Congregation Screenshots
How-To Guide

LAONE
LOUISIANA ONLINE NETWORK ENTRANCE

 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.

NOTE: If you have any questions concerning the program, please call Information Services for assistance.
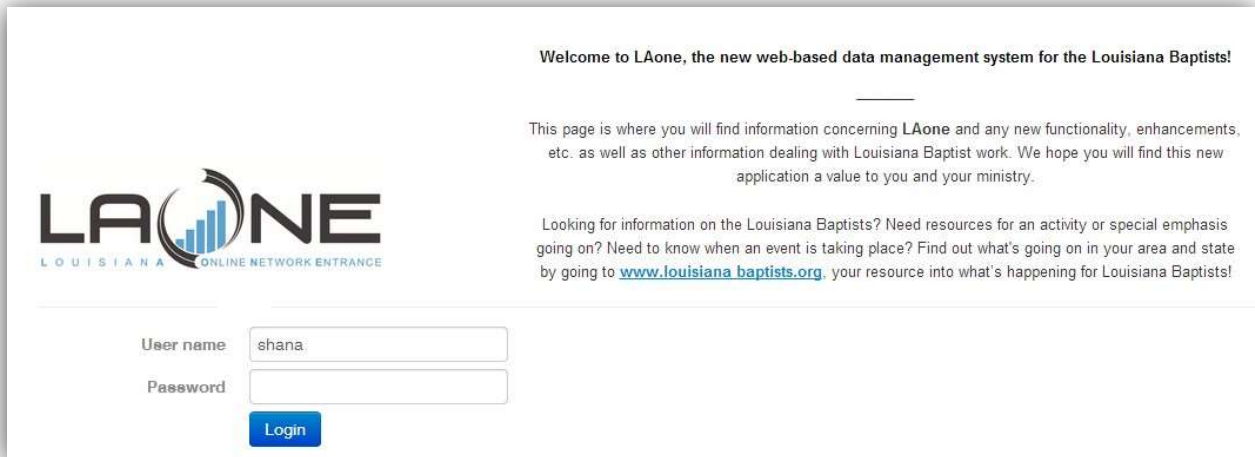
Contact Information for questions:

Contact	Email	Phone
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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:

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 we brought directly to the landing page. From this page you can access your surveys, access your church information, search for other congregations and/or people, in fall you can register for the annual meeting. Also, on the landing page will be notices of other processes occurring or information request notices. These will change from time to time so be sure to check them out.

The LAONE *Welcome Page*

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 surveys. These 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.)

ACP Statistical Survey

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.

After info review, 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
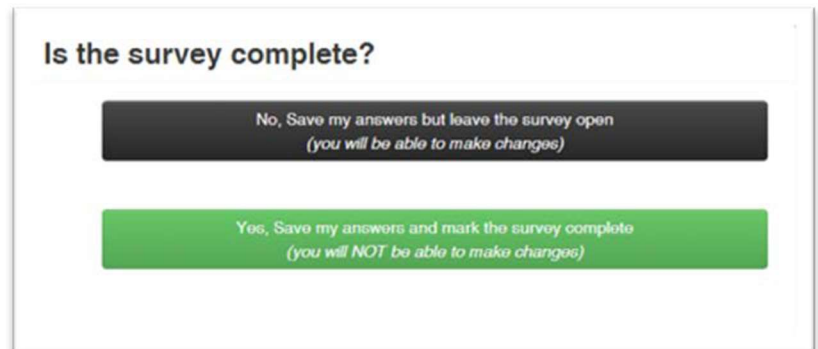
necessary to enter the total. It will be automatically totaled for you as you enter the individual detail information. (Data may be entered in the total field if you do not have the breakdown information. Just skip the detail area and click the *Total* box. (*This is not recommended unless you are unable 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.
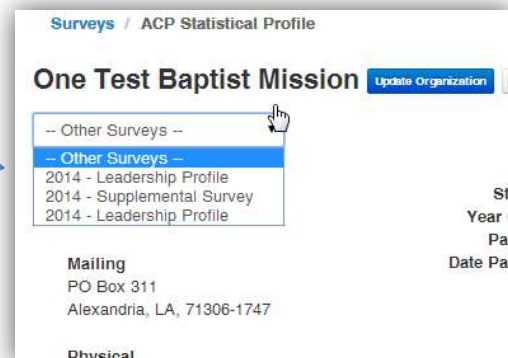
NOTE: When a survey is marked complete it will no longer be visible to select from. You can make it visible again by checking the Show Completed Surveys Box. The closed surveys will appear in grey and be view only but still allow printing of reports. To access the form for input you will need to contact 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

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 it 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

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. (Be sure to click the circle beside the date to indicate the option you are using.)
There is now an additional option that will totally remove the record from the church history. 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.)

(Edit screen for person - continued)

Pastor - Rev John (John Q) Public

☑ General   ▤ Addresses   ☑ Position Details

Validation Errors Occured. Follow the red tabs to view the different areas the validation errors occured in.

Add an Address

Home ▼   Remove Address

☐ Preferred Mailing Address

Attn To:

PO Box 12344

Address Line 2

City
City is required

LA ▼   71303

Save   Cancel

Error messages indicating
Missing required information

Pastor - Rev John (John Q) Public

☑ General   ▤ Addresses   ☑ Position Details

Validation Errors Occured. Follow the red tabs to view the different areas the validation errors occured in.

Organization   **One Test Baptist Mission**

Position   **Pastor**

Start
This field is required.

Stop   09/12/2014

☐ Interim Only

Preferred Position Title

Position Status   Bivocational ▼

Mailing Location   Preferred - Org: Mailing (PO Box 311) ▼

Save   Cancel