



How-To Guide Church Version

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Please note that while images may show year 2016, the information is all relevant to this current year. There have been few updates to iGO functionality since this document was created.

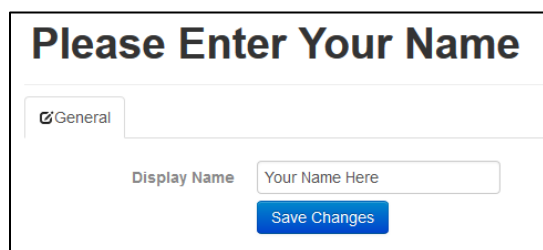
How-To Guide for iGO - Church Version -

Login Instructions

Each church has the ability to enter its own ACR Statistics, Vacation Bible School, Leadership Profile, and in most cases an optional Supplemental Survey (if your Association asks for an Other Church Information form). After you have completed entering all your information online, notify your Association so they can view and print out your reports. If you choose to do the paper version of the reports, then your association may be entering all your information online on your behalf. Please follow the protocol found in the associational cover letter for submission guidelines.

To begin, your church must have a username and password. These are provided by either the Georgia Baptist Mission Board or your local association. Printable forms can be downloaded from <http://gabaptist.org/researchservices/> under the “ACR Resources” tab. You can begin entering statistical and organizational data by visiting <http://igo.gabaptist.org>). To login to iGO, you must use your specified username and password. Please note that they are case sensitive.

After logging in you should see a screen similar to the one below.



Please Enter Your Name

General

Display Name

In the event your Association or Georgia Baptist Mission Board needs to contact the person making ACR entries, we ask that you enter your name prior to beginning the surveys. If you see a blank or a name other than yours, PLEASE enter your first and last name and click Save Changes. After this is entered, the user will see a screen with a list of available surveys as seen below.

Organization		Surveys	
Name	Phone	Survey	Year
Sugar Hill Church	(770) 945-5092	2016 VBS Survey	2016
		ACP Statistical Profile	2016
		Leadership Profile	2016
		Supplemental Survey-Other Church Information	2016

On the left is the name of the church. On the right is a list of surveys to complete.

Updating Church Information

Before starting on the surveys, please click on the name of your church to ensure that all the information is complete and correct.

Organization		Surveys	
Name	Phone	Survey	Year
Sugar Hill Church	(770) 945-5092	2016 VBS Survey	2016
		ACP Statistical Profile	2016
		Leadership Profile	2016
		Supplemental Survey-Other Church Information	2016

A screen similar to the one below will appear. If your church has a different mailing address from the physical address then please click the ADD ADDRESS button to include both.

General

Name	<input type="text" value="Sugar Hill Church"/>	Year Organized	<input type="text" value="1886"/>
Short Name	<input type="text" value="Sugar Hill Church"/>	Phone	<input type="text" value="(770) 945-5092"/>
Organization Type	<input type="text" value="Church"/>	Fax Number	<input type="text" value="(770) 271-8632"/>
County	<input type="text" value="Gwinnett County"/>	Website	<input type="text" value="http://sugarhillchurch.com/"/>
State	<input type="text" value="GA"/>	Email	<input type="text" value="info@sugarhillchurch.com"/>
State ID	<input type="text" value="043230"/>	Lat/Lon	<input type="text" value="34.1095"/> <input type="text" value="-84.0357"/>
SBC ID	<input type="text" value="0090571"/>	Primary Ethnicity	<input type="text" value="-- Select Ethnicity --"/>
Hide Financial Data	<input type="checkbox"/>	Secondary Ethnicity	<input type="text" value="-- Select Ethnicity --"/>

Addresses

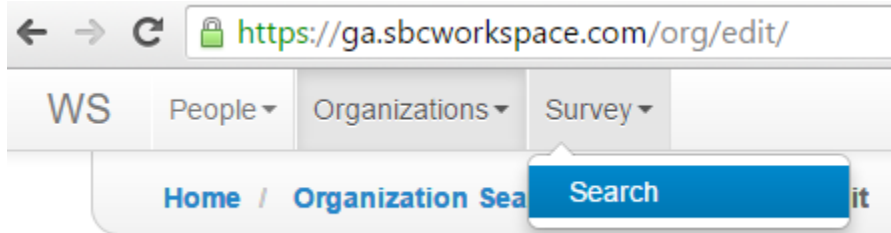
Preferred Mailing Address

Attn To:

When finished, please click the blue SAVE button at the bottom left of the screen.

Accessing the Surveys

To return to the surveys, look at the top of the screen where you'll find three tabs. Click on SURVEY, then "Search" that appears in the dropdown.



Below you will see the four surveys to be completed for the 2016 Annual Church Profile.

