

This year we will once again be completing year-end statistics online making the process easier, faster and more accurate. The website will open January 1.

Deadline to submit statistics for 2010 is January 26, 2011.

To submit the information for your church, just follow the instructions below. Note that you may return to the site to work on your tables as many times as you need but do not submit them until you are satisfied that they are complete.

1. Go to <https://UMCData.com> (website opens January 1)
2. Click on “**New Mexico Conference**” and then click “**Go**”
3. Log in using the **username** and **password** found at the top of the letter you received. (If you have lost this information, your username is your church’s Conference Church ID# and your password is your church’s GCFA#)
4. Select “**Local Church Statistics**”
5. Select “**Enter Local Church Statistics for the Current Year**”
6. Confirm that the church listed is your church and click “**Continue**”
7. Select a table to complete but keep in mind you need to complete all three tables. A link for line-by-line instructions is available at the top of each table.
8. **Enter your data** in all the white boxes. [Note: data from your church for 2009 is in the brackets]
9. “**Save**” your data. Even if you do not have all the information necessary to complete your tables, you need to “**Save**” your data and return to the site later to complete them.
10. When all data is entered (Do not leave any fields blank. Use “0” for any boxes that have no answer) and you have reviewed your entries, click “**Submit**”. You need to submit each table separately.
11. Use the “**Printer Friendly View**” button to print a copy of each table for your church records.
12. If you notice any errors after submitting, contact the conference office to make the change. Once submitted, you may no longer make changes to the reports on the website.

You’re done!

Thank you for your cooperation in completing these reports. If you need paper copies of the tables, they are available on the Conference website (www.nmconfum.com) or by contacting the Conference office.