

Congregation Screenshots

How-To Guide

SPECIAL NOTICE FOR 2020

Due to Covid-19 and the state mandated stay-at-home order impact on congregation attendance for the 2020 reporting year the statistical averages will be adversely affected. We recommend calculating averages (Average Worship, Average Sunday School) only for the period that regular, in-person services were held. (Do not calculate online attendance as part of those statistics.) We suggest that you use only the first six months (Sept to Feb) to determine those averages. If you have any questions, please email ACP@LBC.org



3 important Rules of Data Input

1. All financial figures are whole dollar only.
2. Always use mixed case in text areas.
3. ****Never erase a person's name/information to add a new person due to a position change. If the person holding the position is a no longer serving in that position click *Remove* and add a stop date. Then choose *Add* to assign the position to a new person.
4. If you have any questions concerning the program, please call Information Services for assistance.

Contact Information for questions:

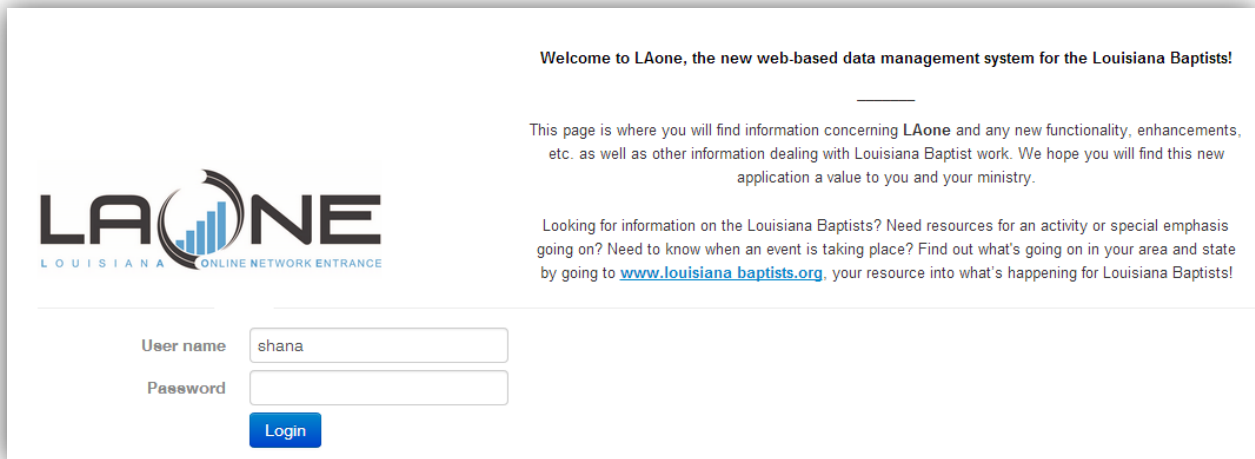
| <i>Contact</i> | <i>Email</i> | <i>Phone</i> |
|----------------|--|--------------|
| Shana Johnson | shana.johnson@lbc.org | 318.449.4210 |
| Nadine Wiley | nadine.wiley@lbc.org | 318.449.4242 |

Before you begin

The web address for LAONE is www.LaOne.org, and is accessible from **ANY** Internet browser. You may want to add it as a Favorite to your browser, so you won't have to type in the address every time.

Logging on

After you've reached the web page for LAONE, the following Login page should appear on your screen:



Welcome to LAone, the new web-based data management system for the Louisiana Baptists!

This page is where you will find information concerning LAone and any new functionality, enhancements, etc. as well as other information dealing with Louisiana Baptist work. We hope you will find this new application a value to you and your ministry.

Looking for information on the Louisiana Baptists? Need resources for an activity or special emphasis going on? Need to know when an event is taking place? Find out what's going on in your area and state by going to www.louisiana.baptists.org, your resource into what's happening for Louisiana Baptists!

User name

Password

Login

Note: if you should have difficulty logging in, please contact information services.

