

Annual Report 2023 – User Guide

How to access the Annual Report from the Login Email received from annualreport@cmalliance.org?

- Open the email that was received from The Alliance with the subject: Your 2023 Annual Report...
- The email will have a unique login link as part of the instructions. This login link is unique for your credentials.
- Clicking the unique URL link will redirect you to the Annual Report 2023 application, and you will be logged in automatically.
- When it prompts to change the password, please hit Cancel and it will launch the application dashboard. Click on the church name and it will launch the report summary page. Click “Edit Report” to update the information.
- The Annual Report 2023 application is not connected to the MyCMA; hence your existing MyCMA password will not work in the new application.
- If you wish to allow others to edit your report, you need to add them as new users to the application. To add a new user, please use this URL to register: <https://churchar.cmalliance.org/register>
- Fill out the report gradually by pressing “Save/Continue” until it is verified and complete.

How to access the Annual report from the Annual Report Website:

Step 1: Launch the application website - <https://churchar.cmalliance.org>

Step 2: To Sign into the Annual Report, click the Sign In option on the website. If you have already accessed the website before using the launch email that you received and changed your password, you can use the username and password to

login to the website. If you need to register new user, use the sign-up link, and register the new user.

Step 3: After registration, **login** into an annual report with your Username and Password.



Step 4: After Login, the website would take the user to their Dashboard/**Church List page**. When the user clicks the Church Name, the **Summary page** will open.

Step 5: The Summary page of the church report will display data from the last year. The new questions added for the 2023 report will not have data and will be blank. Click the button "Edit Report "to launch the data capture forms of the

annual report 2023. You can access the past annual reports by selecting the year from Past Report dropdown.

The screenshot displays a Windows File Explorer window with the following contents:

Name	Date modified	Type
Annual Report 2022 - User Guide	1/10/2023 11:53 AM	Adobe Acrobat Document
Annual Report 2022 - User Guide	1/10/2023 11:47 AM	Microsoft Word Document
Annual Report 2022 - Test Church	1/9/2023 4:49 PM	Adobe Acrobat Document
2022 Annual Report Email (8) Letters - Revised (Debit) - Updated dates-C	1/5/2023 10:23 AM	Microsoft Word Document
2022 Annual Report Email (8) Letters - Revised (Debit) - Updated dates	1/5/2023 10:00 AM	Microsoft Word Document
2022 Annual Report Email (8) Letters - Revised (Debit)	1/5/2023 9:34 AM	Microsoft Word Document
Annual Report 2022 - Test 10/4/2022	1/4/2023 4:07 PM	Adobe Acrobat Document
Annual Report 2022 Questions For Translation Ceede	1/3/2023 7:12 PM	Microsoft Word Document
2022 Annual Report Email (8) Letters - Revised	1/3/2023 10:11 AM	Microsoft Word Document
Annual Report 2022 Questions with SPANISH Translation	12/28/2022 12:51 PM	Microsoft Word Document
Annual Report 2022 Questions For Translation	12/22/2022 4:40 PM	Microsoft Word Document
Copy of Field List	12/19/2022 1:25 PM	Microsoft Excel Worksheet
Annual Report Changes 2022	12/16/2022 4:40 PM	Microsoft Word Document
Annual Report Questions Review - 12/16/2022	12/16/2022 1:55 PM	Microsoft Word Document
Annual Report Landingpage-Mockup	10/17/2022 4:09 PM	PNG File
Annual Report Landingpage-Mockup	10/17/2022 4:09 PM	Microsoft PowerPoint Presentation
Annual Report Landingpage-Mockup	10/17/2022 4:02 PM	Adobe Acrobat Document
2021 Annual Report Email (8) Letters (Rev) (no tracking) (1)	10/17/2022 2:55 PM	Microsoft Word Document
2021 Annual Report - English	8/29/2022 5:24 PM	Adobe Acrobat Document
Annual Report 2022	8/29/2022 5:22 PM	Adobe Acrobat Document
2022 Annual Report Changes - Church Advance	8/15/2022 9:57 AM	Microsoft Word Document
Annual Report	12/6/2022 11:30 AM	File folder
Annual Report Landingpage-Mockup	10/17/2022 4:04 PM	File folder

