

The Ministry Reporting Application (MRA)

A statistic gathering and reporting tool
for *Child Evangelism Fellowship*® state and local
offices

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Welcome

Welcome to the *Quick Start Guide for the Ministry Reporting Application (MRA)*. This guide will help you learn what the application is, how to set up a login, get around in the MRA, update your data, and draw out information. Besides this guide, CEF® will also provide some simple short videos, and other helps, as necessary.

Introduction

In recent years, USA Ministries met with various workers around the country to discuss their needs. This new ministry statistics collection and reporting system was built in direct response to what we heard from you and/or your colleagues.

We Heard

Our offices wanted a better way to:

- Collect information right from their clubs and activities
- Make the information useful to them in telling their ministry story
- Know who has been serving and where they have served
- Limit the visibility of their office's data

We also wanted to:

- Add new types of activities as needed
- Add more types of facts you can keep about your activities
- Log changes made to the data
- Increase security
- Eliminate username and password sharing

The resulting system, the Ministry Reporting Application (MRA), is quite different from our old system, but much more capable.

Overview

In this system, you will enter the locations where you do ministry activities, the activities you do, and regular updates on the outcome of those activities. You will also be able to enter who is authorized to lead activities, and in the future, what leaders were present, and even what attendees were present, giving you a complete picture of the participation of your leaders and your children. You can enter the outcomes as a list of numeric facts, or with the people entered, you can take attendance and let the system do the counting. (This initial version of the MRA currently requires a laptop or iPad with an internet connection to take attendance and doing so is optional.) Much of the location and personal information is optional but can be entered as desired. You can also run reports that help you see your ministry growth and share your story with your boards and committees, supporters, and volunteers.

Security and Logins

In the Ministry Reporting Application, people granted access receive their own login with their own password. It requires *two-factor authentication (2FA)* to get in, so a person not only needs to know something you know but have something you have (your phone). With 2FA enabled, someone from Siberia or Nantucket will not be able to login as you, even if they found your great-grandmother's maiden name on the internet, unless they are holding your phone in their hands.

State and local leaders will be able to “invite” the workers under them to create a login for a particular location with a particular role. Once the worker follows the link in an invitation email and registers as a user, the worker can be assigned additional roles as needed. Each role defines what you can do in the system and the location defines what data you can see. A person assigned to a local office can only see that office and its ministry locations. A person assigned to a state office can see that office and its subordinate locations.

Getting Access

The return address of emails coming from the MRA is mra@cefonline.com. You should whitelist this email address, so the emails do not go to your junk mail folder.

Your office's current statistics system user should receive an invitation to join the *CEF* Ministry Reporting Application from your local or state *CEF* office or the USA Ministries department. They should download an authentication app, such as “Google Authenticator” on to their cell phone before accepting the invitation.

That person will need to follow the link to create a password, and to set up two-factor authentication (2FA). *Save the codes that are listed when you set up 2FA. You can copy and paste them into a document and print it, do a print screen, etc. Keep the list in your purse or wallet. If you ever break, lose, or forget your phone, you will need a code from that list to log in.*

If you do not already have a record in the MRA's Persons list, your leader will need to add one for you. Then, they will go to the “Role” section of your info and create an invitation for you to join the system.

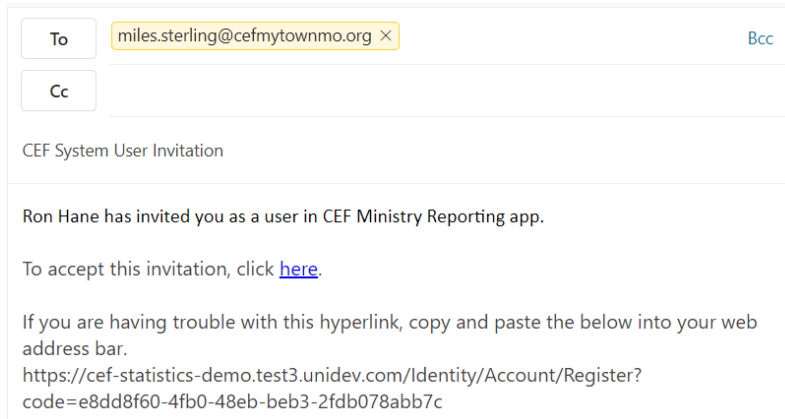
The screenshot shows a web interface for managing roles. At the top, there is a section titled "Roles". Below this, there is a dropdown menu labeled "Records Entry" with a downward arrow. To its right is a text input field containing "East Central Chapter, MO". Further right is a red button with a white icon of a document with a plus sign. To the right of that is another red button labeled "Add Role & Send Invitation". Below these elements is a table with two columns: "Role" and "Location". The table is currently empty, with the text "No records to display" centered in the first row.

Roles:

- **Data Manager** – This person can add people and send users invitations for their area. Also, they can setup locations and activities, enter activity data, and run reports for the office they are assigned to.
- **Record Entry** – This person can add and enter activity data for the office or activity location they are assigned to.

- **View Only** – This person can view data within their state or local chapter.

When they click “Add Role & Send Invitation,” you will be sent an invitation email that will look something like this from mra@cefonline.com:



To: miles.sterling@cefmytownmo.org X Bcc

Cc

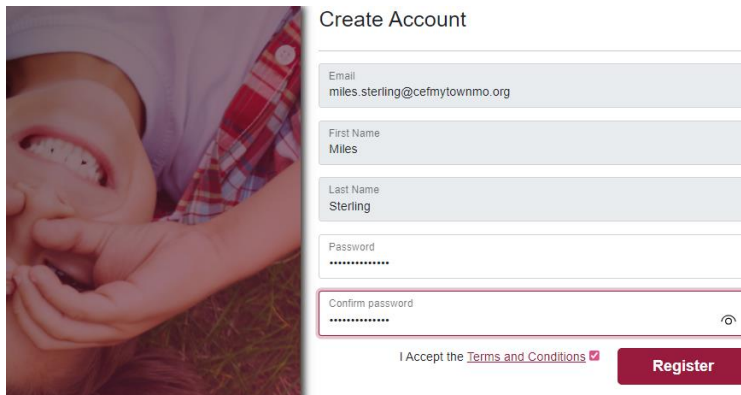
CEF System User Invitation

Ron Hane has invited you as a user in CEF Ministry Reporting app.

To accept this invitation, click [here](#).