<p>Open</p> <p>ACP Statistical Profile</p> <p><i>Collects membership, program and financial data</i></p> <p>Year: 2016</p> <p>Starts: 06/01/2016</p> <p>Due By: 11/15/2016</p> <p>Closes: 12/31/2016</p> <p>Last Modified: 06/24/2016</p>	<p>Open</p> <p>2016 VBS Survey</p> <p><i>Vacation Bible School Survey</i></p> <p>Year: 2016</p> <p>Starts: 06/24/2016</p> <p>Due By: 12/31/2016</p> <p>Closes: 02/28/2017</p> <p>Last Modified: 06/27/2016</p>	<p>Open</p> <p>Supplemental Survey-Other Church Information</p> <p>Year: 2016</p> <p>Starts: 06/01/2016</p> <p>Due By: 11/15/2016</p> <p>Closes: 05/31/2017</p> <p>Last Modified: 07/05/2016</p>
<p>Open</p> <p>Leadership Profile</p> <p><i>Manage church staff/leadership positions</i></p> <p>Year: 2016</p> <p>Starts: 06/01/2016</p> <p>Due By: 11/15/2016</p> <p>Closes: 05/31/2017</p> <p>Last Modified: 06/30/2016</p>		

The surveys have a blue banner when they are open and available for entry.

The surveys have a pink banner when they are past due.

The surveys no longer appear on this screen once you have completed them.

Entering the ACP Statistical Profile

You can begin with any survey, but let's start by clicking in the box titled **ACP Statistical Profile**, or the *Annual Church Report* as it is called in Georgia. This is the survey that asks for membership, attendance, baptisms, etc. See below for an example of what the top of that page looks like.

Full Survey				
Membership & Worship Attendance	Baptisms & Other Additions	Music Participation	Men's & Women's Ministry	Missions Participation
Sunday School	Small Groups	Discipleship	Budget Receipts & Offerings (whole dollar amounts)	Mission Gifts (whole dollar amounts)
Membership & Worship Attendance				Save Reports
	Current Year		Prior Year	
1 Total members (resident + non-resident)	<input type="text" value="0"/>	i	2,108	
2 Resident members	<input type="text" value="0"/>	i	2,096	
3 Average weekly worship attendance	<input type="text" value="0"/>	i	1025	

The statistical fields are listed on the left. There is a box for you to enter this year's data to the immediate right of it, and to the far right of the screen are the numbers from last year's report for comparison.

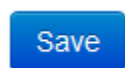
To help you understand what is required in each of the data fields (boxes), we have provided help for you. If you scroll over the black circle with an "i" in it, you'll see a definition within a popup.

Current Year		Prior Year
<input type="text" value="0"/>		2,108
<input type="text" value="0"/>	i	2,096
<input type="text" value="0"/>	i	1025

Resident members

The number of members who live close enough to your church location to attend. This includes both active and inactive members.

When you are finished entering statistics, please be sure to click the blue SAVE button at either the top or bottom of the survey.



Don't worry if you haven't finished answering all the questions yet because this button is used to save all the work you have entered at this present time. You will be given two options after clicking save. The top (in black) will allow you to come back and finish the survey later. The bottom (in green) indicates that you are finished with the survey and you cannot return to make further changes.

Is the survey complete?

No, Save my answers but leave the survey open
(you will be able to make changes)

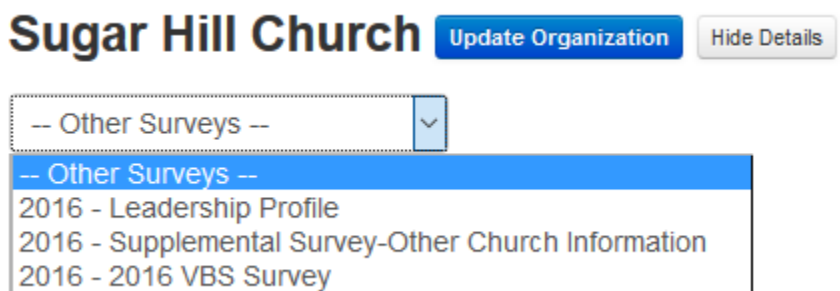
Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

Do not be concerned about printing your reports at this time – that will be covered later in this document.

One survey is now done and you have three more to go.

Entering the Leadership Profile

Move back up to the top left of the screen and click the down arrow beside the box that reads – OTHER SURVEYS – (located just below the church name). You will see a list of all surveys other than the one that is currently open on the screen. See below.



Click on **2016 – Leadership Profile**.

If a position has a person associated with it then the banner will be in blue. If no person is assigned to a position then it will be pink.

The screenshot shows a web interface with two main sections. The top section, titled 'Associate Pastor', has a blue header and contains two buttons: '+ Add' and 'X Remove'. Below these is a detailed record for 'Rev. Robert (Bobby) McGraw', a 'Teaching Pastor (Full-Time)'. The record includes contact information (Home address, Day Phone, Evening Phone, Spouse: Laura, Emails: bobby@sugarhillchurch.com) and a 'Personal' email address. A button at the bottom of the record says 'Update Contact Information for Rev. Robert McGraw'. The bottom section, titled 'Business Administrator', has a pink header and contains a '+ Add' button.