The background browser window shows the 'LIVING CHURCH ANNUAL REPORT' website. It features a login form with fields for 'Email' and 'Password', and a 'Log In' button. Below the form, there are instructions: 'Step 4. After login, the website would take the user to their Dashboard Church List page. When the user clicks the Church Name, the Summary page will open.' and 'Step 5. The Summary page of the church report will display data from the last year. The new questions added for the 2022 report will not have data and will be blank.' and 'Step 6. The user must answer all the questions in the report page which are mandatory. After answering the questions, click **Save & Continue** in all the tabs.'

Step 6: The user must answer all the questions in the report page which are mandatory. After answering the questions, click **Save&Continue** in all the tabs.

2022 Annual Report
Calvary Alliance Chapel
Canton PA
Mainkey 301311 Church Code 09-42-110

- Attendance Evangelism Mission Financial Others Review/Submit

- Membership Attendance

Membership

Table with 3 columns: Question, This Year, Last Year. Rows include: Members as of 12/31/2021 (12), - Members Removed (0), + Members Added (0), Equals Members as of 12/31/2022 (0), + Total Adherents (12), Equals Total Members + Adherents (0).

Question Assistant

The question assistant displays tips and information regarding every question on the Annual Report.

How This Helps

This section will explain why we ask this question and why it is important.

Have Questions?

annualreport@cmalliance.org
877-284-3262 option 4

Ethnicity

Table with 5 columns: Ethnicity, Approximate Percentage, This Year, Last Year, Action. Row 1: Select, Add Field, %, 100%, warning icon.

Save & Continue

Step 7: After completing all the tabs, in the **Review/Submit** tab, click the **Submit** button. The tabs will show a green check mark when all the questions are completed.

The screenshot displays the 'Alliance Church Annual Report' submission interface. At the top, the logo and title 'ALLIANCE CHURCH ANNUAL REPORT' are visible on the left, and navigation links 'Home' and 'Re' are on the right. Below the header, a series of tabs are shown: 'Attendance ✓', 'Evangelism ✓', 'Financial ✓', 'Mission ✓', 'Others ✓', and 'Review/Su ✓'. The 'Review' tab is currently selected and highlighted in a dark red color. The main content area features a large red heading 'Report has been Completed!' followed by a paragraph: 'If you need to make changes to your report, Click the tab name of the section in question to modify your answers.' Below this is a checkbox labeled 'Reviewed by District Office' which is currently unchecked. A prominent dark red 'Submit' button is centered on the page. To the right, a sidebar titled '100% Complete' lists the following categories and their completion status: Attendance (Membership ✓, Attendance ✓), Evangelism (Professions of Faith ✓, Baptisms ✓), Financial (Income ✓), Mission (C&MA Missions ✓, Non-C&MA Missions ✓), and Others (Church Multiplication ✓, Church Advance ✓, Church Staff ✓, Comments ✓). At the bottom of the main content area, there is a small red horizontal line.

Step 8: Once the report is completed, the user can see the summary of Church Report from the Home page. You can print the report using PRINT ICON at the bottom.

File Edit View

Address bar: The PC > Desktop > Church Ministries > 1001 CM Admin > Annual Report 2022

