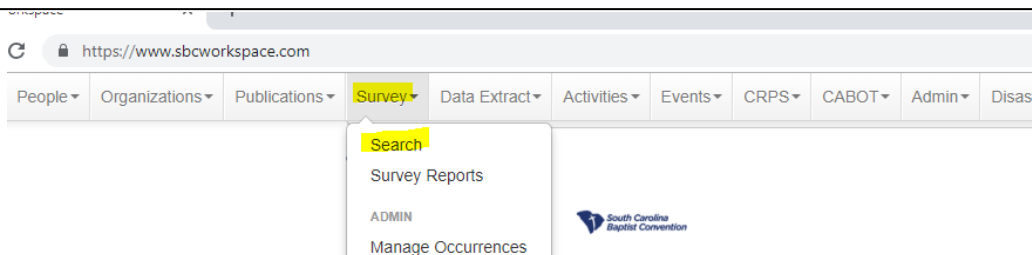


To enter a church's statistical data, log-in to Workspace and click on the Survey heading, then click on Search.



Type in the church's SBC ID, then click Search. Their open surveys will appear.

Click on the ACP Statistical Profile.

## Survey Search

A screenshot of the 'Survey Search' results page. At the top, there is a search bar with the SBC ID '0270769' entered, a 'Search' button, and dropdowns for 'Select Year' and 'Select Survey'. Below the search bar, the results for 'Eau Claire Baptist Church (0270769) - Columbia, SC' are displayed. Three survey cards are shown: 'ACP Statistical Profile' (highlighted in yellow), 'SC Supplemental Survey', and 'Leadership Profile'. Each card has an 'Open' button and lists details like 'Year', 'Starts', 'Due By', 'Closes', and 'Last Modified'.

The church's statistical profile will open.

Once the data has been entered, click either Save button (top or bottom).

A screenshot of the 'Eau Claire Baptist Church' statistical profile form. The form is titled 'Membership' and shows a table for 'Current Year' data. The table has columns for 'Total Membership', 'Total Baptisms', and 'Other Additions'. The 'Total Baptisms' section is expanded, showing a list of baptism categories (a through d) and a 'Total - Total Baptisms' row. At the bottom of the form, there are 'Save', 'Cancel', and 'Reports' buttons.

After clicking Save, this box will appear. Click the green box to save and close the survey.

A screenshot of a confirmation dialog box titled 'Is the survey complete?'. It contains two buttons: a grey button labeled 'No, Save my answers but leave the survey open (you will be able to make changes)' and a green button labeled 'Yes, Save my answers and mark the survey complete (you will NOT be able to make changes)'. The green button is circled in blue.