**** CAUTION: There are three things you can do with a person record and it is very important that you understand the difference before making updates or changes. ****

UPDATE – the “Update Contact Information” button is only used to provide more information about the person that is currently displaying on the screen. DO NOT ever use this option to replace one person for another -- this is merely for updating the information for the current individual whose name appears on the screen.

REMOVE – the “X Remove” button is used to indicate that this person no longer fills this position or the name was entered by mistake.

ADD – the “+ Add” button is used to place a new person in a specific position.

Let’s walk through the process for each of the buttons mentioned above.

TO UPDATE A PERSON’S INFORMATION

Let’s assume that I need to update the following record with an email and cell phone (which is recommended for each person on staff or volunteering at your church).

This is a close-up of the record shown in the previous screenshot. It displays the following information: 'Teaching Pastor (Full-Time)', 'Rev. Robert (Bobby) McGraw', 'Home: 5091 Nelson Brogdon Blvd, Sugar Hill, GA 30518-2358', 'Ordained: Yes', 'Licensed: No', 'Day Phone:', 'Evening Phone:', 'Spouse: Laura', 'Emails:', and 'Personal: bobby@sugarhillchurch.com'. At the bottom is a button labeled 'Update Contact Information for Rev. Robert McGraw'.

Click on the “Update Contact Information for...” below the name of the person. A screen like the one below appears. Take note of the three tabs at the top.

Associate Pastor - Rev. Robert (Bobby) McGraw

General Addresses Position Details

Preferred Title: Rev. First Name: Robert Middle Name: Last Name: McGraw Suffix:
Salutation: Bobby Spouse: Laura Gender: Male

Ordained: Retired: Day Phone: Cell Phone:
Licensed: Deceased: Evening Phone: Fax:
Email: Add an Email
Personal bobby@sugarhillchurch.com Primary Email

Next Cancel

CAUTION:

The only time you will want to change a person’s name is if:

- 1) The name is not spelled correctly**
- 2) The last name has been changed due to marriage**

You will receive the following message when attempting to change a person's name:

Are you sure you want to change the name of _____ ?

No, I need to add a different person to this position

Yes, his name needs to change
(e.g. There is a typo in his name)

If you click the GREEN button then you can correct the misspelling or last name change.

If you click the BLACK button, then you will be redirected to a screen to add a new person to the position. See below:

Minister of Music

People: Show All States

Please begin by searching for the person you would like to add.

Search Examples:

<i>smith</i>	finds everyone with "smith" in their name, street address or city
<i>smith nashville</i>	adding a city name can help narrow results
<i>john smith</i>	using both first and last name can also help narrow results
<i>john.smith@gmail.com</i>	search by email address

More can be found about how to proceed from this point under the ADD A NEW PERSON RECORD on page 13, later in this document.

Now, back to updating the person record. You can either click individually on the three tabs along the top or click the blue NEXT button to see all the input screens.

Under the ADDRESSES tab you can add address for home, office, etc. as appropriate or remove an incorrect address.

The screenshot shows the 'Addresses' tab selected. A green button labeled 'Add an Address' is visible. Below it is a form for adding a new address. The form includes a dropdown menu for address type with options: Home, Office, Financial, and Other. A red 'Remove Address' button is next to the dropdown. The address line is '5091 Nelson Brogdon Blvd'. The city is 'Sugar Hill', the state is 'GA', and the zip code is '30518'. A yellow highlight is under the word 'Address' in the form.

Under the POSITION DETAILS tab you can include the preferred title for the position if not currently listed. For instance, this individual is listed as Association Pastor but the role he fills is as Teaching Pastor. Anything in red must be completed in order to save the record. When finished updating, please click the blue SAVE button and you will return to the Leadership Profile.

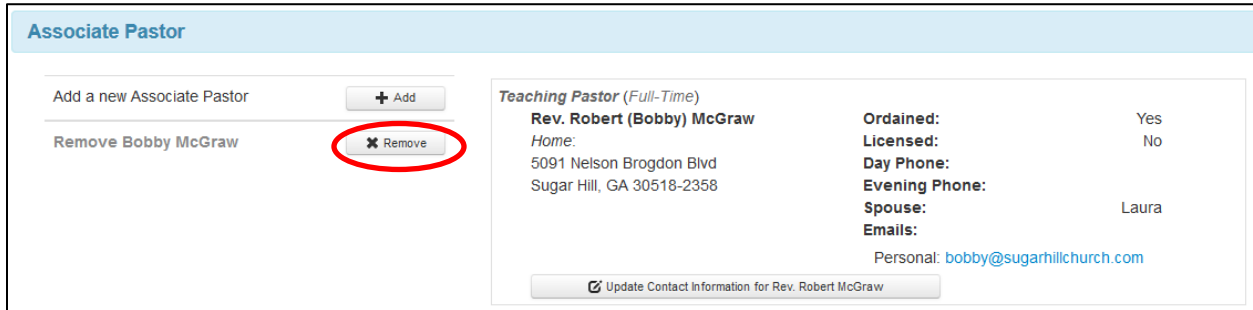
The screenshot shows the 'Position Details' tab selected. The form contains the following fields:

- Organization: Sugar Hill Church
- Position: Associate Pastor
- Start: 09/07/2011
- Stop: (empty)
- Interim Only
- Preferred Position Title: Teaching Pastor
- Position Status: Full-Time
- Mailing Location: Preferred - Home (5091 Nelson Brogdon E)

A blue 'Save' button is located at the bottom right of the form.