If you are having trouble with this hyperlink, copy and paste the below into your web address bar.
<https://cef-statistics-demo.test3.unidev.com/Identity/Account/Register?code=e8dd8f60-4fb0-48eb-beb3-2fdb078abb7c>

Click the link or, if that does not work, copy, and paste the URL address given at the bottom into your browser. It will take you to the place where you will create a password for yourself.



Create Account

Email
miles.sterling@cefmytownmo.org

First Name
Miles

Last Name
Sterling

Password

Confirm password

I Accept the [Terms and Conditions](#) ☒

Register

Save your password.

Tips:

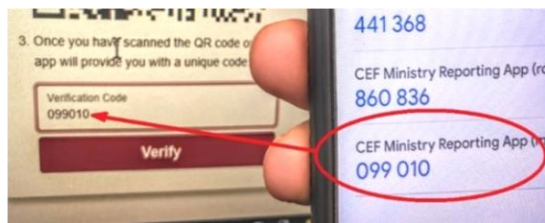
- Do not reuse passwords
- Passwords need at least one uppercase, lowercase, numeric and unusual character (like: !#\$^@)
- Make it easy to remember
- Make it hard to guess. (Is it a fact on your social media profile?)
- If you have a lot of passwords to keep track of, consider saving them in a password manager like BitWarden. The Password manager keeps them in an encrypted file that can only be opened with a master password. Then you only need to remember that one password, and when you need a password, you can have the password manager fill it in for you.

You still have one more step to set up your login. You’ve set up a password for your email address. Now you need to set up the second factor, your phone. This requires the use of an “authenticator app” on

your cell phone. If you do not have an “authenticator app,” go to your phone’s app store and add one. (It is free.) We suggest Google Authenticator or Microsoft Authenticator.

You will come to this strange page. It is where you setup your phone as your second factor.


Open your authenticator, click the plus (or add) button, choose to scan a QR code, and hold it up to that strange code that looks like this on your MRA computer screen. It should add it as soon as you have it lined up. Now look at #3 at right. The code on your phone for the Ministry Reporting Application changes every 30 seconds. Right after it changes, read the code, and enter it, then click “Verify.” This is the proof that you possess that phone.



Configure authenticator app

To use an authenticator app go through the following steps:

1. Download a two-factor authenticator app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#).
2. Scan the QR Code or enter this key `pj2a p5ni r2b4 wrth 3qzp dmfu mkju pipp` into your two factor authenticator app. Spaces and casing do not matter.



3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

Verify

After you click “Verify,” this particularly important page will appear. Each of the “recovery codes” displayed acts as a backup if you forget, damage, or lose your phone. Print and save the page with them somewhere you can get at. You can do a print-screen and put them in your purse or wallet, you can copy and paste them into an encrypted password manager, etc. Then be sure to click “Continue.”

Well, *that’s* done! Congratulations.

Configure authenticator app

Your authenticator app has been verified. X

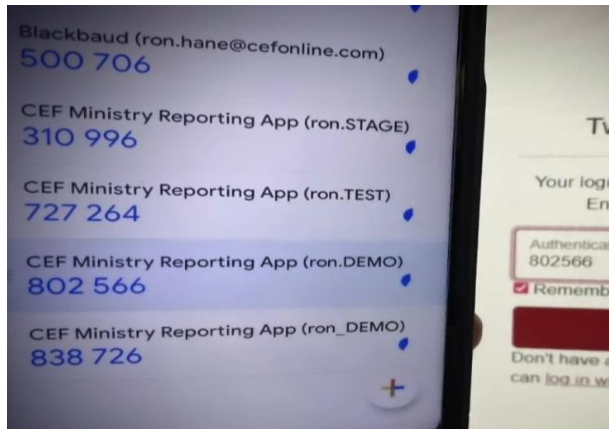
Put these codes in a safe place.

If you lose your device and don't have the recovery codes you will lose access to your account.

6f7a1d9c
aedcdd21
edf1c1e5
34f1b5e6
8ee80564
9f58a3d7
c0cb0403
c8ecc517
464c8758
e52b93c5

Continue

Go to “mra.cefonline.com.” Then you will need to use your authenticator to enter a new code. By checking the “Remember this machine” checkbox before pressing “Log in,” the MRA remembers that you have permission to login using this device for 30 days, so you will not have to use your phone’s authenticator again until then.



Two-factor authentication

Your login is protected with an authenticator app.
Enter your authenticator code below.

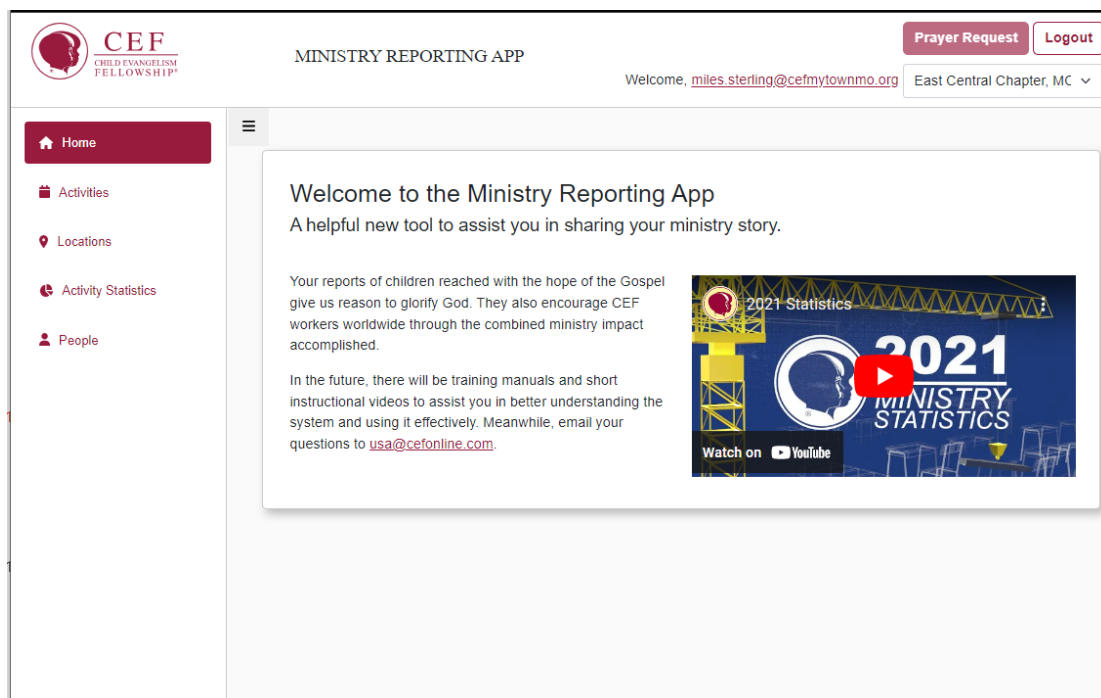
☒ Remember this machine

Log in

Don't have access to your authenticator device? You can [log in with a recovery code](#).