Data Protection Agreement:

When you log on to LAONE for the first time you will be asked to agree to the terms of a Data Protection Agreement. Please take the time to read this carefully before clicking on the 'Agree' button to acknowledge your acceptance. Once you have agreed to the DPA you will not see the form again.

This is a formal agreement between you and the Louisiana Baptist Convention for the purpose of ensuring the proper use of the data in LAONE for ministry purposes. You may want to print out the agreement before you click the 'Agree' button, so you can keep a copy of the document on file. This form is to assure you that the information you give us is protected against outside marketing and spam. The data will only be used for Louisiana Baptist related events and processes and not shared outside the organization for solicitation purposes.

Once you log in you will see a screen asking you to enter your name. This is so that we will know who to contact should there be a question about the ACP report. Enter your name and click Save Changes.

Please Enter Your Name

General

Display Name

[Save Changes](#)

The LAONE Welcome Page

WS
People
Organizations
Survey
CRPS

ACP Survey time begins NOW!

Remember to report your information for the September 1, 2019 to August 31, 2020 church year. Be sure to read notices related to Covid-19 calculations on the statistical survey page.

VBS Survey NOTICE

Please submit the 2020 VBS report for your congregation at vbs.lifeway.com/churchreport

Welcome to Louisiana Baptists Online Network Entrance

Looking for information on Louisiana Baptists? Need resources for an activity or special emphasis going on? Need to know when an event is taking place? Find out what's going on in your area and state by going to www.louisianabaptists.org, your resource into what's happening for Louisiana Baptists!

THANK YOU FOR USING LAONE - Please notify Information Services if you have questions!

Organization

| Name | Phone |
|-------------------------|----------------|
| XYZ Testing, Alexandria | (318) 449-4210 |

Surveys

| Survey | Year |
|---|------|
| ACP Statistical Profile | 2020 |
| Leadership Profile | |

Your congregation name will be displayed in a frame for quick access to update your general address & phone information for your congregation. In a frame beside it are access links to the 2 surveys that make up the complete Annual Church Profile for the current year. Click on each survey to access a specific part of the profile. (see magnification below.)

Surveys

| Survey | Year |
|---|------|
| ACP Statistical Profile | 2020 |
| Leadership Profile | |

ACP Statistical Survey

Update Organization button to edit general information.

Hide button to close detail for greater statistical view.

Save button to retain information.

Reports button to print copy of statistical form for proofing or for record keeping.

| | Current Year | | Prior Year |
|----------------------------|--------------------------------|---|------------|
| 1 Total Membership | <input type="text" value="0"/> | ⓘ | 0 |
| 2 Resident Membership | <input type="text" value="0"/> | ⓘ | 0 |
| 3 Total Baptisms (Sum A-G) | | | |
| a Under age 6 | <input type="text" value="0"/> | ⓘ | 0 |
| b Ages 6-8 | <input type="text" value="0"/> | ⓘ | 0 |
| c Ages 9-11 | <input type="text" value="0"/> | ⓘ | 0 |
| d Ages 12-17 | <input type="text" value="0"/> | ⓘ | 0 |

ACP Statistical Profile:

The *ACP Statistical Profile* screen is similar in layout to the paper form. Review the general information for your congregation and make the appropriate changes by clicking on the *Update Organization* in blue. After checking/correcting the general information you can *Hide Details* to have greater viewing of the statistical portion of the screen.

Once complete begin filling in the statistical items. The current view of the form is *Full View*. You can select Individual section tabs (Member, Bible Study, Program, Mission Project, Financial) and unlike *e-LBC*, the *LAONE* program will simply move you to that location of the *Full Survey* screen. The number to the far right of each statistical item is the prior year reported figure. (*This is given as a point of reference only.*) NEW: audit checking of data for correctness. It does not prevent entering of data, just warns if the range is out of % norm in case there is a typo.

Warning: The current year value is greater than 50%.

Resident Membership

2. Resident members are those members who live close enough to your congregation to attend. Do NOT include members from any church-type missions which your congregation may be sponsoring. (These members should appear on the ACP completed by the church-type mission.)

