Time

Part Time

Bivocational

Interim

Volunteer

Status

☐

☐

☐

☐

☐

Start Date\*

The required fields for the staff member are:

- Preferred Title
- First Name
- Last Name
- Employment Status
- Start date
- Work Email
- Preferred Email

For the last question you will need to choose if you would like to add another Staff Member.

Do you want to add another staff member?

☐ Yes

☐ No

Back

Next

If you choose “Yes” you will be able to complete the form for the next Staff Member.

Staff Update

\* Required

New Staff Information 2

Position Title \*

Your answer

Mr/Ms

If you choose “No” you will be taken to the submit page.

After clicking Submit you will be directed to a page that indicates your staff member has been submitted and will be updated within 72hrs. At this point you can either close the window and return to the community or you can follow the link at the bottom and submit more new staff members.

Staff Update

Thanks for submitting your New Staff Information!  
Please allow 72hr for this information to be updated in our system.

[Submit another response](#)

## Ending a Staff Member

On the Leadership Profile tab, scroll down to see the staff we currently have for your Association.

Leadership Profile					
<div>Save</div>					
Contact Name	Position	Preferred Title	Status	Start Date	End Date
Cesar Zamora	Administration	Executive Assistant	Current	10/01/2017	
Jane Smith	Administration	Secretary	Full Time	07/01/2020	
Chelsie Hoard	Christian Life	Church Consultant	Current	10/01/2017	
Lazaro Chapa	Christian Life	Church Consultant	Current	10/01/2017	
Cindy Burr	Secretary	Ministry Assistant for Leadership Development	Current	10/01/1998	
Sharon Rodgers	Secretary	Ministry Assistant	Current	10/01/2007	
Tammy Disch	Treasurer	Association Accountant	Current	10/01/2017	

On this page you will see all the staff we have currently for your Association.

If you need to end a staff member, select the blue area next to the staff member's name. A calendar will appear, and you can choose the end date for that staff member. The date and the staff member will remain on the profile for a certain length of time. This is to help if there are any corrections that need to be made.

	Status	Start Date	End Date
	Current	10/01/2017	
	Full Time	07/01/2020	
	Current	10/01/2017	
	Current	10/01/2017	
velopment	Current	10/01/1998	
	Current	10/01/2007	
	Current	10/01/2017	

< July > 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

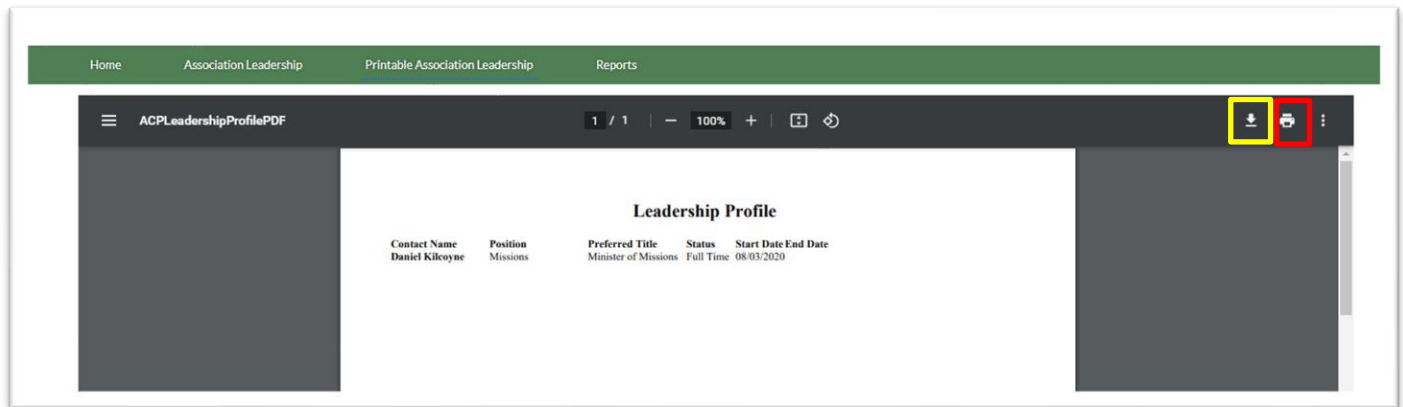
Today

When done you can click on the Association name on the top right and log out, or you can simply close the window to exit.

## Print your Association Leadership

Select the “Printable Association Leadership” tab in the top menu.

This will bring you to a PDF version of your Association’s leadership.



This will bring you to a downloadable and printable view of your church’s leadership. Select the printer icon to print the leadership. Select the download arrow to download your leadership.

## Section 3: Reports

### Reports

After logging on to the community select the Reports tab on the top menu bar. Be sure the “All Reports” section is selected.

