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

Contents

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.

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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. 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.

Section 2 Association Leadership

Filling out the Leadership Profile

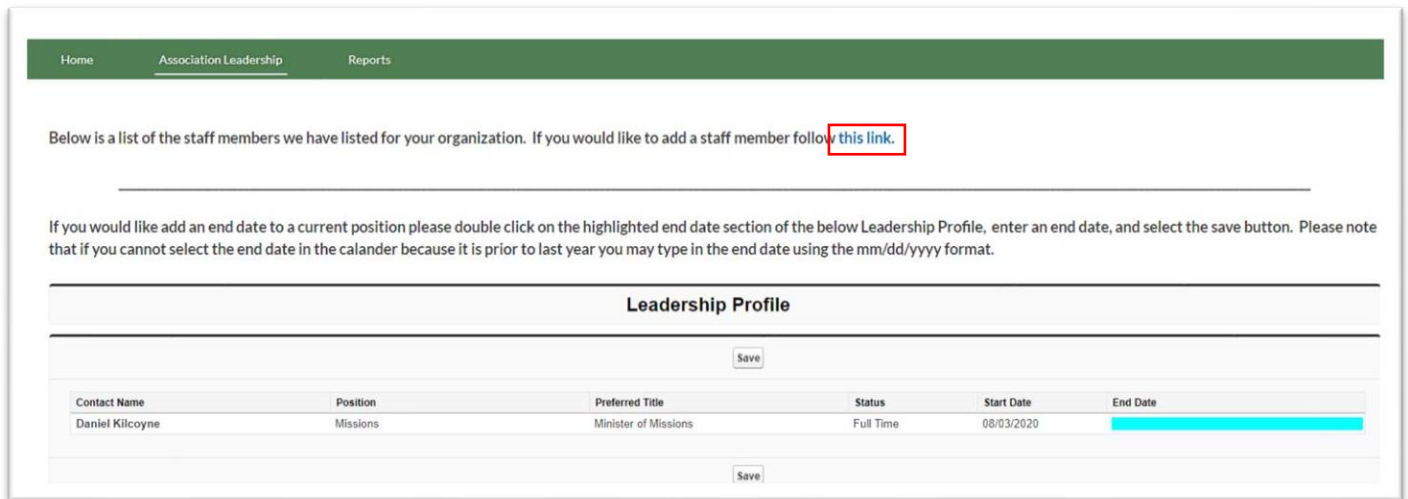After logging on to the community select the Association Leadership from the top menu bar.
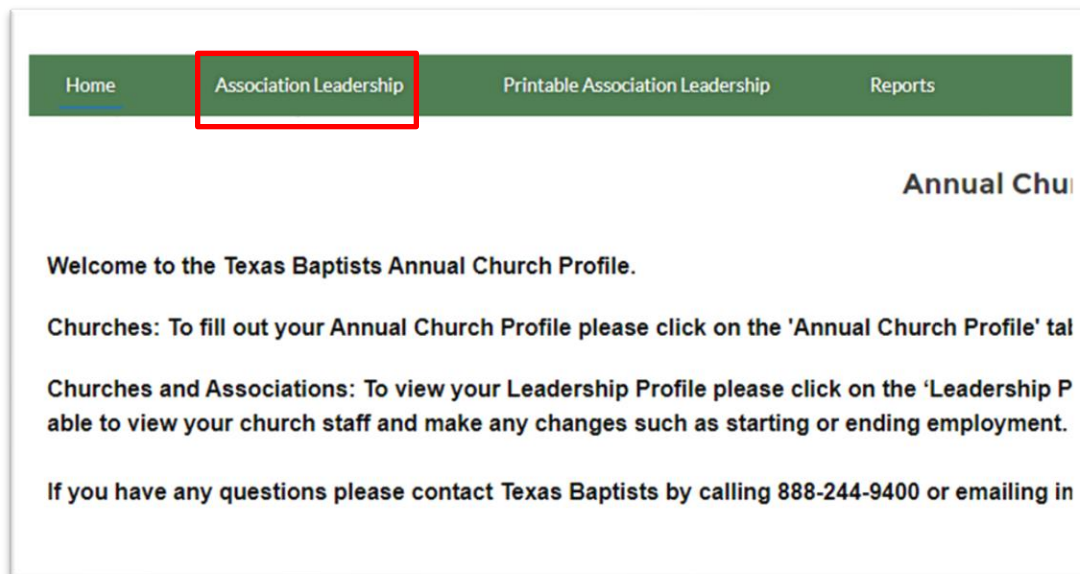
This will bring you to the Association Leadership for your Association.