The Home Page

Let’s look at the home page and poke around a bit to get familiar with the MRA. This is the page you see as soon as you login.



You can get back here from anywhere in the application by clicking the **CEF logo**.

You logout by clicking the button at the top right.

Next to the Logout you can send a prayer request to the contact of the office under that button, in this case, to the contact email address of “East Central Chapter, MO”.

Your Profile

On the Home page, your email address is underlined in the top right next to “Welcome”. You can click it to get to [My Profile](#). From there you can change your password, get a new set of recovery codes, setup authenticator on a new phone, see the roles assigned to you, etc.

The screenshot shows the 'My Profile' page with the following sections:

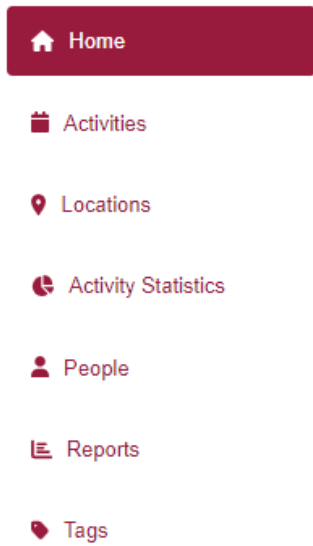
- System User Profile:** Username/Email: miles.sterling@cefmytownmo.org. Buttons: Change Username/Email, Change Password.
- Two-factor authentication (2FA):** Button: Reset recovery codes.
- Authenticator app:** Buttons: Set up authenticator app, Reset authenticator app.
- Roles:** A table with columns Location and Role.

Location	Role
East Central Chapter, MO	Activity Worker

You can also see and edit (some) of your profile information.

The screenshot shows the 'My Profile' page with the following sections:

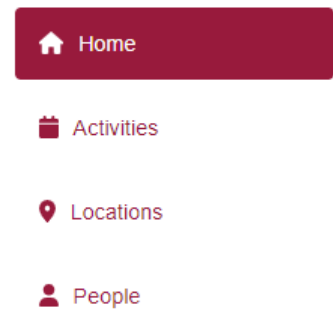
- Basic Details:** Location: CEF of Missouri, Person Type: Staff, First Name: Miles, Last Name: Sterling, Month of Birth: January, Day of Birth: 1, Year of Birth: 1950.
- Address:** Address1: -, Address2: -, City: Fake City, State: Missouri, PostalCode: 63636.
- Church Affiliation:** Church Affiliation: -, Attending Church: ☐.
- Contact:** Email Address (this is not your username): miles.sterling@cefmytownmo.org, HomePhone: -, MobilePhone: -.
- Other:** Serving: No, Trained: Yes, CPP Certified Until: 12/31/2025, PassCode: -, Team: -.
- Save Changes:** Button.



To side are the menu items available to you. Users with the Data Manager role, using the left menu, can see and do more than those with the Records Entry role, using the right menu.

Clicking on a menu item brings up the information list associated with that item type. Statistics are entered in activities, which are assigned to ministry locations. People are also assigned to locations.

People can be assigned to activities as leaders or as participants, and can be invited to become MRA users, as discussed earlier.



Locations

Your state and local office locations were preloaded from the old statistics system. Your various activity locations can be listed too. Think of the places where you hold ministry activities. In the MRA you can enter information by activity. First, you will define the location (once), then create whatever activities take place there.

Add Location Under Southeast Chapter, IN ☐ Military Location

☒ Active

Ministry start date: Location Lockout Date:

Location Level: Location Type:

Name:

Address1:

City:

Country:

Contact Phone: Contact Email:

Location Units

For chapters with large numbers of activity locations and divide their chapter by county, school district, etc., an additional location level of Unit has been added (location type office). You can now add Unit level locations under your chapter for this purpose. Activity locations can then be added beneath the

chapter unit. This will allow an additional level to narrow searching and for report groups. To add a unit, follow the directions below for adding a new location beneath and then add your activity locations (GNC, 5-DC) beneath the unit of the chapter instead of the chapter. An additional distinct location code will be needed for each unit level location. (For example, MO-ECD\ Warren Co

Add a New Location

Click in the whitespace next to the chapter you want to add a location beneath. Then Click “Add New Location Beneath.” Finally, enter the location information, including a distinct location code (for example IN-COC-LBE in list below) and click “Save Changes.”

Name	Code	Address	City	Status
CEI of Indiana	IN	PO Box 276	Westfield	Active
Southeast Chapter, IN	IN-COC	PO Box 473	Versailles	Active
Larry Bird Elementary	IN-COC-LBE	-	Versailles	Active
Evansville Area Chapter, IN	IN-EVC	1900 E Morgan Ave	Evansville	Active
Fort Wayne Chapter, IN	IN-FWI	4656 W. Jefferson...	Ft. Wayne	Active
North East Central Chapter, IN	IN-GBW	PO Box 3303	Marion	Active

See those Filter icons ▾ to the right of column names? You can click on one to filter the list and often find a location faster.

Name	Code	Address	City	Status
CEI of Indiana	IN	PO Box 276	Westfield	Active
Southeast Chapter, IN	IN-COC	PO Box 473	Versailles	Active
Larry Bird Elementary	IN-COC-LBE	-	Versailles	Active
Evansville Area Chapter, IN	IN-EVC	1900 E Morgan Ave	Evansville	Active
Fort Wayne Chapter, IN	IN-FWI	4656 W. Jefferson...	Ft. Wayne	Active
North East Central Chapter, IN	IN-GBW	PO Box 3303	Marion	Active
Central Chapter, IN	IN-GIC	PO Box 625	Westfield	Active
Lafayette Area Chapter, IN	IN-LAC	PO Box 363	Crawfordsville	Active
Northeast Chapter, IN	IN-NEI	PO Box 362	Auburn	Active
Northwest Chapter, IN	IN-PIC	PO Box 1272	Valparaiso	Active
Six County Chapter, IN	IN-SCC	1445 W. Hoosier ...	Peru	Active

Type enough to limit the list, then press okay.