Home

Association Leadership

Printable Association Leadership

Reports

Reports

All Reports

3 items

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Test Association ACP	This report shows the ACP Statistical information for churches who have turned in an ACP this year	BGCT Test Association	Daniel Kilcoyne	8/3/2020, 11:03 AM	
Created by Me						
Private Reports	Test Association Churches	This report shows the churches in an association with the last ACP Report Year.	BGCT Test Association	Daniel Kilcoyne	8/3/2020, 11:02 AM	
All Reports						
FOLDERS						
All Folders						

## Viewing a Report


There are two reports currently in the reports section: [Your Association] ACPs and [Your Association] Churches. By selecting the name of the report, you will be taken to that report.

The “[Your Association] ACPs” report will show all the statistical information we have received from the churches in your association for the current ACP year. Across the top of the report you will see the grand totals for the association. In the top righthand corner you can export the report.

Home

Association Leadership

Reports



Report: BGCT Accounts With ACPs

Test Association ACP

🔍

Add Chart

▼

↺

Export

This report shows the ACP Statistical information for churches who have turned in an ACP this year

Total Records

Total Weekly Worship Attendance

Total Total Members

Total Resident Membership

Total Total Baptisms

Total a. 11 years and under

Total b. 12-17 years of age

Total c. 18-29 years of age

1

15

10

5

5

0

0

0


	Account #	Account Name	Church Status	Main Phone	Primary Contact: Full Name	Weekly Worship Attendance	Total Members	Resident Membership	Total Baptisms	a. 11 years and unde
1	6008409	MC TEST CHURCH	Church	☎ -	Wade Vickers	15	10	5	5	
2						15	10	5	5	

The “[Your Association] Churches” report will show you all the churches in your Association with the last year they turned in an ACP Report. The “Total Records” indicates the number of churches in your association who are BGCT or Dually Aligned churches. In the upper right-hand corner, you can export this report.

Home

Association Leadership

Reports



Report: BGCT Accounts with Addresses

Test Association Churches

This report shows the churches in an association with the last ACP Report Year.

Search

Add Chart

Filter

Refresh

Export

Total Records

1

	Account #	SBC Id	Current Association	Account Name	Physical City	Report Year
1	6008409	TESTid	BGCT Test Association	MC TEST CHURCH	Dallas	2020

## Exporting a Report

When you select the Export button a new box will appear. This box will ask you how you would like to download the file. We recommend you choose: Export View: “Details Only” and Format: “Comma Delimited .csv”

**Export**

**Export View**

**Formatted Report**  
Export the report as it appears in Salesforce, including the report header, groupings, and filter details.

**Details Only**  
Export only the detail rows. Use this to do further calculations or for uploading to other systems.

**Format**  
Comma Delimited .csv


**Encoding**  
ISO-8859-1 (General US & Western Europe)

Cancel Export

## Section 4: Adding ACPs

### Add New ACP for a Church

To add an ACP for a church you will need to first open the “[Your Association] Churches” report. Then select the church you would like to add an ACP for.


 Report: BGCT Accounts with Addresses  
**Test Association Churches**  
This report shows the churches in an association with the last ACP Report Year.


Total Records  
1

	Account # ▾	SBC Id ▾	Current Association ▾	Account Name ▾	Physical City ▾	Report Year ↑ ▾
1	6008409	TESTid	BGCT Test Association	MC TEST CHURCH	Dallas	2020

*Tip:* The report is arranged by the Report Year column least to greatest. This puts the churches who have not turned in an ACP this year on top. By selecting the “Account Name” header, the report will alphabetize the churches. You can also select the magnifying glass in the top right and search the report for a church by name or BGCT ID number.

Home Association Leadership Reports

 Report: BGCT Accounts with Addresses  
**Test Association Churches**  
This report shows the churches in an association with the last ACP Report Year.

 Add Chart ▾ ↻ Export

Total Records  
1

MC

1/1 ▾ ^ x

	Account # ▾	SBC Id ▾	Current Association ▾	Account Name ▾	Physical City ▾	Report Year ↑ ▾
1	6008409	TESTid	BGCT Test Association	MC TEST CHURCH	Dallas	2020



Once you have selected the church, you will be directed to the churches account page. This page will have all the basic information about the church. Select the “Related” tab.

Home

Association Leadership

Reports

Account

MC TEST CHURCH

Physical Address Full

7557 Rambler Road Suite 1200  
Dallas, TX 75231

Account #

6008409

Primary Contact

[Wade Vickers](#)

Main Phone

Convention Affiliation

BGCT

Total Hard Gifts

\$0.00

Chat

DETAILS

RELATED

Account Record Type

Organization

Account Name

MC TEST CHURCH

Account #

6008409

Status

Inactive

Account Type

Organization

Primary Contact

[Wade Vickers](#)

Main Phone

Main Fax

Main Email Address

[wade.vickers@texasbaptists.org](mailto:wade.vickers@texasbaptists.org)

In the ACP section select “NEW”.