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.
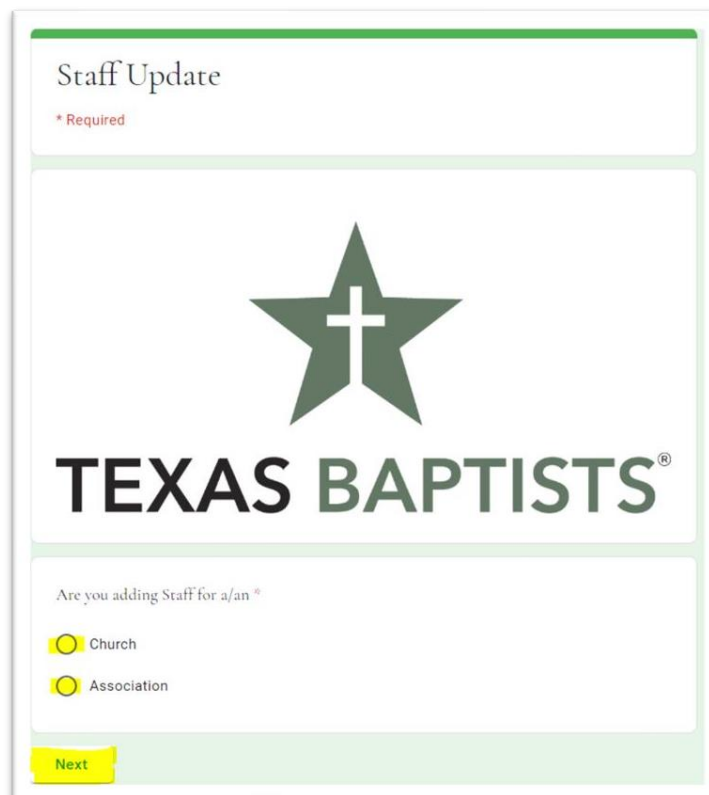

This link will open a new tab that looks like this. Choose if you are submitting a new Church Staff or new Association staff. Then click the "Next" button at the bottom left.

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".

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.

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.

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

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.

Ending a Staff Member

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

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.
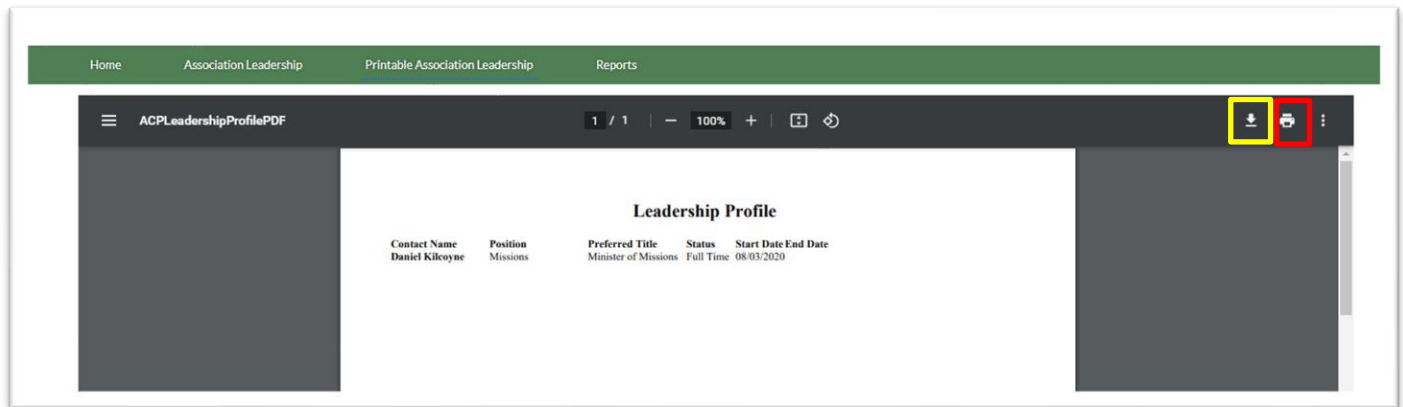

When done you can click on the Association name on the top right and log out, or you can simply close the window to exit.

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.

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.

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.

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"

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.


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.

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.

In the ACP section select "NEW".

