

ACCESSING AND NAVIGATING THE ONLINE ANNUAL PASTOR'S REPORT (APR) TO THE DISTRICT ASSEMBLY

Pastor: Be sure to give your personal attention to this report. The Manual assigns responsibility for its accuracy to *you!*

I. How to Access Your Report Online *

1. To access your report, you must have a Nazarene ID account. Here's how you get a Nazarene ID account:
 - a) You provide the District Office with the email address of the two individuals you wish to have access to the APR (Annual Pastor's Report). *We encourage the pastor to be one of these persons.*
 - b) The District Office provides this information to the Global Ministry Center (GMC).
 - c) The GMC generates an email invitation to each of these persons to establish a Nazarene ID account. The invitation email includes a *temporary password*.

2. Here's how you set up your Nazarene ID account:
 - a) Use the temporary password to login at the website shown in the invitation email.
 - b) Set up a new password (Note: the temporary password only works for the first login, which automatically requires that a new password be set up).

In reality, your Nazarene Account (and thus, your APR) can be accessed by anyone to whom the proper username and password are given!

3. Here's what to do once your Nazarene ID account is set up and you're logged in:
 - a) The first screen will be Welcome to your Nazarene Account screen with a list of Applications. Click on "Annual Pastor's Report" application link.
 - b) The first Annual Pastor's Report screen is a welcome screen for this report (you should feel warmly welcomed by now!). Read the "Explanation and Instruction" posted on this webpage.
 - c) On the left side of the webpage you'll see the word "Report" in bold red letters. Underneath "Report" you'll see the words "View Report". Click on "View Report".

* If you do not have Internet access, please contact the district office immediately at 208-467-3714.

- d) View Report takes you to the “Summary” page. This page shows your church name and the progress made on completing the report.
- e) You are now ready to begin completing the report. You can complete the report in any order. Simply choose one of the four options appearing in red letters on the left: Local Church, Evangelism, Worship, Discipleship, or Financial.

II. How to Complete Your Report Online

1. **Tutorials are available online** (with video clips) at the following link:

<http://www.nazarenemedialibrary.org/ExternalSearch.aspx?k=apr2010tutorial&m=10028&m=10038>

2. Once you've opened up one of the five areas of the report, you will be able to **navigate through the report** using the TAB key or by positioning your mouse pointer in the space desired and left-clicking once.
3. **A few items on the report are filled in for you.** You cannot change entries appearing in these grayed cells.
4. The links to the various portions of the Annual Report appear on the left-hand sidebar (in red letters) of the webpage. As noted above, you can complete the report in any order. You can also save your work and return to it later. **To save your work**, select the “Save for Later” tab located at the bottom of the section you are working on. *Otherwise, your work will not be saved!*
5. **If you have a question** on any line item, simply place your mouse pointer over the item description and left-click. If there is any online help available for that item, it will appear by the big blue “i” (symbol for Internet) at the bottom of your screen. If there is no online help for that item, the words “There is no help text for the selected field” will appear.
6. **When you have completed a section** of the report, select the “Mark Complete” tab at the bottom of that section. If you missed something in the section you thought was complete, the page will reappear and the missed item will be flagged. Otherwise, the program will validate your entries and will update the left-hand sidebar of the webpage showing your progress in completing the report. You still can change entries in that section of your report if necessary *prior to actually submitting the report.*
7. When you've finished a session of working with your report, be sure to save your work and log-out.
8. **If you wish to print a section of your report**, simply use your web browser's print option.
9. After all the sections have been completed, the ‘Submit Report’ button will appear. This is a good time to review the entries one final time before submitting your report.
10. Once you're certain the report is ready to be submitted, click on the ‘Submit Report’ button.
11. **Once you have submitted the report to the District, you will not be able to edit your report.** However, if you discover an error, call us. We may be able to correct your report for you (if you call us in time)!

III. Additional APR Items

1. **Will the APR work properly on my browser?**

The application works best with the latest browser versions. The following browsers have been tested:

Internet Explorer 7

Limited testing with Internet Explorer 8

Mozilla Firefox 3 (specifically, versions 3.5 and 3.6)

Apple Safari 3 and 4

Internet Explorer 6 is NOT supported. Please update to IE7 or use one of the Mozilla Firefox versions.

2. **Answer all questions in relation to the Statistical Year just ended** (April 1, 2009 – March 31, 2010) UNLESS you have made or plan to make late payments on your budgets.

3. **Download detailed APR instructions from the district website.** There are many items on the report where online help is not available, so you may want to have the detailed instructions nearby while you work on completing the report. Please pay special attention to the Intermountain District-specific instructions for Lines 20, 21, and 22. The detailed instructions document can be downloaded from the following link:

<http://www.intermountaindistrict.org/DistrictAssembly.htm>

Select “APR Instructions” box. You will find the following items available for download:

- APR Detailed Instructions
- Accessing and Navigating the Online APR
- Blank APR Worksheet

4. **How to record late budget payments.** If you have made payments (or *plan* to make payments) on your 2009-2010 budgets *after* the end of the statistical year but *prior* to the District Assembly, you should include this amount in the totals you enter on this report for their respective budget line item.

FOR EXAMPLE, if you paid \$5000 on your district budget on or before March 31, 2010, and then paid the remaining \$1500 due on April 7, 2010, you would enter \$6500 on line 36 (*if you really do plan to pay more on your 2009-2010 budgets by District Assembly, enter what you plan to pay even if you haven’t paid that additional amount as of the time you submit your report*).

5. **What is the correct answer to Question 51 on the APR?** Answer “Yes” to Question 51 if you have paid or really do plan to pay (by the time the District Assembly convenes) all your budgets in full. The district will verify the report before it is submitted to the Global Ministry Center.

6. Payments made during the April 1, 2009 – March 31, 2010 Statistical Year on the PRIOR year’s budgets (that is, 2008-2009 budgets) should **not** be reported on this APR.

Your online report must be submitted on (or before!)

FRIDAY, APRIL 9