

Statistical Reporting and Frequently Asked Questions

Access the online reporting portal from this webpage:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

*The system works best with Firefox, Google Chrome and Safari.

*If you need further assistance contact your Presbytery or email

OGARecords@pcusa.org

Where can I find my user name and/or password?

Contact your presbytery for information related to your user name or password.

My user name and password are not working.

Be sure that you are using five (5) numbers for your user name. The user name for a church is the PIN number. You will need to add leading zero's if your PIN is fewer than five numbers. Example, you PIN number is 123. The user name would be 00123.

The passwords are also case sensitive. The letter O and number zero 0 often look the same, as well as the letter I and the number one 1. If one does not work try the other.

When I log in there is no tab labeled "Statistics."

In most cases, this is an issue with the browser you are using. We suggest using Firefox for best results.

What is the deadline date for entering statistics?

Contact your presbytery for information. Presbyteries establish their own deadline.

Do I have to enter everything at one time?

No. Hitting the 'Accept' button on the bottom of a page saves the data. You may exit and return to enter additional pages at a later time.

How do I print a copy of my report?

You have two options.

On the main screen when you first log into the program, above your church address area you will see a button that says “PDF.” Pressing this will create a copy of your current year report as a PDF.



The screenshot shows the 'Church Statistics' page for Trinity. At the top, there are three tabs: 'Church', 'Clerk', and 'Statistics'. Below the tabs, the church name 'Trinity' and its PIN '00001 Synod/Presb: 380-248' are displayed. A 'Church Report:' label is followed by a 'PDF' button. Below this, the church's contact information is listed in two columns. The left column includes Name, Address 1, Address 2, City/State/Zip, Primary Phone, Fax, and Website. The right column includes Secondary 1, Secondary 2, City/State/Zip, Email, and Website.

Church	Clerk	Statistics
Church Report: <input type="button" value="PDF"/>		
Name:	Trinity	
	Mailing	
Address 1:	PO Box 367	Secondary 1:
Address 2:		Secondary 2:
City/State/Zip:	Chinle, AZ 86503-0367	City/State/Zip:
Primary Phone:	928-674-3323	Email: navajotrinity@gmail.com
Fax:		
Website:	www.pbygandcanyon.org/chinletrinity/index.html	

The other option:

After logging into the program, on the right side, you'll see the option Reports. Below is the portion of the workbook (page 5) explaining how to print.

To print or download a copy of your report press the option “Reports.” You'll need to work through a series of options.



The screenshot shows the 'Church Statistics' page with a 'Tasks' menu on the right side. The menu includes 'Church Report', 'Church Download Report', and 'Logout'. At the bottom of the page, there are links for 'Help', 'Accessibility Statement', and 'Privacy Policy', along with a copyright notice for 2011 Presbyterian Church (U.S.A.).

[Church Report](#)
[Church Download Report](#)
[Logout](#)

[Help](#) | [Accessibility Statement](#) | [Privacy Policy](#) | Copyright © 2011 Presbyterian Church (U.S.A.)

To view or print a copy choose “Church Report.” It will then ask you for the year you would like to view.



Your report will appear in a box, scroll down to view page one, then use the blue arrow buttons on the top of the page to move to the second page. To print a page use the drop down box that reads “Select a Format.” I suggest using the Acrobat (PDF) option for a clean copy of your report. Press the Export button to download your desired format.



Who do I contact if I have a problem?

Call your presbytery for immediate help or email OGARecords@pcusa.org for additional help.

Where can I find a copy of the workbook?

There is no longer a workbook being produced. PDFs have been created related to the questions and definitions being asked. Click on the appropriate link below for your language of choice. The program has been updated to include both helpful tools and definitions to complete the process. It's available in the following languages: 한국어, Español, and English.

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