TO REMOVE A PERSON'S RECORD

Let's assume that a person no longer fills a certain position for whatever reason. In the following case, we will use the same person as in the previous example. Begin by clicking on the "X Remove" button.



The screenshot shows a web interface for managing an Associate Pastor. On the left, there are two buttons: "+ Add" and "X Remove". The "X Remove" button is circled in red. To the right, there is a profile for "Rev. Robert (Bobby) McGraw" with details such as "Home: 5091 Nelson Brogdon Blvd, Sugar Hill, GA 30518-2358", "Ordnained: Yes", "Licensed: No", "Day Phone:", "Evening Phone:", "Spouse: Laura", and "Emails: Personal: bobby@sugarhillchurch.com". At the bottom, there is a button labeled "Update Contact Information for Rev. Robert McGraw".

The following screen pops up. If the person is vacating the position, then click the circle indicating "They left the position as of:" and put in the date.

If the person was never in this role – entered by mistake – then choose "This assignment was a data entry error."



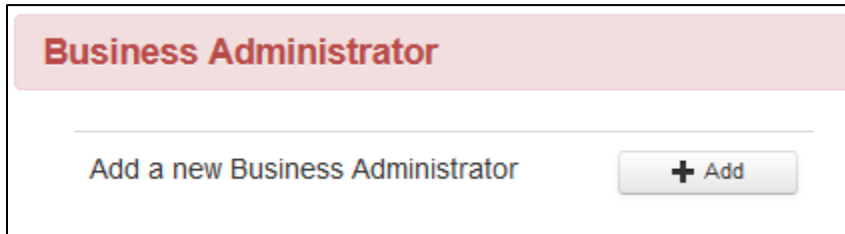
The screenshot shows a dialog box titled "Remove Bobby McGraw from Associate Pastor". It asks "Are you removing Bobby McGraw because:" and provides two options: "They left the position as of:" with a date input field and a calendar icon, and "This assignment was a data entry error (i.e. this person was never a Associate Pastor for)". At the bottom right, there are two buttons: "Remove" (highlighted in red) and "Cancel".

Then click the red REMOVE button and you will be returned to the Leadership Profile and this individual will no longer appear on the screen. If you arrived at this screen by mistake or you need to back out then just click the Cancel button.

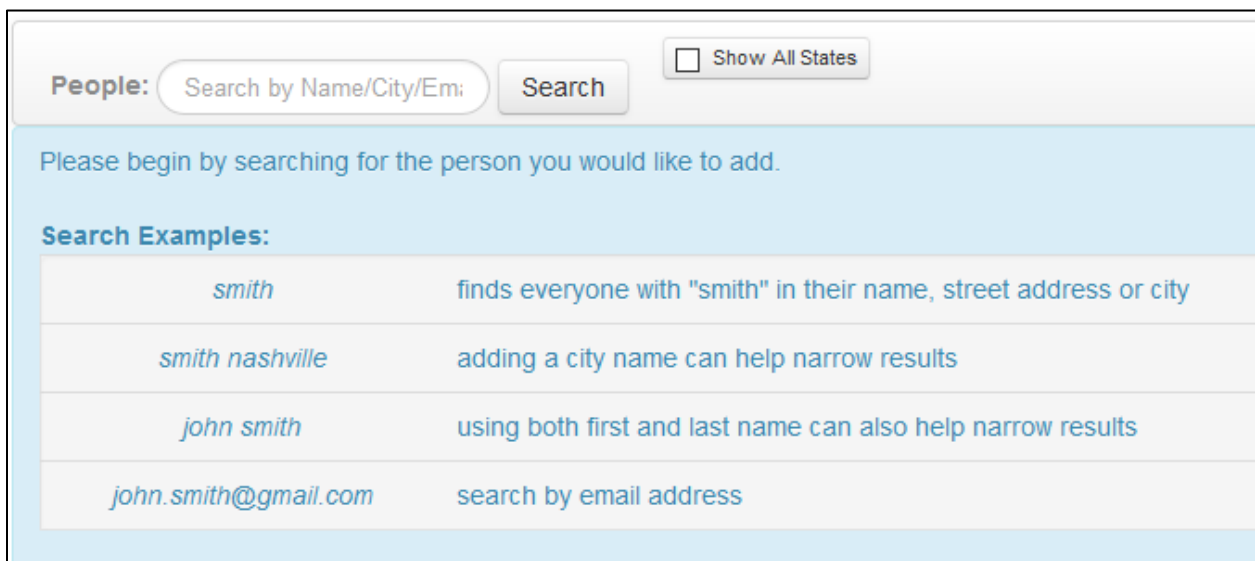
TO ADD A NEW PERSON'S RECORD

After removing a person from a position, you may then desire to add a new person in that role. You may also be adding a second person to the same position – for instance, your church may have two secretaries or two associate pastors. In either case it is the same process.