Name	Code	Address	City	Status
West Central Chapter, IN	IN-WCC	PO Box 2015	Terre Haute	Active
West Central Chapter, IN - Multiple Locations	IN-WCC/U	PO Box 2015	Terre Haute	Active

People

Your staff was preloaded from USFS, the official fact source for CEF locations and staff in the USA. (If some of the staff will never have a role in the system, lead an activity, or take training, those records can be disabled.)

Since you can use this to enter the workers that lead various activities, you will probably want to add your volunteers that work with children. You do this once and then choose them from your list to assign to activities. You can, at your discretion, also invite some of them to become MRA users in a particular role at your office or a suboffice or activity location.

If you are using the system for attendance, you will also enter the children's names. (You need only enter enough information to select the right child from the children in your area. You can also associate them with parents if you want to enter the parents into the system.)

Add a Person

Before you add someone, you should make sure the person is not already there. Creating a duplicate record for an existing person will leave you and others frustrated in the future. So first, click on the "People" option on the left, to display the list of people. This list only shows people at the location you are logged in under (as seen on the top-right corner of the screen), and people at the locations under that location.

The screenshot shows the CEF Ministry Reporting App interface. The top navigation bar includes the CEF logo, the title "MINISTRY REPORTING APP", and a welcome message for "ron.hane@cefonline.com" at the "CEF of Indiana - Data Ma" location. A sidebar on the left contains navigation links: Home, Activities, Locations, Activity Statistics, People (selected), Reports, and Tags. The main content area is titled "People List" and features a table of staff members. A "Show Inactive" checkbox is visible in the top right of the table area. The table has columns for Name, Email, Home Phone, Has User, Status, and Person Type. The list includes staff members such as Amelia Armstrong, Bridget Back, Barbara Backus, Sarah Baumgartner, Suzanne Carr, Jenny Cooper, Christina Corwin, Holly Gehle, and Anna Gosman.

Name	Email	Home Phone	Has User	Status	Person Type
Amelia Armstrong	director@cefevansvi...			Active	Staff
Bridget Back	bridget.back@outlo...	812-777-4444	✓	Active	Staff
Barbara Backus	barbb@gmail.com			Active	Staff
Sarah Baumgartner	baumgartnersarahj...			Active	Staff
Suzanne Carr	carr.smc@gmail.com	260-436-2996		Active	Staff
Jenny Cooper	ljcooper92@hotmail...	206-351-4866		Active	Staff
Christina Corwin	cefnwi@frontier.com	291-241-0990		Active	Staff
Holly Gehle	cef.six.co@gmail.com			Active	Staff
Anna Gosman	anna.gosman@cefin...		✓	Active	Staff

See those filter buttons to the right of some of the column names as above, you can click on them to filter the list if it is too much to wade through.

Add Person

Name	Email	Home Phone	Has User	Status	Person Type
Amelia Armstrong				Active	Staff
Bridget Back		777-4444	✓	Active	Staff
Barbara Backus				Active	Staff
Sarah Baumgartner				Active	Staff
Suzanne Carr		436-2996		Active	Staff
Jenny Cooper		351-4866		Active	Staff
Christina Corwin		241-0990		Active	Staff
Holly Gehle				Active	Staff
Anna Gosman			✓	Active	Staff
Pamela Hall		306-6436		Active	Staff
Voyle Hartleford		868-5008		Active	Staff
Steve Holzmayer	steholzm@gmail.com			Active	Staff

Add Person

Name	Email	Home Phone	Has User	Status	Person Type
Bridget Back	bridget.back@outlook.com	812-777-4444	✓	Active	Staff

« 1 »

The arrows and page numbers are helpful when you have more than one page or people to search through.

If you click on a name, it opens their detail record, and you can view and/or edit it.

Profile: Miles Sterling

Active ☐

Basic Details

Location* CEF of Missouri

Person Type* Staff

First Name* Miles

Last Name* Sterling

Month of Birth Select a Birth Month

Day of Birth Select a Birth Day

Year of Birth Select a Birth Year

Home Church

Attending Church ☐

Serving ☐

Trained ☐

Prayer Partner Start Date

Prayer Partner End Date

GPP Certified Until 12/31/2025

Team

Pass Code

Worker ID

Address

Country United States of America

Address

Address 2

City Fake City

State Missouri

Zip/Postal Code

Contact

Email miles.sterling@cefmytownmo.org

Home Phone

Mobile Phone

Save Changes

Notice a few things...

- There is a “Person Type.” You have staff, volunteers, children, and adult non-staff, and you store slightly different information about each.
- There is an email address field, which if added allows the person to be made a user. When you first invite a person to become a user, that email address becomes their username. If you change it later, it does *not* change their username. That gets changed in their user profile.
- There is a CPP Certified Until date. You can assign staff and volunteers to activities as activity leaders. But only people that have a valid non-lapsed CPP Certified Until date will be selectable to add to year instances of activities.
- Also, if you enter part of an address, you need to enter the whole address, but *you can always enter a dash for Address and for Zip*. Entering an address, at least containing city and state, is especially valuable to avoid selecting the wrong John Doe when multiple ones exist.
- *You cannot enter an address on a child record*. But you can create a separate parent record and assign it as the parent of the child.

Activities

Your ministry’s statistics for the last five years were preloaded for you.

In the old system, there was a predefined unchangeable list of ministry activities and their related statistics. Stats about GNC, 5-DC, Party club, training, etc. were collected, summarized, and entered in to the MRA statistics system by month. We had to reuse obsolete activity statistics for other facts. Also, people wished they could enter their club attendance and have the system summarize it for them. Why can’t the system do that? We are not quite there yet, but with the new system, we are moving toward just that. (As of 5/5/23, entering statistics requires at least an iPad with an internet connection.)

Enter each activity you have at each activity location. You only need to do that once. Each year you enter the approved leaders and the activity’s start and end date for that year.

