

Instructions for completing the Annual Statistical Report---

The process is the same as last year. Website, user ID, and password are the same (unless you changed your password).

Go to <http://oga.pcusa.org/stats> . Click on “Go to Online Statistics Entry System” and enter your user ID / PIN and then your password. Please remember that the user ID requires 5 digits, so if your permanent PIN has only four numbers add a zero as the first digit. If you no longer have the password for your church (or it has not been changed without transmission to you), please contact the stated clerk who will be able to provide it for you. (alysonjanke@yahoo.com or 608-296-2096)

When you go to the web page, there are a series of frequently asked questions, which may provide useful information for you. Click on “*Go to the Online Statistics Entry system.*” to access your church’s statistics page.

The forms will come up in sequence for your data. The menu options are in three stages in bars at the top: Church information; Clerk information; and Statistical entries. The statistics section has five forms/pages: Membership; Congregational Life; Racial/ethnic; Financial; and Supplemental Questions. One may toggle back and forth between the fields, using the menu in a box on the right side of the screen. The membership figure is to be precise and accurate. However, if you do not have access to precise figures in other fields, regarding racial/ethnic, age, gender figures, or church-school class sizes, a “best estimate” is better than no data at all. Financial figures are to be dollar-rounded and the income/expense figures do not have to be reconciled.

You may enter and leave the program as often as you wish. Your data entries will remain once you have clicked “accept” on the page you have worked on. You may make changes as often as you wish **until you click “Submit” or until the submission deadline.** In fact, it is not necessary to click submit at all. When the deadline comes the information you have provided at that point will be received. If you have uncertainty about the data, DO NOT CLICK SUBMIT. Click the SUBMIT option only when you have completed your report. If you discover errors after you submit, or if you have received new data that you would like to report, please contact me. I have a window of a few days in which I can make changes after your deadline.

One of the standard questions may be difficult for you this year: average attendance. We know that some of us are still not worshipping in our sanctuaries, some are zooming, some are posting records, some are livestreaming. It means that counting cannot be done in the usual way. The number you put in that box should be a number that seems to your session to be an honest reflection of the “attendance” (by whatever means) in your congregation.

The ASR is an official annual report from your session. The session needs to review the report and **vote to approve it.** You can save or print any page you wish from your report using a report option from the main menu. the summary page is a useful option for the Session records and Session minutes. You

can print it by clicking on the pdf button: **Church Report:**  located on the first page of the report by your church information.

The **deadline for submitting ASRs is Monday, 15 February 2021.**

Don’t hesitate to call or email me with questions or for help.