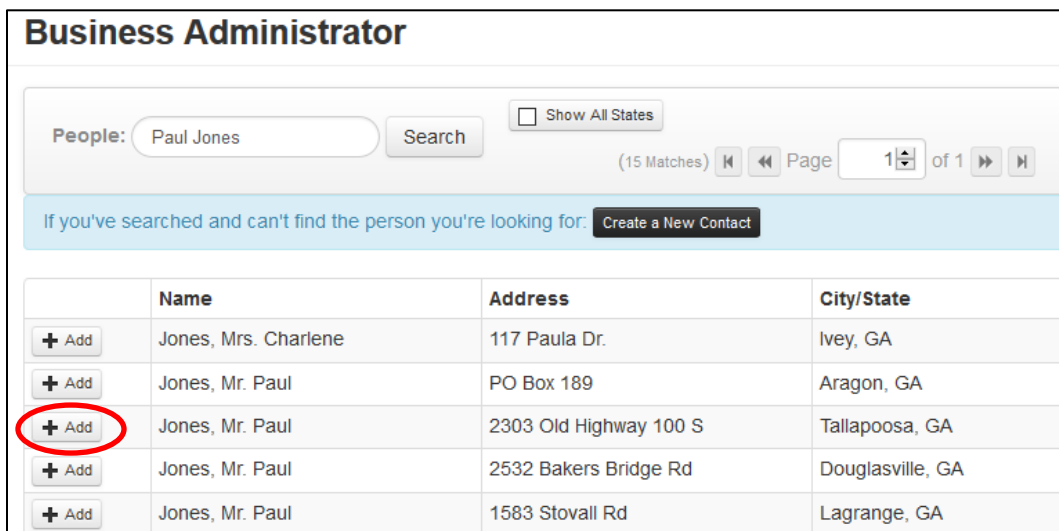
Let's assume that the church has a new person for the role of Business Administrator. The first thing to do is click the "+ ADD" button under the role to be added. See below.



The following screen pops up for you to search the Georgia Baptist Mission Board records for an existing name. Type in a person's name and click the SEARCH button.



In the example below I typed in "Paul Jones." A list of people in the Georgia Baptist database appears that closely match that name. If you see a person in the list that matches the one to fill the position, then click the "+ ADD" button beside their name.



If the name of the person does not appear in the list then you may try a different spelling. For instance, someone named STEVE might be in the database as STEVEN or STEPHEN. The address listed might also be from a previous address and just needs to be updated. If the person came from another state you can click the “Show All States” button to do a more comprehensive search.

After clicking the “+ ADD” button, a screen will pop up for you to update the person’s information. Remember to click on all three tabs at the top to ensure accuracy and complete all fields in red. When finished, click the blue SAVE button.

Business Administrator - Mr. Paul Jones

General Addresses Position Details

Validation Errors Occurred. Follow the red tabs to view the different areas the validation errors occurred in.

Organization **Sugar Hill Church**

Position **Business Administrator**

Start

Stop

Interim Only

Preferred Position Title

Position Status

This field is required.

Mailing Location

But what if you cannot find the person’s name in the current database list? – Then click on the black button that reads “CREATE A NEW CONTACT.”

People: Show All States

(15 Matches) Pa

If you've searched and can't find the person you're looking for:

By creating a new contact you will need to complete information under all three tabs (General, Addresses and Position Details) then click SAVE under the last tab.

Business Administrator -

General Addresses Position Details

Validation Errors Occurred. Follow the red tabs to view the different areas the validation errors occurred in.

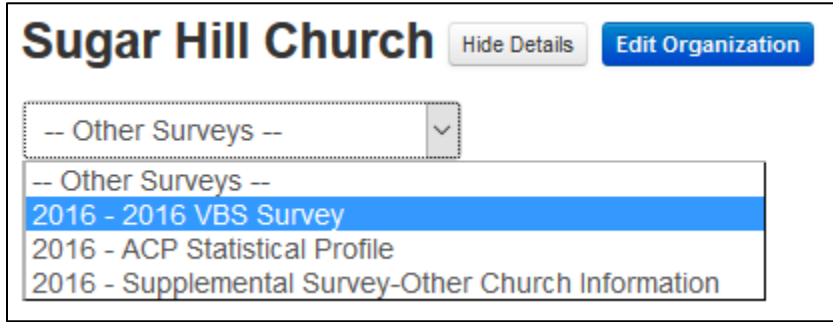
Preferred Title	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Salutation	Spouse	Gender	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Ordained	Retired	Day Phone	Cell Phone	
<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	
Licensed		Evening Phone	Fax	
<input type="checkbox"/> <input type="text"/>		<input type="text"/>	<input type="text"/>	
Email	<input type="button" value="Add an Email"/>			

Please scroll through the entire list of positions in the Leadership Profile to ensure its integrity. Remember, emails are a very important way to communicate these days and a better use of Cooperative Program dollars for letting you know about special events and important news. Please provide as many emails for your staff and volunteers as possible.