Add New Activities

Before you add an activity, you should make sure the activity is not already there. Creating a duplicate record for an existing activity will leave you and others frustrated in the future. So first, click on the “Activities” option on the left, to display the list of activities. This list only shows activities at the location you are logged in under (as seen on the top-right corner of the screen), and activities at the locations under that location. You also should check the “Show inactive” check box at the top right of the screen to show activities that have been marked “Inactive” as well as those “Active.” If the activity already exists, select it to open the Activity Detail page., Review the activity details to confirm that it is the correct activity and is marked “Active.” Update any changes in the details related to the that activity and “save changes before proceeding to “Add a New Ministry Year” or “Sessions.”

If the activity does not exist, click the “Add Activity” button at the top left of your activity list screen. Fill in the Activity Basics Screen, Confirm that the new activity is marked active (slide moved to the right) ,

Activity Details

Activity Basics: Rebecca Boone Elm. CPC

Active ☒

Activity Name

Rebecca Boone Elm. CPC

Activity Location

Please select a location

Activity Type

Select a Type

Create Activity

Enter a location specific Name, select that location by click the red button and choosing the location from your location list (remember to check view inactive if you do not see it), highlight and select to add it to the activity, and from the pull down menu, select the best match for “Activity Type” such as “Christmas Party Club” (rather than “Other Party Club”). Then, click “Create Activity” to open the Activity Detail page.

In the “Activity Details” page you will find the activity basics that you entered, as well as areas for “Activity Years,” activity “Tags” (Special groups Spanish Ministry or Military Ministry), “Notes” to record information related to the activity. Save changes before proceeding.

Add a New Ministry Year

1. In the “Activity Details” page click **+Add** under Activity Years
2. Fill-in new Activity Year Information
3. Start Date (Ministry Year begins 9/01/yyyy) and End Date is 8/31/yyyy of the following year.
4. Optional – “Room” you can add the school room for After School GNCs
5. Set to Collect Aggregate (switch to right and shows red) and click Save Changes

Year Basics

Activities / After-School Good News Club - CEF of the Empire State

Year Basics

Activity JD George Elementary – AS-GNC Location JD George Elementary Activity Type After-School Good News Club

Start Date 9/01/2023 End Date 08/31/2024 Room

Collect Aggregate ☒

Save Changes

Sessions – Entering Statistics

The old system had no concept of a session. Each month you gathered and summarized all the information submitted from all the sessions of all your activities and entered them into the statistics system.

To add a session, in the “Activity Year” page scroll down to the “Sessions” box and click **+Add**.

1. Enter the information for club session/Activity date (save changes after)
 - a. Session Date (can be the activity date or the entry date for the month’s new activity)
 - b. Description – optional
 - c. Verse – optional
2. Click “Add” and the new session will be ready for data enter in your Session list.

When we start off with the new system, you can still enter your information monthly, so that will not change. But you will be entering it per activity instead of summing it all up outside of the system and entering one big total for each activity type. You can, if you prefer, enter it during or right after each activity session instead, and let it sum them up for you.

Each year you will create a new ministry year of an activity. At that time, you can say you will be entering the stats as totals by clicking this toggle: **Collect Aggregate** ☒

When you click on the “Session Date” under the correct activity and its current ministry year, the aggregate data entry form will open. The form you will use to enter the total session statistics as numbers contains a section like this:

Session Statistics

New	6	▼	▲
New Professions	2	▼	▲
New to Church	1	▼	▲
Attendee	8	▼	▲

You always only enter the number of new *additions* since you last reported, . So, if you entered ten kids as New (enrolled) last session and you added six New this session, you would enter “6”. And if three kids made first-time professions in the past, and two more made a profession this session, you would enter “2”.

It is important to note that you will only enter the number of additional children who, for the first time, attended or made a profession or started attending church, etc. since the last session entry. Attended is the total attendees this session.

(Those with internet access and a laptop or iPad at their location can, technically, enter stats by taking attendance now, by not selecting “Collect Aggregate” in the activity Year Basic screen. But we do not have a phone app.) If you do that now, the session form will have sections like this:

Leaders

+

 Add

🗑

 Remove

Name	▼ Coordinator	▼ Leaders
Anna Gosman	Coordinator	<input type="checkbox"/>
Bridget Back	Teacher	<input checked="" type="checkbox"/>
Barbara Backus	Helper	<input checked="" type="checkbox"/>
Emma Trustworthy	Teacher	<input checked="" type="checkbox"/>

Update Statistics

Attendees

+

 Add

🗑

 Remove

Name	▼ Team	▼ Made Profession	New to Church	Attendee	Said Verse
Noah Ark rider	Lakers - Blue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacob Ironman	Pacers - Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mia Hopeful	Laker - Red	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eleanor Gentle	Pacer - Blue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Statistics

You will check off the leaders in attendance, and what is new for the attendees. (You will not check off, for instance, all the children who were new to church this year, but only the ones who were new since the last session entry.) If you need to create a new child record, click on the activity name at the top of the screen in the “Activity Basics” box. Scroll down to the “Activity Years” box and click the ministry year



and then scroll to the bottom of the “Attendees” box and click “Add/Create” button. Select the activity location and the person type (Child) and click “Create Profile.” Enter the child’s name and any of the other optional information, if desired, then click “Create Profile.” The child should now be seen on your activity attendee list. Scroll up and click the session date to record attendance. When you are done, click “Update Statistics.”

Reports

(In the old system, “report” had two meanings. It was something you submitted each month by filling out a form after collecting and summarizing all the data from all your activities, and it was something you viewed or submitted to others like your boards and committees, partners, etc. to show them all that CEF has been doing in your area.)

In the Ministry Reporting Application, “report” only means the latter, something you view or submit to others that shows what has been happening in your area. Sure, you report your activities by entering information into online forms known as activity sessions, but we are just calling them “forms.” You will see as you get into it, that there is a section of the system called “Reports,” that currently offers four different reports you can use to see and share your ministry’s progress.

