

## The Ministry Reporting Application (MRA)

A statistic gathering and reporting  
tool for CEF 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 setup 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's been serving and where they've 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'll enter the locations where you do ministry activities, the activities you do, and regular reports on the outcome of those activities. You can also enter who's authorized to lead activities, 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 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 connect to take attendance.) You can also run a few reports that help you see your ministry growth and communicate your story to your boards and committees, supporters, ministry partners, 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 won't 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.

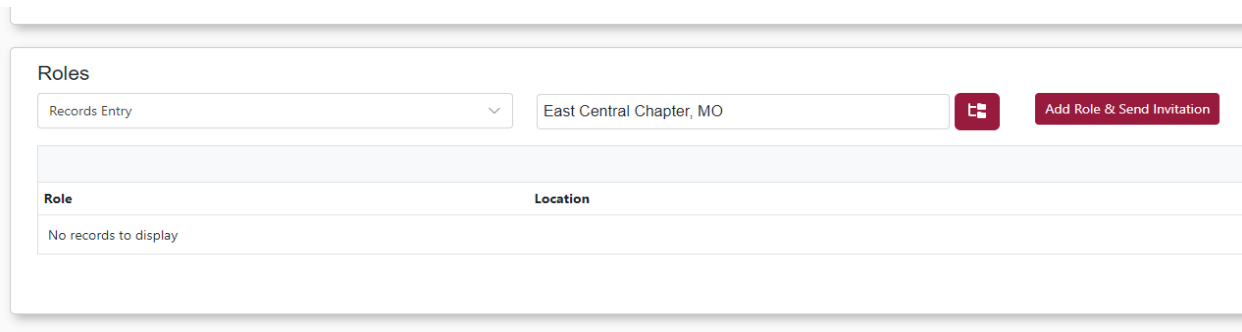
### Getting Access

The return address of emails coming from the MRA is *devtest@unidev.com*. You should whitelist this email address, so the emails don’t 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 the USA Ministries department.

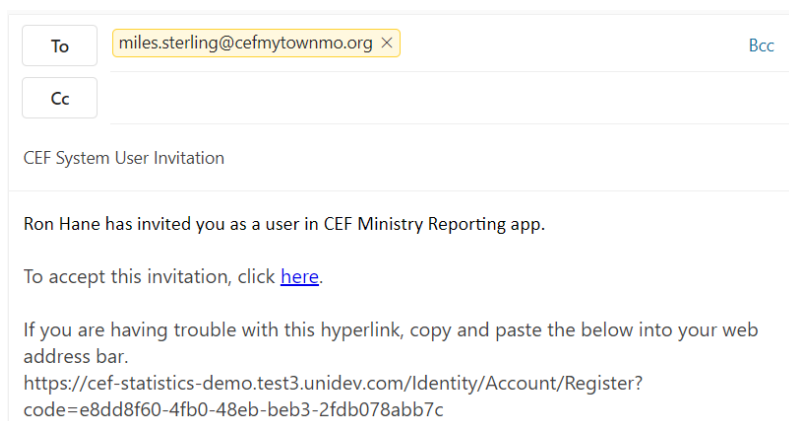
That person will need to follow the link to create a password, and to setup two-factor authentication (2FA). *Save the codes that are listed when you set up 2FA. You can copy and paste them into a document and print them, do a print-screen, etc. Keep the list in your purse or wallet. If you ever break,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

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



Role	Location
No records to display	

When they click “Add Role & Send Invitation”, you’ll be sent an invitation email that will look something like this:



To: miles.sterling@cefmytownmo.org

Cc:

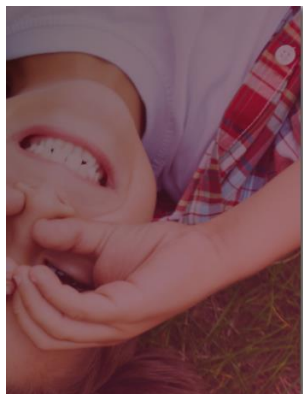
CEF System User Invitation

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

To accept this invitation, click [here](https://cef-statistics-demo.test3.unidev.com/Identity/Account/Register?code=e8dd8f60-4fb0-48eb-beb3-2fdb078abb7c).

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 doesn't work, copy and paste the URL address given at the bottom into your browser. It will take you to the place where you'll 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 special 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 off, 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.

After you register, you'll see this:

Open the email and click the confirmation. Requiring this requires proof that the person setting up the account is entering a real email address that they can log into.



### Register confirmation

Please check your email to confirm your account.