When you are finished then please click the blue SAVE & SUBMIT button.

Entering the Vacation Bible School Survey

Next, let's move on to the **2016 VBS Survey**. Remember, go to the top of the page under the church name, click on the down arrow beside – Other Surveys --, and then choose 2016 VBS Survey.



The VBS Survey is brand new for 2016 in an online format. It has been done only via paper form in years past. Similar to the ACP Statistical Profile, you will see the fields, input boxes, information helps and prior year's data (which may not appear this year but will in following years).

	Current Year		Prior Year
1	Total Enrollment (sum of a - f)		
a	Workers	<input type="text" value="0"/>	
b	Birth - Kindergarten	<input type="text" value="0"/>	

You will also find options for answering questions that include yes/no, multiple choice and text box answers.

13 Mission Offering (round to nearest \$)

a Mission Offering given through CP Yes No

Total - Mission Offering (round to nearest \$)

Resources

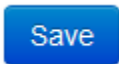
14 Check Resources Used

Current Year

- LifeWay Submerged
- LifeWay Submerged Musical
- LifeWay Backyard Kids Club
- Other LifeWay Curriculum
- Group Publishing
- Standard Publishing
- Other Publisher
- Created by Church

15 If LifeWay did not meet your needs, please submit comments.

When you are finished completing the survey or answering all the questions that you have data for, please click the blue SAVE button.



As was the case with the ACP Statistical Survey, you will be prompted to select NO but save the answers, leaving the survey open for later, or to answer YES that you are completely finished answering all questions and to close it from further editing.

Is the survey complete?

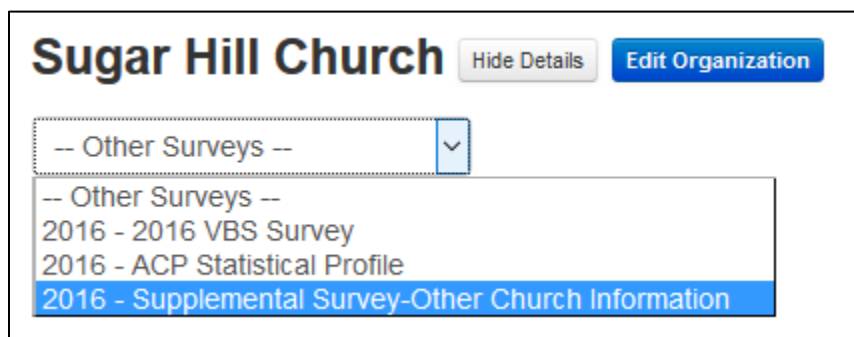
No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

You may or may not have one more survey to do, depending on your association and whether it displays in the list of surveys. But the final is the Supplemental Survey which asks questions that are important to your associational leaders.

Entering the Other Church Information Survey

By now you ought to know the drill for opening a new survey. Go to the top of the screen and click on – Other Surveys --, this time choosing **2016 – Supplemental Survey-Other Church Information**.



The Other Church Information survey will open. It contains large text boxes for you to enter the requested information which may include representatives on the associational Executive Board, messengers to the association, missions operated by the church, ministers licensed during the year, and more. Please include names, addresses, phone numbers and emails for people listed for the association's benefit.

Full Survey Other Church Information (ONLY if requested by your association) Save Reports

Other Church Information (ONLY if requested by your association)

Current Year

1 Representatives on Associational Executive Board i

2 Messengers to Association i

As always, when you finish entering information please click the blue SAVE button so that your hard work is not lost. Like the ACP Statistical Survey and VBS Survey you will have the option to save so that you can complete at another time, or save and close the survey once you are entirely done.

Is the survey complete?