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.
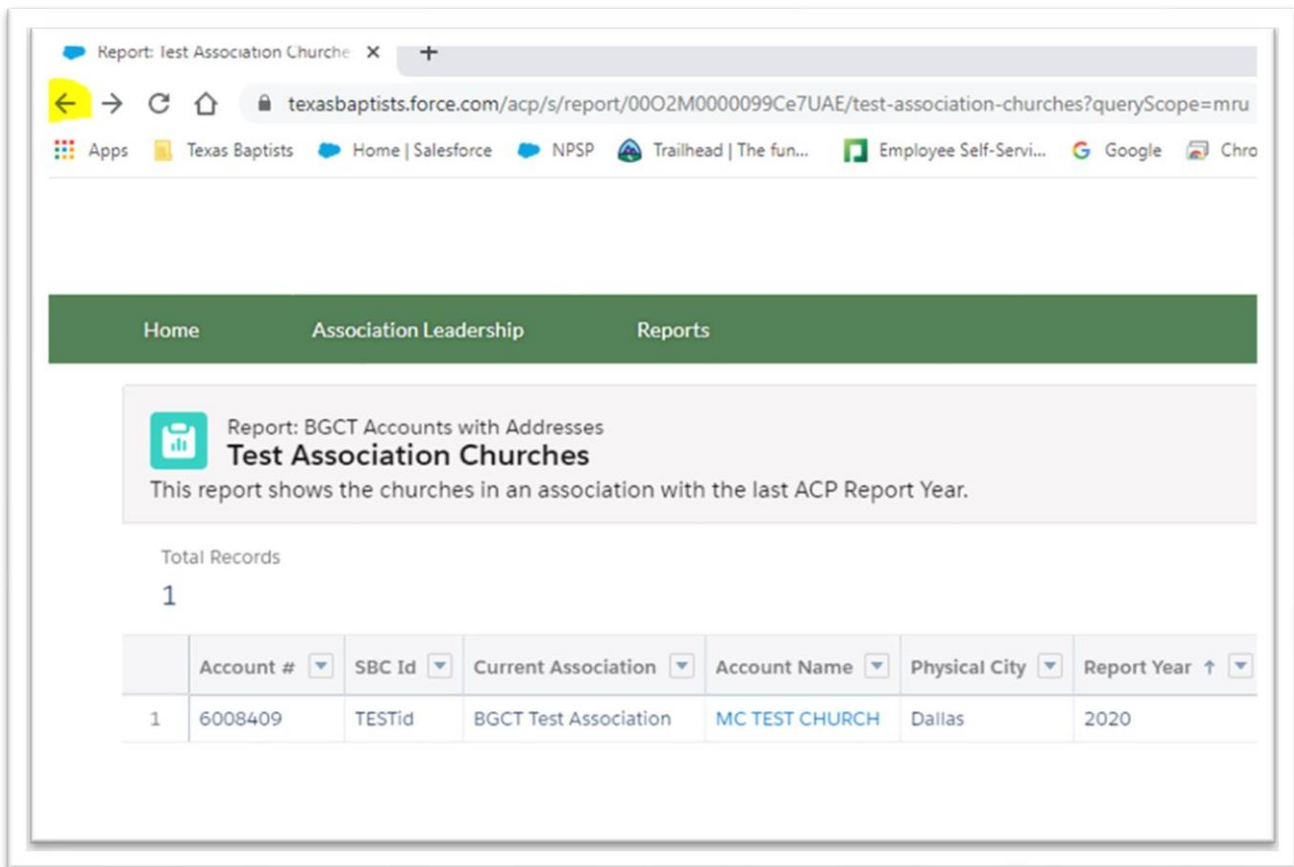

Once you have completed the ACP you will be returned to the Related page. There will now be a new ACP in the ACP section.

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

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

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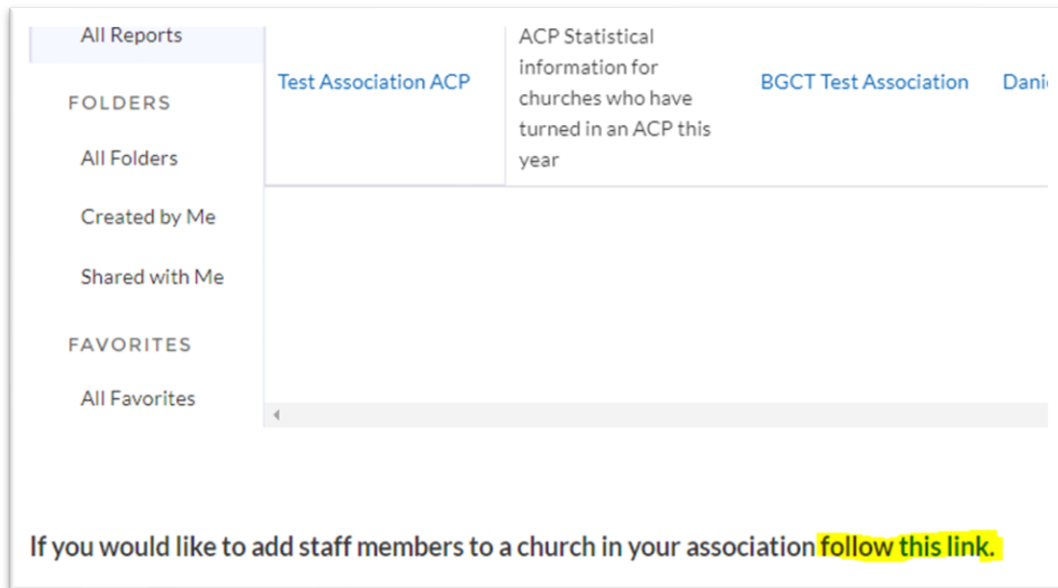
This will bring you to the same page as the Associational Leadership.

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.