

# Instructions for Associations on ACP & Leadership Changes

## Instructions for Associations on Making Leadership/Staff updates:

Click Organization Tab

Click Search

Click Search Again (All of the churches affiliated with your association should appear.)

Click on Name of Church

Click on Staff Tab

Click on Name of Leader

Make Changes, Click SAVE

Right click mouse, click BACK (This will return you to the staff names. Make additional changes on leader names as needed.)

SAVE & SUBMIT report when you are finished updating leadership for this church, then repeat instructions as above for the next church.

## Instruction for Associations on Entering/Editing ACP & VBS Profiles:

Select the Survey tab

Select Search

Enter SBC ID number or church name (or leave blank to see all your churches listed)

Select Year (enter year)

Select Profile (or leave blank to see all reports)

Click blue Search button

Open profiles will appear in blue. Click on the blue bar to open and enter data and save.

Completed profiles will not appear, unless you click the black Show All button.

To re-open and edit a completed ACP/VBS, click on the gray bar, click on the yellow Re-Open button, enter data and save.

## Instructions for Associations to Print ACP & Leadership Reports:

### ***Printing Church / Mission Reports***

Select Organization tab

Select Reports

Select (Church or Mission)

Select SURVEY (ACP Statistics Report by Year  
OR Church Leadership Profile)

Enter (Church Name)

Enter (year)

Select "Print/Download" button

Open, Save As with unique name, Print  
Email PDF to Church User

### ***Printing Association Reports***

Select Organization tab

Select Reports

Select [Association]

Select SURVEY [Church ACP Profile by Assoc,  
OR Church Leadership by Association,  
OR Association Summary]

Enter [Association Name]

Enter [year]

Select Format (PDF, Excel, ...)

Select "Print/Download" button

Open, Save As with unique name, Print

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