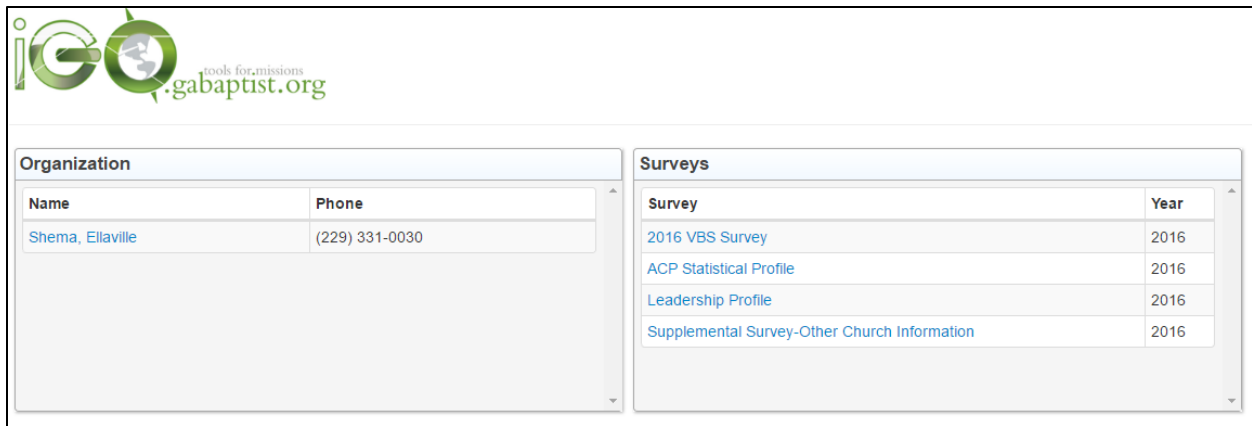
No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

Congratulations, you have completed the surveys but now you may desire to print them for your personal records. Some associations also appreciate receiving a printed copy of what you have entered for their records. Please consult your association for details.

PRINTING SURVEYS

You can print your survey from the HOME screen (as pictured below).

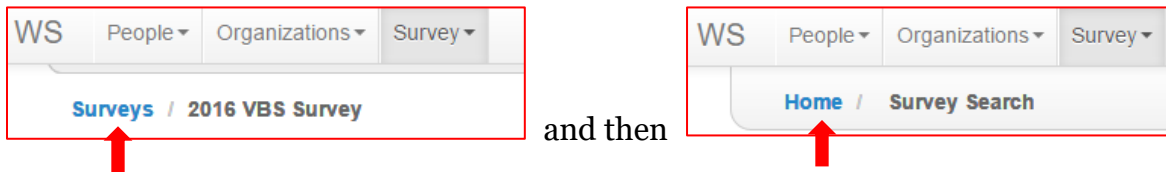


The screenshot shows the iGO website interface. At the top left is the logo "iGO" with the tagline "tools for missions" and the URL "gabaptist.org". Below the logo are two main sections: "Organization" and "Surveys".

Organization	
Name	Phone
Shema, Ellaville	(229) 331-0030

Surveys	
Survey	Year
2016 VBS Survey	2016
ACP Statistical Profile	2016
Leadership Profile	2016
Supplemental Survey-Other Church Information	2016

If you are still in the surveys, then click the blue **Surveys** link at the top left of the page, then click the **Home** link on the screen that appears.

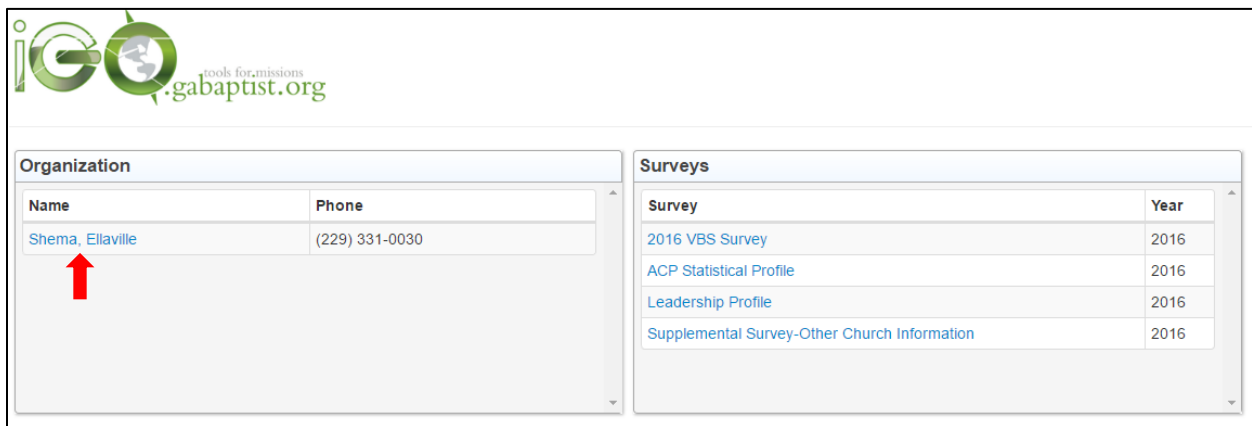


The first screenshot shows a navigation bar with "WS", "People", "Organizations", and "Survey" dropdown menus. Below the bar, the text "Surveys / 2016 VBS Survey" is displayed. A red arrow points to the "Surveys" link.

and then

The second screenshot shows the same navigation bar. Below it, the text "Home / Survey Search" is displayed. A red arrow points to the "Home" link.

Once you are at the Home screen (see below), click on the name of your church.



