

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 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:

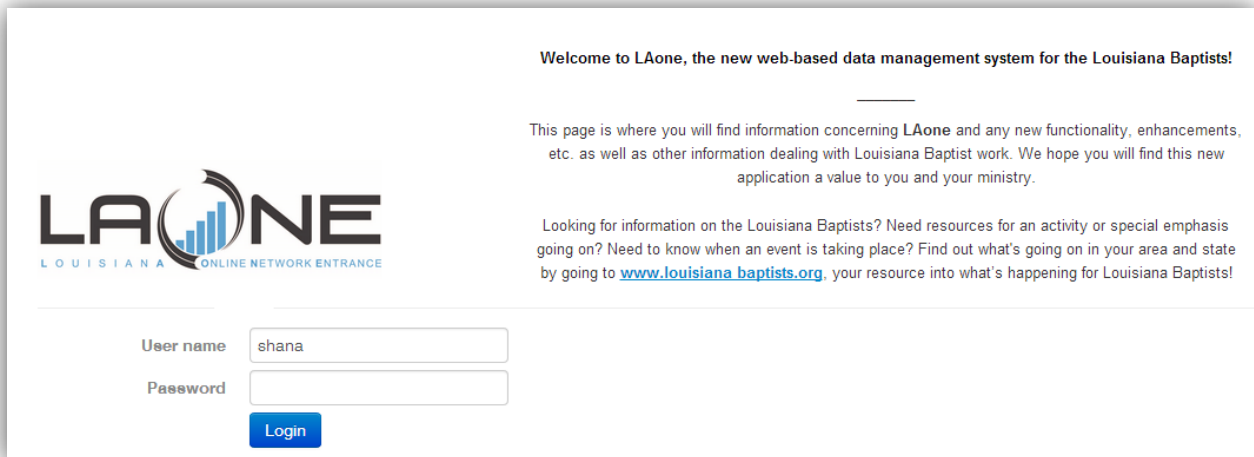
<i>Contact</i>	<i>Email</i>	<i>Phone</i>
Shana Johnson	shana.johnson@lbc.org	318.449.4210
Nadine Wiley	nadine.wiley@lbc.org	318.449.4242

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:



The screenshot shows the LAONE login interface. At the top, it says "Welcome to LAone, the new web-based data management system for the Louisiana Baptists!". Below this, there is a paragraph explaining that the page provides information about LAone, new functionality, and other information for Louisiana Baptist work. To the left of this text is the LAONE logo, which includes the text "LOUISIANA ONLINE NETWORK ENTRANCE" and a graphic of a bar chart. Below the text and logo, there is a login form with two input fields: "User name" (containing the text "shana") and "Password". Below these fields is a blue "Login" button.

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

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.

One Test Baptist Mission

-- Other Surveys --

Other
825 Stracner St
Alexandria, LA, 71301

Mailing
PO Box 311
Alexandria, LA, 71306-1747

Physical
1250 MacArthur Dr
Alexandria, LA, 71303

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

Ethnicity:
Primary: Other

Full Survey **Member** **BibleStudy** **Program** **MissionProject** **Financial** **Save** **Reports**

	Current Year		Prior Year
1 Total Membership	0	1	0
2 Resident Membership	0	2	0
3 Total Baptisms (Sum A-G)			
a Under age 6	0	3	0
b Ages 6-8	0	3	0
c Ages 9-11	0	3	0
d Ages 12-17	0	3	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.

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

MissionProject **Financial** **Save** **Reports**

	Current Year		Prior Year
2 Resident Membership	175	2	75
			62

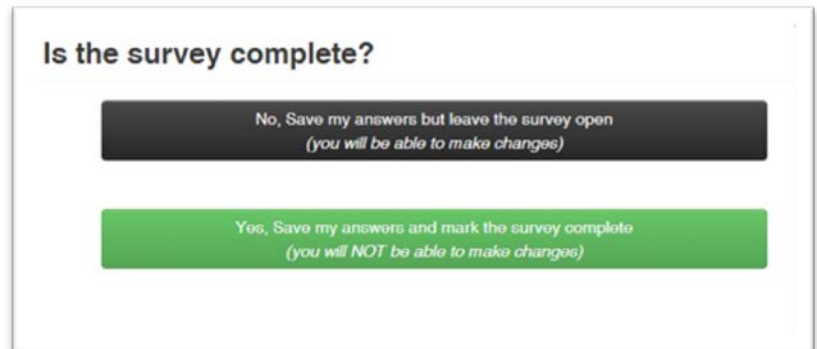
The current year value is 175, which is more than 50% of the prior year value of 75. Please verify the data.

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.)

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.

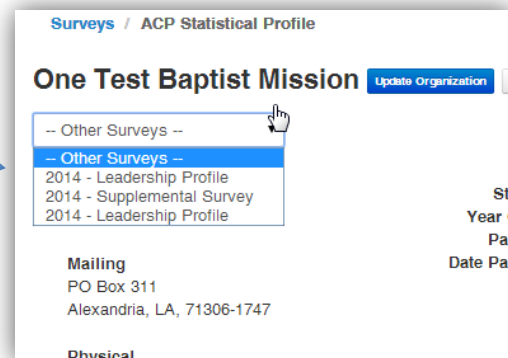


NOTE: When a survey is marked complete it will no longer be visible to select from. You can make it visible again by checking the Show Completed Surveys Box. The closed surveys will appear in grey and be view only but still allow printing of reports. To access the form for input you will need to contact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

smith	finds everyone with "smith" in their name, street address or city
smith nashville	adding a city name can help narrow results
john smith	using both first and last name can also help narrow results
john.smith@gmail.com	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 screenshot shows a dialog box titled "Remove John Q Public from Pastor". Below the title, it asks "Are you removing John Q Public because:". There are two radio button options. The first option is "They left the position as of:" followed by a date input field containing "09/12/2014" and a calendar icon. The second option is "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 screenshot shows a form titled "Pastor - Rev John (John Q) Public". At the top, there are three tabs: "General" (selected), "Addresses", and "Position Details". The "General" tab contains several fields: "Preferred Title" (dropdown menu with "Rev" selected), "First Name" (text field with "John", highlighted with a red border), "Middle Name" (text field with "Q"), "Last Name" (text field with "Public", highlighted with a red border), "Suffix" (dropdown menu), "Salutation" (text field with "John Q"), "Spouse" (text field), "GenderSelectList" (dropdown menu with "Male" selected), "Ordained" (checkbox), "Retired" (checkbox), "DayPhone" (text field with "(318) 555-1212"), "Cell Phone" (text field), "Licensed" (checkbox), "Deceased" (checkbox), "Evening Phone" (text field), "Fax" (text field), "Do Not Mail" (checkbox), "Do Not Email" (checkbox), and "Emails" (button with "Add an Email"). At the bottom right, there are "Save" and "Cancel" buttons.

(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:

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