Click the report name, then enter the specifics of what you are looking for, and finally, press “Run” at the right. As an example, for all the various outreach activities, I entered this for the first report:

As of Month*	May 2023		Run
Top Office*	CEF of Missouri		
Levels to Include*	Local, State		
Activity Type	Outreach	▼	
Statistics to Include*	Enrolled, New Professions, New to Church		
Tags	Select Tags		
Location Types	Select Location Types		

Monthly Report setup for my office

In the Main Menu go to the [Reports](#) and choose “Ministry Month”

Children’s ministry- Ministry Month Report (top office= your chapter)

Ministry Month Report

As of Month:	August 2023
Top Office:	(your) Ministries
Activity Type:	<u>Outreach</u>
Statistics to Include*	Activities, Enrolled, Professions, New to Church
Tags:	
Location Types:	

Outreach is the Group activity type that outputs all the ministry to children for which there was data submitted. This report will show some of the lists as a hierarchy for which you must use drill down. For example, Outreach is a hierarchy of ministry groupings and the activity types under them. If you click

activity, you will see your highest accessible activity. By clicking the “>” next to the group type you will open up a list of activities under that group type, and if any of them have a “>” next to them you can click them to view the activities under them. Here is an example:

	Activities		Enrolled		New to Church		Professions	
	New	YTD	New	YTD	New	YTD	New	YTD
▼ Outreach	265	2994	6907	77249	40	1002	644	8228
▼ Long-term Disciple...	265	2994	6907	77249	40	1002	644	8228
> Correspondence...	2	23	205	1112			4	7
▼ Good News Club	255	2900	6587	75292	36	978	636	8165
After-School G...	143	1660	3925	47313	22	605	405	5602

Training ministry- Ministry Month Report (top office= your chapter)

Ministry Month Report	
As of Month:	August 2023
Top Office:	USA Ministries
Activity Type:	Training
Statistics to Include*	Activities, Enrolled, Involved in CEF
Tags:	
Location Types:	

Training is the Group activity type that outputs all teacher training ministry for which there was data submitted. Training is the hierarchy of the teacher training ministry activity types and will open as described above by clicking the “>” next to the training group heading.

Literature Distribution - Ministry Month Report (top office= your chapter)

Ministry Month Report	
As of Month:	August 2022
Top Office:	Your Ministries
Activity Type:	<u>Literature Distribution</u>
Statistics to Include:	Activities, Enrolled
Tags:	

Literature Distribution is the Group activity type that outputs all types of literature distributed to children physically or digitally for which there was data submitted.

These reports setups may be used with the Ministry Year Report to see the total year or the year-to-date for the current ministry year.

[Staff Report activity session entry](#)

The format of the Staff report has changed, it has been split it into two report data groups. In the first group we have moved three random items from the old statistical report and added a new one.

Ministry Partners is the new title for the first group of data items of the staff report.

- Schools – New schools now open this month to Release-Time or After-School Good News Clubs
- Teaching – New teachers (staff & Volunteers) added this month active in your chapter

- Committees Visited (State Directors Only) - New visits this month
- Prayer Partners - New this month, praying on a regular basis for your ministry


Go to “Activities” Main Menu, to create a new Activity Year (each ministry year) and a new session (each month).

Activities List

Activities
☐ Include Inactive

Add Activity

	Name	Type	Years	Location
To Current Year >>	Other Training - East Central Chapter	Contains	1	East Central Chapter, MO - Multipl...
To Current Year >>	Good News Club Promotion - Springfield	Ministry Partners	6	Springfield Chapter, MO - Multiple ...
To Current Year >>	Christmas Party Club - CEF of Missouri	Ministry Partners	2	CEF of Missouri - Multiple Locations

- Go to “**Activities List**,” Search (click the ) by column by one of the following
 - Activity type = *Ministry Partner*
 - Activity Name = *Min. Partner – your Chapter*
 - Location = *your Chapter -Multiple Locations*
 - When located click on Ministry Partners - to open the Activity Details screen.
 - In Activity Years list, is this is the first session report of a new ministry year (Sept. 1, yyyy – Aug. 31, yyyy)?
 - If “**Yes**,” continue to next step Add new ministry year
 - If “**No**,” click start date of the current the ministry year and jump to Current Activity Year instructions
 - Click +Add under Activity Years
 - Enter the new ministry year (Start date 9/1/yyyy – End Date 8/31/yyyy)
“Room” is for After-School GNC room# for the year
 - Click “Create Year”
 - In the Activity Years list click the “New Start” date to open the Current year
- On the **Current Activity Year** screen (Confirm “Collect Aggregate” is active, to right)
 - Click +Add to add a new session (enter date: MM/DD/YYYY)
 - Enter Description: *Month 20YY Min. Partner Report*
 - Click Add
- On the Current Year session list
 - Click on the new Date just added
 - The screen opens the data entry form
 - Enter data for the month
 - Click Save Changes

Add New Year

Start Date
9/1/2023

End Date
8/31/2024

Room

Create Year

Session Statistics

Is Military Child	0	▼	▲
School count	0	▼	▲
Teaching	0	▼	▲
Committees Visited	1	▼	▲
Prayer Partner	0	▼	▲

Ministry Promotion Report – Part 2 of your Staff Report is the new ministry promotion report, the new numbers recorded as an activity session under your chapter’s -multi-Location activity location. Record each session under one of the following three promotion types as the number of contacts made for that purpose for that month. Create sessions as in the ministry partner report above, but the Activity Name will be one or more of the following each month.

- 5-Day Club® Promotion - Central Chapter
6/01/20... June session

Session Statistics			
Pastors Visited	0	▼	▲
Churches Visited	2	▼	▲
Directors Visited	0	▼	▲
Individuals Visited	8	▼	▲
Staff Meetings	0	▼	▲
Promotional Meetings	0	▼	▲

- Good News Club® Promotion – James town
Chapter 12/01/20... Dec. session

Session Statistics			
Pastors Visited	0	▼	▲
Churches Visited	0	▼	▲
Directors Visited	0	▼	▲
Individuals Visited	130	▼	▲
Staff Meetings	0	▼	▲
Promotional Meetings	2	▼	▲

- Other Promotion - Central Chapter 11/01/20...
Nov. session

Session Statistics			
Pastors Visited	0	▼	▲
Churches Visited	2	▼	▲
Directors Visited	0	▼	▲
Individuals Visited	8	▼	▲
Staff Meetings	0	▼	▲
Promotional Meetings	0	▼	▲

When you have entered all your month's staff report activities as a "Ministry Partner," "5-Day Club Promotion", "Good News Club Promotion", or "Other Promotion" session, your staff report data entry is complete. A compilation of these monthly activity sessions results will appear as seen on the next page in your monthly report to your next higher office. The State Director is the only one who records "Directors Visited" and "Committees Visited."