Name	Date modified	Type
Annual Report 2022 - User Guide	1/10/2022 11:53 AM	Adobe Acrobat Document
Annual Report 2022 - User Guide	1/10/2022 11:47 AM	Microsoft Word Document
Annual Report 2022 - Test Church1	15/02/2022 4:49 PM	Adobe Acrobat Document
2022 Annual Report Email (6) Letters - Revised (Debit) - Updated dates	15/02/2022 10:23 AM	Microsoft Word Document
2022 Annual Report Email (6) Letters - Revised (Debit) - Updated dates	15/02/2022 10:01 AM	Microsoft Word Document
2022 Annual Report Email (6) Letters - Revised (Debit)	15/02/2022 9:34 AM	Microsoft Word Document
Annual Report 2022 - Test 01/4/2022	14/02/2022 4:57 PM	Adobe Acrobat Document
Annual Report 2022 - Questions For Translation Guide	15/02/2022 7:12 PM	Microsoft Word Document
2022 Annual Report Email (6) Letters - Revised	15/02/2022 10:11 AM	Microsoft Word Document
Annual Report 2022 - Questions with SPANISH Translation	12/08/2022 1:51 PM	Microsoft Word Document
Annual Report 2022 - Questions For Translation	12/02/2022 4:40 PM	Microsoft Word Document
Copy of Field List	12/14/2022 1:35 PM	Microsoft Excel Worksheet
Annual Report - Changes 2022	12/14/2022 4:40 PM	Microsoft Word Document
Annual Report - Questions Review - 12/16/2022	12/14/2022 1:35 PM	Microsoft Word Document
Annual Report - Landpage - Workup	10/17/2022 4:49 PM	PKG File
Annual Report - Landpage - Workup	10/17/2022 4:49 PM	Microsoft PowerPoint Presentation
Annual Report - Landpage - Workup	10/17/2022 4:42 PM	Adobe Acrobat Document
2021 Annual Report (6) Letters (No tracking) (1)	10/17/2022 2:35 PM	Microsoft Word Document
2021 Annual Report - English	0/29/2022 5:24 PM	Adobe Acrobat Document
Annual Report - 2022	0/29/2022 5:22 PM	Adobe Acrobat Document
2022 Annual Report Changes - Church Polance	0/15/2022 9:57 AM	Microsoft Word Document
Annual Report	12/16/2022 1:30 AM	File folder
Annual Report - Landpage - Workup	10/17/2022 4:14 PM	File folder

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Step 4: After login, the website would take the user to their Dashboard (Church List page). When the user clicks the Church Name, the Summary page will open.

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Step 5: The Summary page of the church report will display data from the last year. The new questions added for the 2022 report will not have data and will be blank.

Step 6: The user must answer all the questions in the report page which are mandatory. After answering the questions, click **Save & Continue** at the end of the tabs.

Annual Report 2022

Home Report Contact

Dashboard Manage Lists **Direct Report** Past Report

The Christian and Ministry Alliance

Local Alliance Church and Annual Report

Church Code: 1001

Henry Street Church | 1001 - 2022-01-10

Log In

Official Directory City	Church Name	Current Year Church
Email	Telephone	Fax
Website Address	Name of Individual Entering Report	idm

ATTENDANCE	1st	2nd	3rd	4th	5th
1st	2nd	3rd	4th	5th	6th
7th	8th	9th	10th	11th	12th
13th	14th	15th	16th	17th	18th
19th	20th	21st	22nd	23rd	24th
25th	26th	27th	28th	29th	30th
31st	32nd	33rd	34th	35th	36th
37th	38th	39th	40th	41st	42nd
43rd	44th	45th	46th	47th	48th
49th	50th	51st	52nd	53rd	54th
55th	56th	57th	58th	59th	60th
61st	62nd	63rd	64th	65th	66th
67th	68th	69th	70th	71st	72nd
73rd	74th	75th	76th	77th	78th
79th	80th	81st	82nd	83rd	84th
85th	86th	87th	88th	89th	90th
91st	92nd	93rd	94th	95th	96th
97th	98th	99th	100th	101st	102nd
103rd	104th	105th	106th	107th	108th
109th	110th	111th	112th	113th	114th
115th	116th	117th	118th	119th	120th
121st	122nd	123rd	124th	125th	126th
127th	128th	129th	130th	131st	132nd
133rd	134th	135th	136th	137th	138th
139th	140th	141st	142nd	143rd	144th
145th	146th	147th	148th	149th	150th