Home

Association Leadership

Reports

Account

MC TEST CHURCH

Physical Address Full

7557 Rambler Road Suite 1200  
Dallas, TX 75231

Account #

6008409

Primary Contact

[Wade Vickers](#)

Main Phone

Convention Affiliation

BGCT

DETAILS

RELATED

ACP: Statistical and Historical Profiles (2)

ACP: Statistical and Histo...	Report Year	Convention Affiliation	Year Organized
<a href="#">5004142</a>	2019	BGCT	2020
<a href="#">5004143</a>	2020	BGCT	2020

View All

This will bring up a new window called “New ACP: Statistical and Historical Profile”. The report year will be auto filled to the current year. If this is not the correct year for the ACP, be sure to change it. Scroll through and complete the ACP. When you are finished, select “Save” in the bottom right corner.

The screenshot shows a web form titled "New ACP: Statistical and Historical Profile". It contains several input fields and buttons. The "Report Year" is set to 2020. The "Church" field is filled with "Comunidad Cristiana". There is a "Comments" text area. The "Year Organized" and "Federal Employer Identification Number" fields are empty. At the bottom, there is a "Source" label and three buttons: "Cancel", "Save & New", and "Save".

New ACP: Statistical and Historical Profile	
<b>Statistical Profile</b>	
Report Year	2020
<b>Information</b>	
Church	Comunidad Cristiana
Comments	
Year Organized	
Federal Employer Identification Number	
Source	
<div>Cancel Save &amp; New Save</div>	

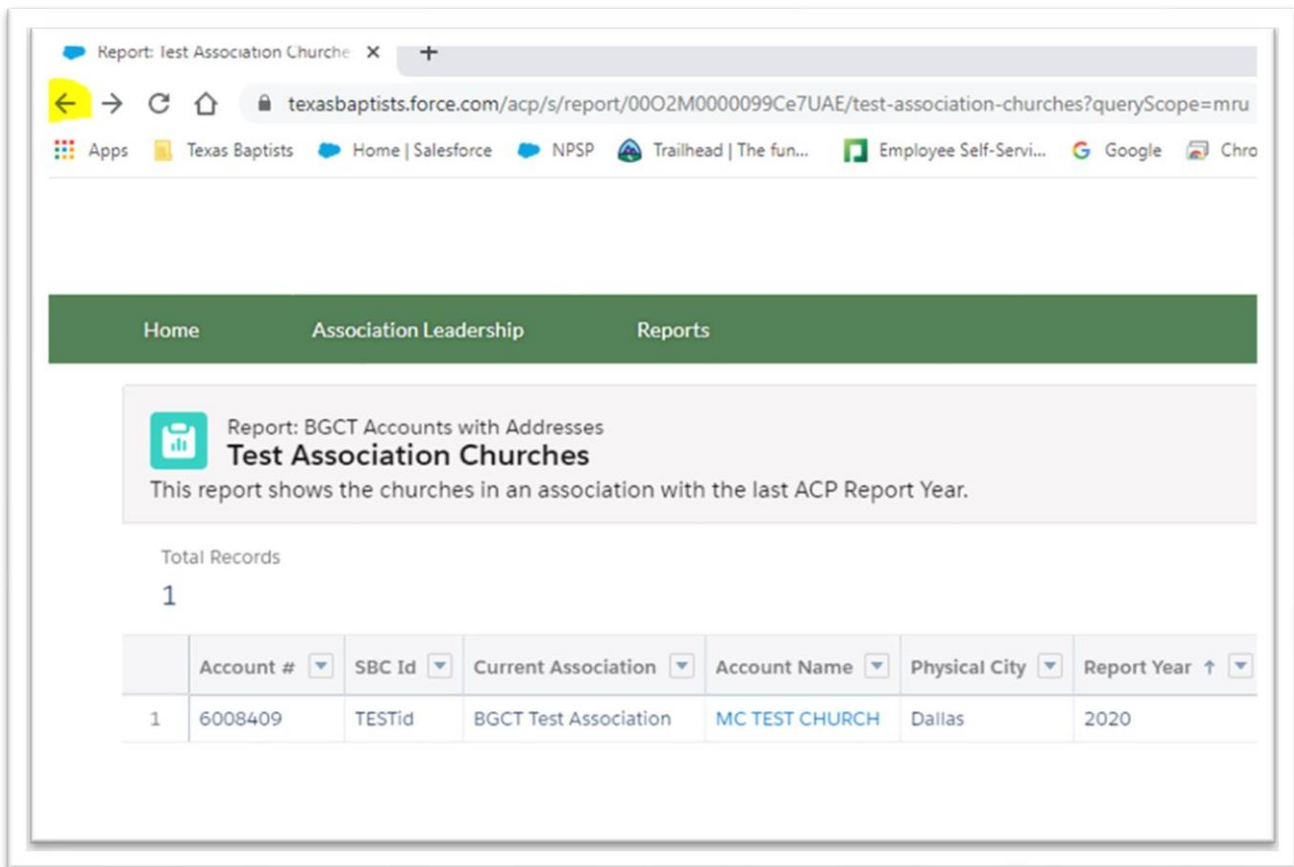
Once you have completed the ACP you will be returned to the Related page. There will now be a new ACP in the ACP section.