You'll receive a simple email like this:

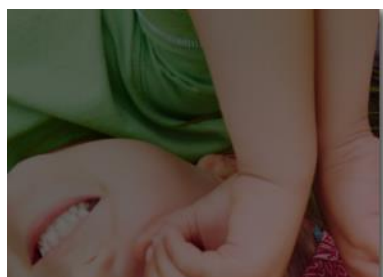
To miles.sterling@cefmytownmo.org X

Cc

Confirm your email

Please confirm your account by [clicking here](#).

Click the link and you'll be ready to login for the very first time.



### Confirm email

Thank you for confirming your email. ✕

[Go To login](#)

You still have one more step to setup your login. You've setup a password for your email address. Now you need to setup the second factor, your phone. Click that "Go To login" button as shown above and login with your new email and password.

Clicking the checkbox next to "Remember me?" will make the system remember your Email address (but not your password) so you don't have to type it in every time you login.

After you login you'll come to this strange page. It's where you setup your phone as your second factor. If you don't have an "authenticator app" on your phone, go to your phone's store and add one. (It's free.) We suggest Google Authenticator or Microsoft Authenticator.

Open your authenticator, click the plus (or add) button, chose to scan a QR code, and hold it up to that strange code. 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.



### Welcome

Please enter your username and password.

Email  
miles.sterling@cefmytownmo.org

Password  
\*\*\*\*\*

☒ Remember me?

[Forgot your password?](#)

[Log in](#)

### Configure authenticator app

To use an authenticator app go through the following steps:

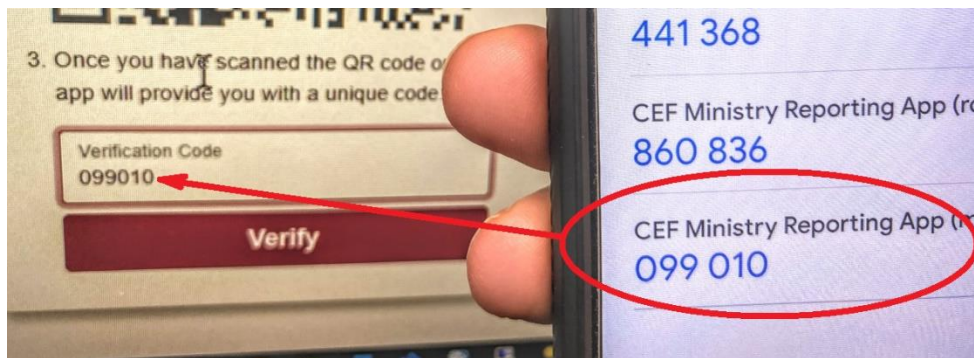
1. Download a two-factor authenticator app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#).
2. Scan the QR Code or enter this key `pj2a p5ni r2b4 wrth 3qzp dmfu mkju pipp` into your two factor authenticator app. Spaces and casing do not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

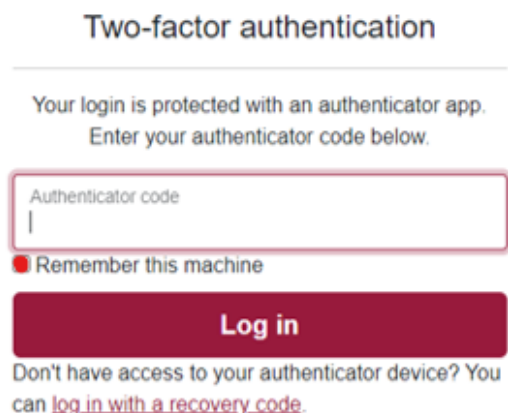
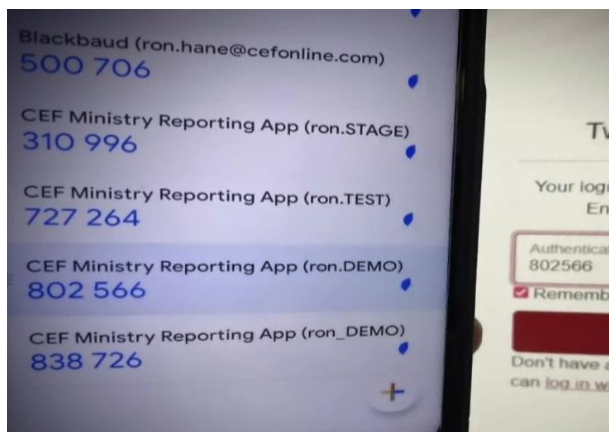
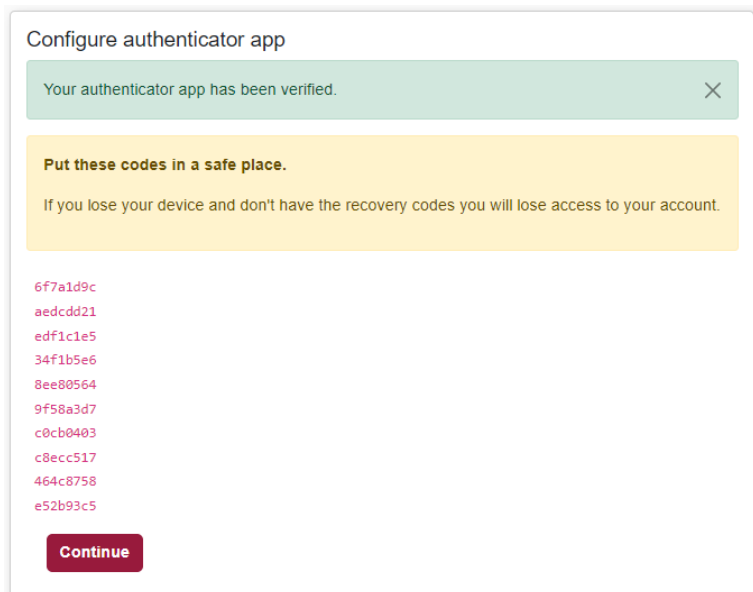