[illegible]

Ministry Month Report									
As of Month:	August 2022								
Top Office:	Your CEF Chapter								
Activity Type:	Staff Report								
Statistics to Include:	Schools, Teaching, Committees Visited (SD), Prayer Partners								
Tags:									
Location Types:									

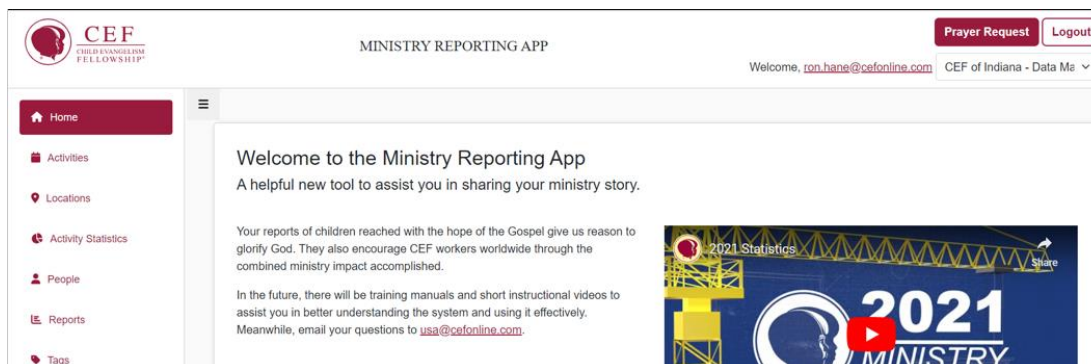
All reports can be exported to Excel, as seen in the Top two reports, or on screen, as seen in the report below.

	Committees Visited		Schools		Teaching		
	New	YTD	↑	New	YTD	New	YTD
^ Staff Report	67		177	88		1878	8992
> Ministry Partners	67		177	88		1878	8992
Grand Total	67		177	88		1878	8992

Getting Around

Home

When you log in you end up at the home page with your email address and the role and location you are using all in the top right. There are buttons along the left to access different lists in the system and edit records in those lists, and a button to run reports.



The Prayer Request button at top-right will send a prayer request email to the contact at the location named below the button.

Back Button

Use your browser's back button to return to the prior form. On Windows machines it is Alt-Back Arrow. On a Mac, use Command-[. On an iPad, look for a back-arrow ("<") to click at the top or bottom left.

"Drilling down" to a Location

Some of the lists show a hierarchy, such as our office location hierarchy and the activity locations under them. If you click Locations, you will see your highest accessible location.



Clicking that ">" will open up a list of locations under that location, and if any of them have a ">" next to them you can click them to view the locations under them.



Clicking on the underlined name will open the record.

Selecting a Location

Sometimes you will need to select a location from a list. Click the hierarchy button.

Activity Location



A list will pop-up. Drill down as described earlier and click Select at the bottom of the list.

Select Location

▼ CEF of Indiana

▼ Southeast Chapter, IN

Larry Bird Elementary

> Evansville Area Chapter, IN

> North Central Chapter, IN

> West Central Chapter, IN

CEF of Indiana - Multiple Locations

Select

Cancel

Filtering Lists

If you see a list of records with filters at the top, you can click one to filter the list based on values in that column.

Add Activity

	Name	Type	Instances	Location
To Current Instance >>	Good News Test	After-School Good News Club	1	CEF of Missouri TEST
To Current Instance >>	5-Day Club Waynesville Park MO	Regular Good News Club	1	Waynesville City Park
To Current Instance >>	5 Day Club at Forest Park	5-Day Club	3	Greater St Louis Area Chapter, MO
To Current Instance >>	Good News Club Training	GNC Training	1	Greater Kansas City Area Chapter

Enter a portion of the word you want it to search on and click OK. It will filter the list down to just what you were looking for. If a new search is need, be sure to click “Clear Filter” before trying a new search.

Name

▼ Clear Filter

Text Filters

☒ Select All

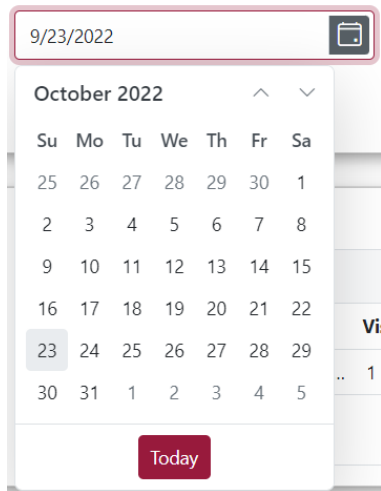
☒ Good News Club - Larry Bird Elementary

OK

Cancel

Problems Entering Dates

Be careful entering dates. You can use the date select button to the right of the date field, or just type it in. But if you type it in, *always type years with four-digits*.



Never type a two-digit year. It will save the date as 1/1/0001 if you do!



Even if you *seem* to save the record with the two-digit year, if you come back to the record, the value will be 1/1/0001



This is obviously something we will try to have corrected. For now, be warned. Use the date picker to the right or enter all four digits.

Saving Changes

If you make a change to a record, you *must* click it's "Save" or "Save Changes" button or your changes will be *lost*. (Depending on where you are on a form, you may have to scroll down to see it.)

Save Changes

Some Tips

Let us Start Small!

We are rolling out the MRA in three phases, so you do not need to load and maintain everything when you enter your data for real the first year. Initially, we are asking you to enter your ministry locations and the activities at those locations. And we are asking you to enter your stats each month per activity. So, at first you do not need to enter all your staff and children. You do not need to train and help activity

workers access and use the system. We know you can do this, and we want you to succeed, and it would be a lot to learn and accomplish all at once. So, let us ease into it.

Summer 2023 is over, and we have loaded mra.cefonline.com with real data. Any changes you make at "mra.cefonline.com" will remain in the system from September 2023 forward.

If you need to Play

Note: the name of the play statistical system starts with "Staging-..."

Your staging-mra.cefonline.com "sandbox" system is still active. You can still use your account in this system. Once you get used to the system, we think you will appreciate it. But like every new system, it takes time to discover it, get comfortable with it and gain speed and confidence. Your work ethic might press you to do other things, but this is a valuable investment with a great return.

Give it a While

You can do most everything you are currently doing almost automatically, because you have done it that way for so very long. You have those processes and muscle memory on your side. It takes a while to make any change like this one. What you say and do affects the ability of others to make the change too, so please be wise and careful in your conversations. If you are ever tempted to complain, *we desire that feedback and dialog*. It will help us set a path to improve the new system in the future.