The screenshot shows the iGO website interface. At the top left is the logo "iGO" with the tagline "tools for missions" and the URL "gabaptist.org". Below the logo are two main sections: "Organization" and "Surveys".

Organization	
Name	Phone
Shema, Ellaville	(229) 331-0030

Surveys	
Survey	Year
2016 VBS Survey	2016
ACP Statistical Profile	2016
Leadership Profile	2016
Supplemental Survey-Other Church Information	2016

A red arrow points to the "Shema, Ellaville" link in the Organization table.

Next, click on the Reports tab.



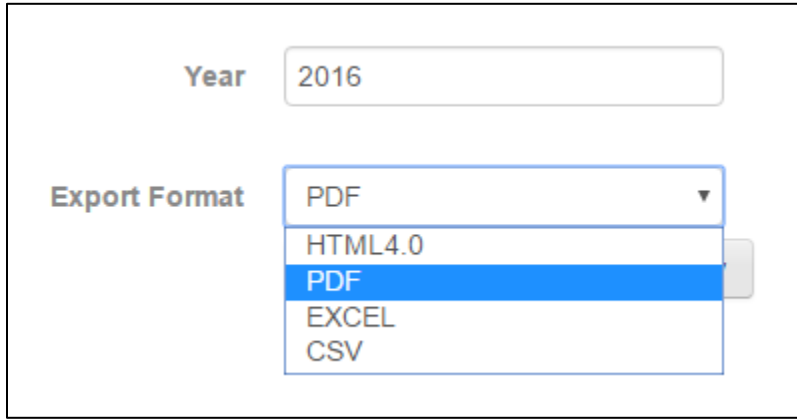
You may print any of the reports on this page, although some may not be completely updated until later in the season once all churches have completed their surveys. The three on the bottom beginning with “SURVEY –” are the ones revealing the information you just entered.

Let’s take a look at each one individually, and how they can be accessed beginning with **SURVEY – ACR Statistics**.

Name	Description
Church Fact Sheet	Organization Statistics for last 3 Years
Church Giving Snapshot	Organization Giving Statistics for last 3 Years
Church Trend Profile (GA)	Statistics by Association in 5 Year increments
Church Trend Profile 10yr (GA)	Statistics by Association in 10 Year increments
Leadership Profile Summary	Current Listing of Organization Leadership
SURVEY - ACR Statistics	ACR Organization Statistic Information for ACP Year
SURVEY - Church Leadership Profile	Survey of Leadership by Organization
SURVEY - Supplemental Survey	Supplemental Organization Data for ACP Year

Click on the blue link for SURVEY – ACR Statistics.
A new screen will open.

Type in the current year (2016), then select the format in which you'd like to receive the report. PDF is the default and best for printing, but you may want to send the report to an Excel or CSV file so that you can manipulate the size of the fields and/or document in general.



The image shows a form with two main sections. The first section is labeled 'Year' and contains a text input field with the value '2016'. The second section is labeled 'Export Format' and contains a dropdown menu. The dropdown menu is open, showing four options: 'PDF', 'HTML4.0', 'EXCEL', and 'CSV'. The 'PDF' option is currently selected and highlighted in blue.

After choosing the year and format, then click **Print/Download**.



The image shows the same form as above, but now the 'Export Format' dropdown is closed and shows 'PDF'. Below the dropdown are two buttons: a blue button labeled 'Print / Download' and a grey button labeled 'Quick View'. A red arrow points from the left towards the 'Print / Download' button.

If using Google Chrome, the file will save to the bottom left of the screen. If using Mozilla Firefox it will save to the top right of the screen. Open the file and save or print it. If you are wanting to print or save a PDF file, you will need a PDF Reader such as is available at <https://get.adobe.com/reader/>

PRINTING THE CHURCH LEADERSHIP PROFILE

Return to the Reports page and click on SURVEY – Church Leadership Profile.

SURVEY - ACR Statistics	ACR Organization Statistic Information for ACP Year
SURVEY - Church Leadership Profile	Survey of Leadership by Organization
SURVEY - Supplemental Survey	Supplemental Organization Data for ACP Year

The Church Leadership Profile parameters page appears as follows:

Hide Login Information True
 False

Export Format

If you want to prevent the church iGO login information from appearing on the report then select TRUE. If you do want the login information to appear for future reference then please select FALSE.

Once again you have the choices of various print/download options, and the file will save to the bottom left or top right depending on your Internet Browser.

PRINTING THE OTHER CHURCH INFORMATION REPORT

Return to the Reports page and click on SURVEY – Supplemental Survey.

SURVEY - ACR Statistics	ACR Organization Statistic Information for ACP Year
SURVEY - Church Leadership Profile	Survey of Leadership by Organization
SURVEY - Supplemental Survey ←	Supplemental Organization Data for ACP Year

Type in the year (2016), choose your export format, and then click Print/Download.

Year

Export Format

→

Please contact your association to let them know you have completed the surveys and provide them with any forms or additional information they might request.

Thank you for completing your 2016-2016 Annual Church Reports.