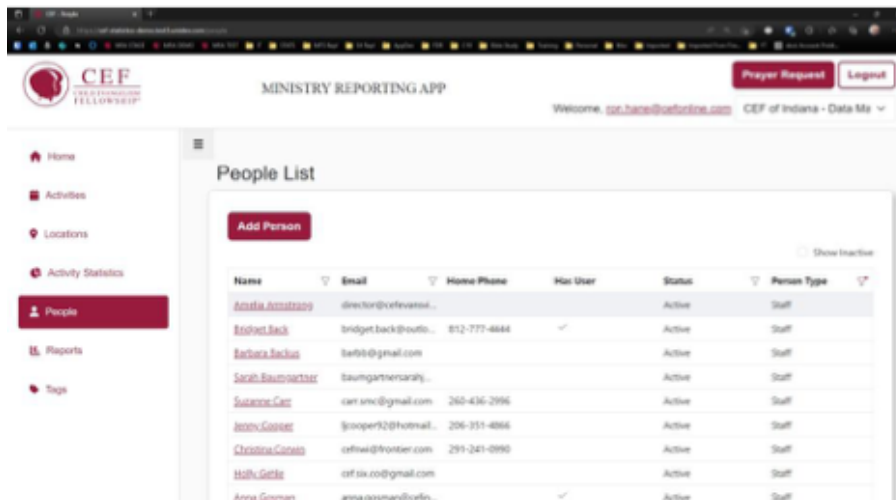


Reporting Stats on Ministry Reporting Application (MRA)

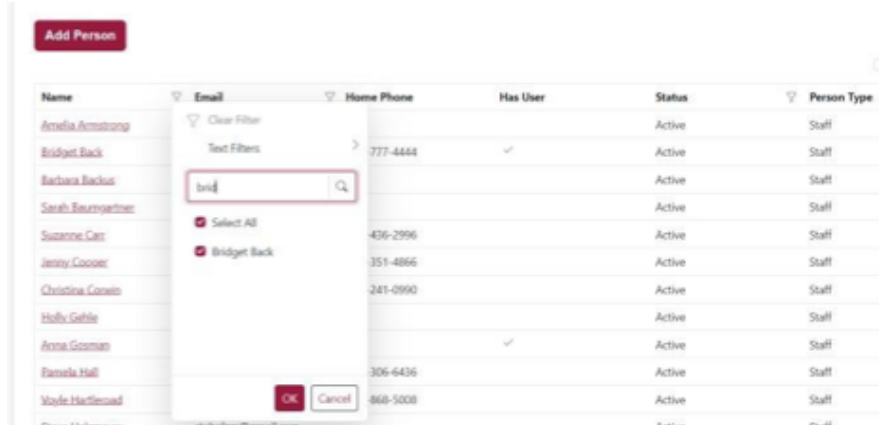
<http://mra.cefonline.com>

Add People (All Team Members & Students)

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.



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.



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

Country United States of America

First Name* Miles

Last Name* Sterling

Address

Month of Birth Select a Birth Month

Day of Birth Select a Birth Day

Year of Birth Select a Birth Year

Address 2

Home Church

Attending Church

City Fake City

State Missouri

Zip/Postal Code

Contact

Email miles.sterling@cefmytownmo.org

Home Phone

Mobile Phone

Serving

Trained

Prayer Partner Start Date

Prayer Partner End Date

CPP Certified Until 12/31/2025

Pass Code

Team

Worker ID

Save Changes

Notice a few things...

- There is a **“Person Type.”** For team members, we select **“adult volunteers”**. For Students, we select **“child”**.
- For team members, there is a **CPP Certified Until date.** This is the LiveScan Expiration Date (ie. 5 years from the date that they got fingerprinted) on your team members Screening Procedures Checklist (SPC). When in doubt, please contact our office admin via email cefsgv@gmail.com.
- For students, especially if they’re returning kids, you’d have them in the system already. We did not require you to input their information previously. But this year if you are able, please try to edit and input their information as much as possible.

Add a New Ministry Year

- In the “Activity Details” page click +Add under Activity Years
- Fill-in new Activity Year Information
- Start Date (Ministry Year begins 9/01/yyyy) and End Date is 8/31/yyyy of the following year.
- Optional – “Room” you can add the school room for After School GNCs
- **⚠ DO NOT** Set to **Collect Aggregate** (keep the button grey) and click Save Changes

Activity Year

[Activities](#) / [Good News Club](#)

Year Basics

Activity Good News Club

Location Hidden Trails Elementary School

Activity Type After-School Good News Club

Start Date 10/3/2023

End Date 4/30/2024

Room

Collect Aggregate

Save Changes

Sessions – Entering Statistics

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)
 - b. Session Date (can be the activity date or the entry date for the month’s new activity)
 - c. Description – optional
 - d. Verse – optional
2. Click “Add” and the new session will be ready for data enter in your Session list.

(Those with internet access and a laptop or iPad at their location can, technically, enter stats by taking attendance. Once again, do **not** select “Collect Aggregate” in the activity Year Basic screen. But this cannot be done on a mobile phone because MRA does not have a phone app.) If you do that, the session form will have sections like this:

Leaders		
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"/>

Attendees					
Name	Team	Made Profession	New to Church	Attendee	Said Verse
Noah Arkrider	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"/>

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.”

Trouble Shooting

Most frequently encountered issues are listed on the chapter’s webpage: <http://cefsgv.org/stats>

As always, when in doubt, contact our office admin via email at cefsgv@gmail.com