Accept it

This statement might seem belligerent, snarky, or cold. That is not my heart though. I have helped a lot of people setup and start using a *lot* of systems that replaced their old ones. The hardest challenge people have is accepting the new way of doing things. They are so used to the old way, the new way does not make sense, so they keep trying to use it the old way. I get it. But when they give in to the new way, they dissolve a large barrier to their success.

State Directors - Add an Unchartered Chapter

To record data in unchartered areas it is good to create an "Unchartered local chapter office."

Conclusion

We built this system in response to input that Fred Pry and USA Ministries gathered through various meetings and discussions in recent years. We hope it will serve you far better than the old one. It should make the statistics you have been reporting much more useful and meaningful, and in the years to come it should become a great tool for doing attendance and gathering the information.

Definitions

Term	Definition
2FA	An Abbreviation for two-factor authentication.
Activity Type	Ministry of CEF to children, or an activity with adults that promotes the work such as training, prayer, and relationship building. Some of the types in the activity type list are really <i>categories</i> of activity types, such as Long-term Discipleship.
Attended	Came to an activity that date or the average since the last session entered.

Authenticator	A phone app, like Google Authenticator, which can generate a different code every 30 seconds for use when prompted while logging in to prove you are in possession of the phone. This provides the second factor in 2FA.
Chapter	A local office of <i>CEF</i> responsible for ministry in a geographical area within a state.
Child Protection Policy	A set of requirements that all staff and volunteers must fulfill on a regular basis to work with children in any capacity.
CPP	Child Protection Policy
CPP approved	A person who has completed all requirements to work with children in <i>CEF</i> and whose approval has not lapsed.
Enrolled	Came to an activity session at least once. Having a permission slip is not the same as enrolled.
Local office	An office under a state office.
Location Type	Type of office or ministry location: <i>CEF</i> office, home, school, church, community Center, online, other
Meeting	A session.
Metro	Office of a USA metro area. The offices of some large cities are not under a state but are directly under the USA office.
Ministry statistic	A count related to an activity
Ministry Year	In the USA, the ministry year starts Sept 1, and it ends Aug 31. <i>It can be set per location, but we advise you to leave it blank.</i>
Ministry Year to Date	A total up through some period in some ministry year(s)
MYTD	Ministry Year to Date.
Office	In the USA, an office is either the HQ USA department, an incorporated <i>CEF</i> at the state level, a local chapter under a state, or an incorporated <i>CEF</i> metro area. The <u>Unit</u> level was added to divide geographic areas under a chapter (see below)
Office Leader	A staff person responsible for an office at some particular level (chapter, state, metro, or the USA).
Outreach	Outreach includes Long-term Discipleship, Short-term Discipleship, and Evangelism. (We do not count literature distribution and digital downloads where no human interaction takes place.)
Participants	People who attended an activity whether a multi-session activity or a one-time activity
Session	An instance of an activity of an office of a particular activity type. E.g., GNC meets weekly during the school year. 5DC meets for five consecutive days. GNC Training meets monthly. So, some activities meet multiple times per period, others meet once per period.
Tag	Every activity of any type can be assigned one or more of three tags: Church Sponsored, Spanish, and Military Ministry, which can be selected for reports.
Staff	A person employed by a <i>CEF</i> office.
Subtype	Many of our activities are counted at lower level, such as GNCs that have after school, release-time, preschool, regular and zoom variations.

Total Outreach	The total of every activity an office accomplishes interacting with children. (We also interact with and train adults and offer resources.) Total outreach presently includes long-term discipleship, short-term discipleship, and evangelism.
Two-Factor Authentication	An important security measure that adds a second layer of protection in addition to your password. The first factor is what you know, a password. But the second can be something else, like what you have (a phone, for instance), or what you are (your fingerprint, etc.). <i>Our system uses an authenticator app on your phone that generates a new number every 30 seconds, so only someone holding your phone can log in.</i>
Unit	An optional subdivision of a local office for those who have staff leading subsections of their local chapter, like borough, county, school district, etc.
Volunteer	A CPP approved person accepted as a CEF volunteer
Worker	A CEF missionary (sometimes referred to as a staff person) or CEF volunteer who in both cases is CPP approved and assigned to help with an activity.
Year	<i>We really mean ministry year.</i>
YTD	<i>We really mean ministry year to date (MYTD).</i>

The Rollout Plan

We will not be using all the system's features this year. Starting fall of 2023, we just need you to enter your ministry activity locations, the activities at those locations, and your summarized "aggregate" monthly stats by activity. And of course, the people that will take the statistics role for your chapter in the new system will need a user login.

You are free to use more of the system. That is entirely up to you. We think it makes sense to hold off on entering volunteers and children, because the system currently only has reports about statistics, not people. And unless you can comfortably use a connected laptop or iPad in your clubs, you will not yet be able to take attendance during club.

Here is our suggested rollout plan...

				✓		
	Senario 1	Senario 2		Senario 3		
Data Entry	Year 1	Year 1	Year 2	Year 1	Year 2	Year 3*
Staff CPP Facts	X	X	X		✓	✓
Staff Users	X	X	X	✓	✓	✓
Volunteer Facts	X	X	X		✓	✓
Volunteer Users	X	X	X			✓
Children	X		X			✓
Parents	X		X			✓
Activity Locations	X	X	X	✓	✓	✓
Activities	X	X	X	✓	✓	✓
Activity Leaders	X		X			✓
Activity Children	X		X			✓
Statistics by Taking Attendance	X		X			✓
Aggregate Statistics Monthly				✓	✓	
Aggregate Statistics by Session		X				

All the information that *can* be entered into the system is on the left. We believe that most chapters will want to ease into using this system, just entering the information shown in the Year 1 column of Scenario 3 the first year and progressing as the system and their knowledge of it matures.

In year two you would further enter your volunteers and the CPP expiration dates of your staff and volunteers. In the following year you can assign them to the activities they lead, enter just enough child info to assign them to their activities and take their attendance, enter their parent info if you so desire, invite those who would take attendance during club to become users, and start entering statistics by taking attendance wherever it benefits the timely and hassle-free collection of data.

If your office has a highly developed CRM or Church Management system that already tracks your volunteer and child attendance, talk to USA Ministries about the extent to which you'll need to use the attendance features of the MRA. Our objective is to help the offices that do not have sophisticated systems and to simplify the collection and reporting of the facts that tell the story of your ministry.