After you click “Verify”, this page will appear.

Each of the “recovery codes” displayed acts as a backup if you forget, damage, or lose your phone. *Print and save 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”.

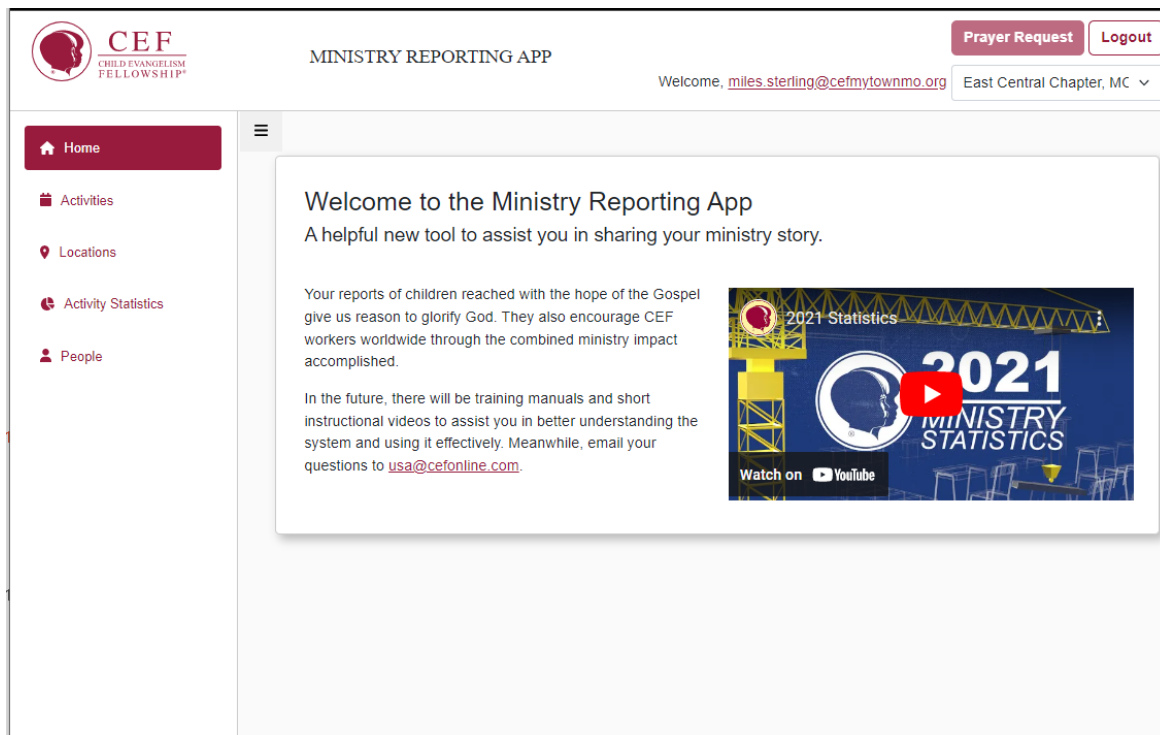
**Well, *that’s* done! Congratulations.**

When you login, you’ll 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 won’t have to use your phone’s authenticator again until then.



