**Step by step guide to using the Online Returns System for Statistics for Mission**

1. **Firstly find out if your church used the online system for Statistics for Mission or Finance returns in the past**
* **If yes** then you need to find out who the administrator of the account is – you can either do this by asking in your church or by emailing Statistics@LecCofE.org.
* The administrator can then enter the church’s data, set up an account for you to enter the church’s data (if they need guidance on how to do this please ask them to contact us) or give you their login details to enter the church’s data.
* If your account administrator has forgotten their username or password they can request a reminder by clicking on ‘login’ and then selecting forgotten username or password on the pop-up box that appears.
* **If no** then please contact us for details of how to set up an account.
1. **Enter your data**
* To do this click on ‘Enter your data’.
* If there is more than one church in your parish, click on the relevant church.
* Enter your data against the headings, which are the same as for the paper Return used in previous years. Where there is no data to be entered, please enter ‘0’ (zero). All fields need to be completed.
* Data can be entered in more than one session, if you don’t want to complete the form all in one go. At the end of each page there is a ‘Save and Return to Menu’ button. Clicking on the ‘Save and Return’ button will take you back to the front page. Click on ‘Enter your data’ to input more data.
* Clicking on ‘Next’ will take you to the next data entry page.
* The navigation panel on the left of the screen shows which sections have been completed, or still require data entry. It also allows you to access different areas of the Return without having to go through a section previously completed.
1. **Submit your return**
* Has data been entered into all sections and does the indicator show green ‘100% complete’? If so, and you are happy with the data you have added to the system, click ‘submit data’.
1. **View your data**
* If you would like to view your completed form click ‘View Report’. This will give you an overview of all the data you have submitted.

**If you have any questions along the way please don’t hesitate to contact us by emailing** **Statistics@LecCofE.org** **– we are here to help!**