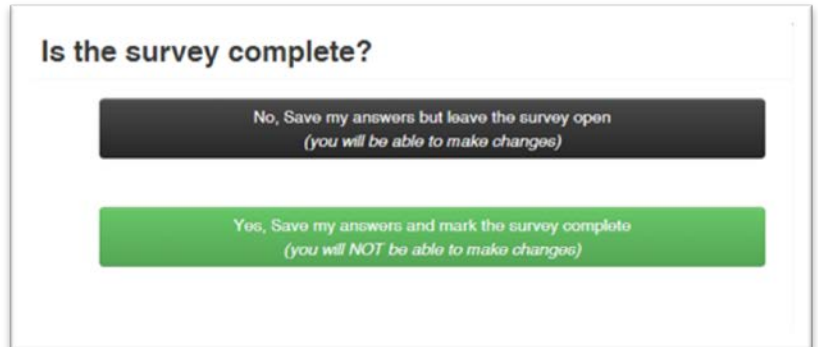
| Current Year | Prior Year |
|----------------------------------|------------|
| <input type="text" value="175"/> | 75 |
| <input type="text" value=""/> | 62 |

The definition of each item can be seen by clicking the circle ⓘ or it will appear on it's on as you click through each statistic. When entering data in a breakdown area, it is not

necessary to enter the total. It will be automatically totaled for you as you enter the individual detail information. (Data may be entered in the total field if you do not have the breakdown information. Just skip the detail area and click the *Total* box. (This is not recommended unless you are unable to obtain individual breakdown figures.)

Saving in LAONE: Now you have options.

- Save and return to the form later by clicking *No, Save my answers but leave the survey open*. The association will know that you have not completed your form and intend to return at a future date

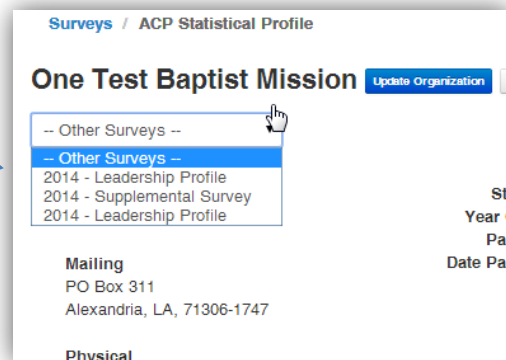


- Or choose to finalize by clicking *Yes. Save my answers and mark the survey complete*.

This will notify the association clerk & office you consider the survey of complete and do not intend to enter additional data.

NOTE: When a survey is marked complete it will no longer be visible to select from. You can make it visible again by checking the Show Completed Surveys Box. The closed surveys will appear in grey and be view only but still allow printing of reports. To access the form for input you will need to contact the state offices.

To move to other surveys choose from the dropdown at the upper left portion of the survey screen.



Leadership Survey

The Leadership portion of the electronic form has undergone the greatest change. The form still follows the position order of the paper form but the screen is totally different. (See image on next page.) You will still have access to the organization general information for your organization but as with the statistical form you may hide that detail to better see more position listing information.

First, preview the positions on our paper form and make note of any changes needed to be made. Then select the Leadership Survey to begin making the necessary edits. There are two ways to view the leadership positions. One is to scroll through the positions that are listed in order of the paper form (this option is good if you have few positions or few changes to the leadership) OR you may elect to choose *Walk Through Positions* which allows you to step through each position one at a time. (If you have many positions this is a good way to stay on focus, reviewing each position record one at a time.)

As you view the position listing it is easily distinguishable which positions have leaders and which do not by the color banding of the position name. If a position is filled the banner

will be blue. If there is no leadership in a position the banner is shaded red. For each position there are three possible changes that can be made.