You can download or print any ACP by clicking the “Print Profile” button when on an ACP Page.

The screenshot shows a web page titled "ACP: Statistical and Historical Profile" with the ID "427481". It has a navigation bar with "Home", "Association Leadership", "Printable Association Leadership", and "Reports". There are "Print Profile" and "Edit" buttons. The page is divided into sections: "Statistical Profile" and "Congregation Mailing". The "Statistical Profile" section shows the "Report Year" as 2007, the "Account" as "Iglesia Bautista Cooks Creek", and the "Year Organized" as 2007. It also displays "BGCT ID" as 187445 and "SBC ID" as 0563353. The "Congregation Mailing" section is partially visible.

ACP: Statistical and Historical Profile 427481	
<div>Print Profile Edit</div>	
<b>Statistical Profile</b>	
Report Year	2007
Account	Iglesia Bautista Cooks Creek
Year Organized	2007
Convention Affiliation	BGCT
BGCT ID	187445
SBC ID	0563353
<b>Congregation Mailing</b>	

Selecting the back arrow will return you to the “[Your Association] Churches” report.



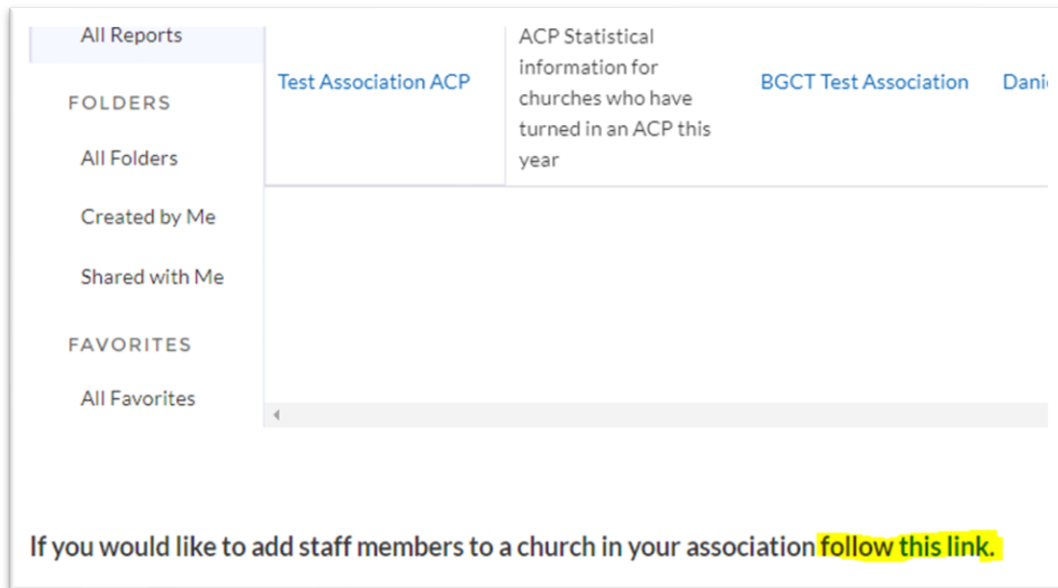
The screenshot shows a web browser window with the URL `texasbaptists.force.com/acp/s/report/00O2M0000099Ce7UAE/test-association-churches?queryScope=mru`. The browser's address bar and tabs are visible at the top. Below the browser window, there is a navigation bar with three items: Home, Association Leadership, and Reports. The Reports section is active. Below the navigation bar, there is a report card for 'Report: BGCT Accounts with Addresses' titled 'Test Association Churches'. The card states: 'This report shows the churches in an association with the last ACP Report Year.' Below this, it shows 'Total Records' as 1. A table follows with the following data:

	Account #	SBC Id	Current Association	Account Name	Physical City	Report Year
1	6008409	TESTid	BGCT Test Association	MC TEST CHURCH	Dallas	2020

When done, you can click on the Association name on the top right and log out, or you can simply close the window to exit.

## Adding New Church Leadership

If you would like to add a new Staff member to a church in your Association follow the link at the bottom of the Reports Page.



This will bring you to the same page as the Associational Leadership.

Fill out the form just as in **Section 2 Leadership Profile**. When the new tab opens, this time select “Church”. Then proceed to fill out the New Staff member using the church’s information. Use your Username when adding a New Staff member for a church.