## 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

Your email address is underlined. You can click it to get to your 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.

My Profile  
Change your account settings

User Profile

Person Profile

System User Profile

Username/Email  
miles.sterling@cefmytownmo.org

Change Username/Email Change Password

Two-factor authentication (2FA)

Reset recovery codes

Authenticator app

Set up authenticator app Reset authenticator app

Roles

Location	Role
East Central Chapter, MO	Activity Worker



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

My Profile

Change your account settings

User Profile

Person Profile

My Profile

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

Church Affiliation

☐ Attending Church

Serving  
No

Trained  
Yes

CPP Certified Until  
12/31/2025

PassCode

Team

Address

Address1  
-

Address2

City  
Fake City

State  
Missouri

PostalCode  
63636

Country  
United States of America

Contact

Email Address (this is not your username)  
miles.sterling@cefmytownmo.org

HomePhone

MobilePhone

Save Changes

Home

Activities

Locations

Activity Statistics

People

Reports

Tags

Home

Activities

Locations

People

At the left are the menu items available to you. Users with the Data manager role can see and do more than those with the records entry role.

Clicking on a menu item brings up the list associated with that type of information. 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'll 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:

Postal Code:

Contact Phone:  Contact Email:

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 and click “Save Changes”.

Locations

☐ Show Inactive

Name	Code	Address	City	Status
CEP 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 Fort Central Chapter IN	IN-FSCW	2075 E. 35th St	Indianapolis	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.

Locations

Add New Location Beneath

Show Inactive

Name	Code	Address	City	Status
CEP of Indiana	IN	PO Box 276	Westfield	Active
SE 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-PJC	PO Box 1272	Valparaiso	Active
Six County Chapter, IN	IN-SCC	1445 W. Hoosier ...	Peru	Active

Clear Filter

Text Filters

west cent

Select All

West Central Chapter, IN

West Central Chapter, IN - Mt

OK

Cancel

Type enough to limit the list, then press okay.

Locations

Add New Location Beneath

Show Inactive

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 led various activities, you'll 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're using the system for attendance, you'll 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.

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	cefzwi@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, you can click on them to filter the list if it's too much to wade through.

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 Hartleroad		868-5008		Active	Staff
Steve Holzmeyer	steholzm@gmail.com			Active	Staff

**Add Person**

Name	Email	Home Phone	Has User	Status	Person Type
<a href="#">Bridget Back</a>	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

CPP Certified Until 12/31/2025 

Team  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's a "Person Type". You have staff, volunteers, children, and parents, and you store slightly different information about each.
- There's an email address. 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's 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 can't 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

In the old system, there was a predefined unchangeable list of ministry activities and their related statistics. Stats about GNC, 5DC, Party club, training, etc. were collected, summarized, and entered into the statistics system each 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're not quite there yet, but with the new system, we are moving toward just that. (As of 5/5/23, it requires 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 "instance".

## 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.

When we start off with the new system, you can still enter your information monthly, so that won't change. But you'll 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'll create a new instance of an activity. At that time, you can say you'll be entering the stats as totals by clicking this toggle: **Collect Aggregate** ☒

The form you'll use to enter the session statistics as numbers contains a section similar to this:

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

You always only enter the number of *additions* since you last reported. So, if 10 kids were enrolled and you added six this session, you would enter "6". If 3 kids made first-time professions reported in the past and two more made a profession this session, you would enter "2".

*It's important to note that you'll 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.*

In the future, you'll be able to just take attendance and the system will sum it up. (Those with internet access and a laptop or iPad at their location can, technically, enter stats by taking attendance now. But we don't have a phone app yet.) If you do that now, the session form will have sections like this:

+

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

+

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'll check off the leaders in attendance, and what's new for the attendees. (You won't check off, for instance, all of the children who were new to church this year, but only the ones who were new since the last session entry.)

## 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's been happening in your area. Sure, you report your activities by entering information into online forms, but we're just calling them "forms". You'll see as you get into it, that there's 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're looking for, and finally, press "Run" at the right. As an example, for all of the various outreach activities, I entered this for the first report:

As of Month\*

May 2023

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

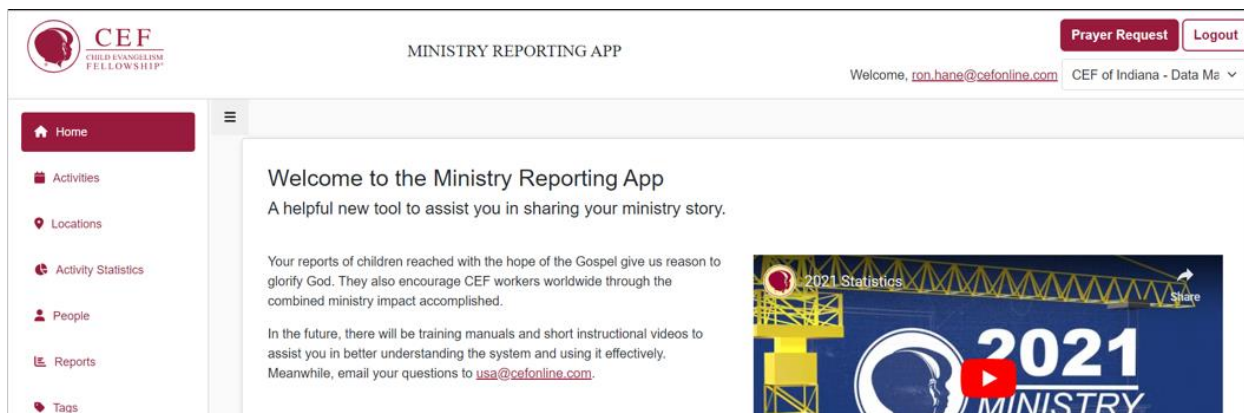
Select Location Types

Run

## 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's Alt-BackArrow. 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'll 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'll 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
<a href="#">To Current Instance &gt;&gt;</a>	<a href="#">Good News Test</a>	After-School Good News Club	1	CEF of Missouri TEST
<a href="#">To Current Instance &gt;&gt;</a>	<a href="#">5-Day Club Waynesville Park MO</a>	Regular Good News Club	1	Waynesville City Park
<a href="#">To Current Instance &gt;&gt;</a>	<a href="#">5 Day Club at Forest Park</a>	5-Day Club	3	Greater St Louis Area Chapter, MO
<a href="#">To Current Instance &gt;&gt;</a>	<a href="#">Good News Club Training</a>	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.

Name

▼ Clear Filter

Text Filters

☒ Select All

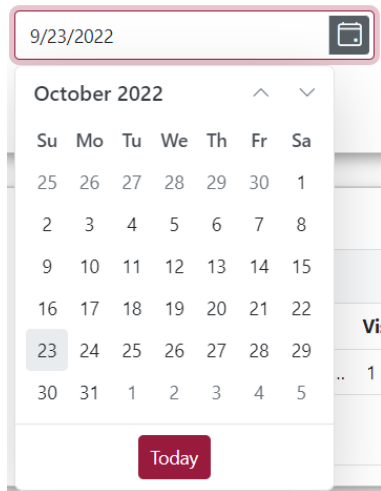
☒ Good News Club - Larry Bird

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

### Email During Exploration Time

During exploration time, email the system generates will be redirected to Dave Olsen and Ron Hane. This is to keep the Ministry Reporting Application from sending spurious email to your colleagues when you are trying out the system. (If you want to invite them to become users during this exploration time, please contact Dave for assistance.)

### Let's Start Small!

**We're going to reload the data when it's time to prep the system for the fall, so don't load all your volunteers, locations, activities, and children.** That's a big task we only want you to have to do once. Instead, enter *some* volunteers, *some* locations, *some* activities, and *some* children just for practice. Then try entering a new year instance for *some* activities and enter *some* activity sessions. Then play with reports, changing some of the report options at the top to see what they do.

**We're rolling out the MRA in three phases, so you don't need to load and maintain everything when you enter your data for real the first year.** Initially, we're asking you to enter your ministry locations and the activities at those locations. And we're asking you to enter your stats each month per activity. So, at first you don't need to enter all your staff and children. You don't 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's ease into it.

### Start Out Exploring and Playing

Initially, you'll be able to enter fake data to learn how to use the MRA, make mistakes and learn from them, and come to understand how all the pieces come together.

*But a time will come in the summer of 2023 when we will load it with real data and practice time will be over. Any changes you make will remain in the system in September.*

### Take Time to Play

Once you get used to the system, we think you'll 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're currently doing almost automatically, because you've 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're 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's not my heart though. I've 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 doesn't 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.

## 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've 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 session.
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 CEF 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 CEF 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: CEF office, home, school, church, community Center, online
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 CEF at the state level, a local chapter under a state, or an incorporated CEF metro area.

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 5 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 CEF 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 very 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	A local chapter office. We're avoiding that term and using "Office", but you may see or hear this.
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</i> mean ministry year.
YTD	<i>We really</i> mean ministry year to date (MYTD).