Add - Remove - Update

One Test Baptist Mission Hide Details Edit Organization

-- Other Surveys --

Other
825 Stracner St
Alexandria, LA 71301

Mailing Mailing
Attn To: Shana Johnson
PO Box 311
Alexandria, LA 71306-1747

Physical
1250 MacArthur Dr
Alexandria, LA 71303

SBCID: Temp998
State Org ID: 99998
Year Organized: 2014
Pastor:
Date Pastor Came:
Phone: (318) 555-1212
Fax: (318) 555-1213
Website: www.LouisianaBaptists.org
Email: acp@lbc.org

Ethnicity: Other

Walk Through Positions **Leadership Report**

Pastor

Add a new Pastor + Add

Remove John Q Public x Remove

Pastor (Bivocational)
Rev John (John Q) Public

Ordained: No
Licensed: No
Day Phone: (318) 555-1212
Evening Phone:
Spouse:
Emails:

Update Contact Information for

Minister of Music/Director

Add a new Minister of Music/Director + Add

Add: Click the *Add* button to add a person to a leadership position. The first step to adding a person is to search the database to see if they already exist in the system. (Use the search examples to assist in how to search.) Type all or part of the name and click *Search*. A list will appear for any persons matching your search criteria. Look at the additional detail (address info) to see if there is a match. If there is a match click the name and an update window will appear and updates can be made and then saved to complete the Add function. If the person you

Stewardship Chairperson

People: Search

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 |

Close

are looking for is in the list click the option to continue the Add. Enter the personal information for the new person and click *Save*. (As before positions can have multiple persons serving in that capacity. Just click add again to create a new enter for the same position.)

Remove: Click *Remove* to remove a person that no longer holds a particular leadership position. Once you click remove you will see the screen to enter the date the person stopped serving in that position. There is now an additional option that will totally remove the record from the church history.

The dialog box is titled "Remove John Q Public from Pastor". It asks "Are you removing John Q Public because:" and provides two options: "They left the position as of:" with a date picker set to "09/12/2014", and "This assignment was a data entry error (i.e. this person was never a Pastor for)".

NOTE: this option is to be used only if the person is listed (or was selected) in error and never actually held this position at all.

Update: Click *Update Contact Information for* to update information for the person listed. If their address or other contact information has changed choose this button. If they no longer serve in this position and someone else is now serving DO NOT use this option. *Remove* the former position holder and *Add* the new position holder. Once you have selected the update button this update window opens and allows for editing of the information.

A new feature in the system is the ability to have multiple addresses. This allows for multiple choices to choose from for various position or publication connections. Because of this there is a change in the Update (formerly Edit) screen. The address information is located on a separate tab. The Position Details are also on a separate tab. Each of these tabs contains required data. You will be unable to save the record until all requirements are met. You are assisted in knowing where the missing data is located when the tab shades red. Most required data fields are indicated by a red border. All required information must be completed before a successful save can occur. (See next two pages for screen views additional tabs and the required fields.)

The form is titled "Pastor - Rev John (John Q) Public" and has three tabs: "General" (selected), "Addresses", and "Position Details". The "General" tab contains the following fields: Preferred Title (Rev), First Name (John), Middle Name (Q), Last Name (Public), Suffix, Salutation (John Q), Spouse, GenderSelectList (Male), Ordained, Retired, DayPhone ((318) 555-1212), Cell Phone, Licensed, Deceased, Evening Phone, Fax, Do Not Mail, Do Not Email, and Emails (Add an Email). The "First Name", "Middle Name", and "Last Name" fields have red borders, indicating they are required. The "Save" and "Cancel" buttons are at the bottom right.

Most required data fields are indicated by a red border. All required information must be completed before a successful save can occur. (See next two pages for screen views additional tabs and the required fields.)

(Edit screen for person - continued)

Pastor - Rev John (John Q) Public

[General](#) [Addresses](#) [Position Details](#)

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

Add an Address

Home

Preferred Mailing Address

Attn To:

Address Line 2

City is required

LA

Error messages indicating missing required information

Pastor - Rev John (John Q) Public

[General](#) [Addresses](#) [Position Details](#)

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

Organization **One Test Baptist Mission**

Position **Pastor**

Start

This field is required.

Stop

Interim Only

Preferred Position Title

Position Status

Mailing Location