NAD Children's Ministries Directors **ONLINE REPORTING SYSTEM**

Anyone can register as a CHURCH MEMBER and complete a report via <u>www.admin.childmin.org</u>. Registration is required for completing VBS or Year-End Reports. Users can...

- Easily reset their passwords using an automated system.
- Quickly complete reports using pre-populated fields from their profile.
- Return and edit or delete their reports at any time within the calendar year that they are submitted.
- View and use the administrative site in English or Spanish.

CHILDRE North American Div	N'S MINISTRIES	View past reports by clicking on these tabs	Year End Reporting Logaut My Account HOME RETURN TO MAIN SITE
VBS REPORTING YEAR END REPORTING	ACCOUNTINFO VES REPOR Complete new reports by clicking on these buttons	Test Person Frederick Spanish Adventist Churc Chesapeake test2@ccharacter.com 123 S Main	Profile information is used to pre-populate reports, speeding up the process
Change language settings	Phone Number: This information will be used b Save time (or change your pas EDIT USER INFO	Frederick, MD 54321 (555) 444-3321 y the system to pre-populate any repa ssword) by completing this part!	arts you submit.



When you log in, your home screen will look something like this. Use the green EDIT USER INFO button at any time to update your password or other information. Use the VBS & YEAR END REPORTING buttons at the left (or along the top of the screen) to add reports. While each report will be populated with your contact information to start with, you can change it to reflect the local church personnel.

CHILDREN'S MINISTRIES HOME RETURN TO MAIN SITE North American Division of Seventh-day Adventists Click these tabs to view/edit reports that you Test AA Person ACCOUNT INFO VBS REPORTS YEAR-END REPORTS have personally entered. First Name: Test VBS REPORTING AA Person Last Name: Adventist Church Church Name: YEAR END REPORTING Conference: Email: test3@ccharacter.com VBS REPORTING: SUMMARY Address: PO Box 65 Frederick, MD 21701 YEAR-END REPORTING: SUMMARY USA ENGLISH Phone Number: (333) 444-5556 This information will be used by the system to pre-populate any reports you submit. Click the SUMMARY buttons to Save time (or change your password) by completing this part! view all reports in your territory.

Reports that you have created are accessible via the horizontal tabs.

	Sharon Stromberg	ACCOUNT INFO VBS REPORTS YEAR-END REPORTS				
	VBS REPORTING	VBS Reports				
Click a church name to	YEAR END REPORTING	 Frederick Spanish Iglesia Adventista – Dec 5, 2016 				
view its complete report.	MY DATABASE TOOLS[RESTRICTED ACCESS]	 Duluth Adventist Church – Jun 5, 2016 Wimbish Road Adventist Church – Jun 27, 2016 Lookout Mountain Adventist Church – Jun 20, 2016 				
Conference directors can edit or delete reports.	VBS REPORTING: SUMMARY[RESTRICTED ACCESS]	 Gainesville Adventist Church – Jul 11, 2016 Minneapolis Hispanic Adventist Church – Jul 10, 2016 Decatur Adventist Church – May 23, 2016 				
	YEAR-END REPORTING: SUMMARY[RESTRICTED ACCESS]	 Wildwood Adventist Church – Jun 26, 2016 Marietta Adventist Church – Jun 26, 2016 				
	ENGLISH	Pikeville Adventist Church – Jun 19, 2016				
		Programs NOT held Frederick Iglesia Adventista – Dec 7, 2016 Frederick Adventist Church – Jul 5, 2016 Frederick Negative Spanish Adventist Church Test No VBS Adventist Church				



The summary pages display information for your specific region, plus the NAD Totals.

34 reports were submitted:		CHOOSE YEAR						÷
 English (34) Spanish (0) 				CHOOSE Union/Conf				
GRAPHIC SUMMARY	INDIVIDUAL REPORTS	NAD TOTA	LS TAE	BLE/DOWNLOAD				
		Attendance		Ste	Staff		Training	
		SDA	Non	Adult	Teen	Online	Seminar	Adul Semina
GRAND TOTALS (60)		2118	958	1019	578	93	88	9
ATLANTIC (1)		50	15	7	10	2	0	0
Bermuda (0)								0
Greater New York (0)								0
New York (0)								0
Northeastern (1)		50	15	7	10	2	0	0
Northern New England	d (0)							0
Southern New Englan	d (0)							0
COLUMBIA (4)		31	33	30	14	1	4	2
Allegheny East (1)		14	1	5	7	0	0	0
Allegheny West (0)								0
Chesapeake (2)		16	15	20	5	1	2	1
Mountain View (1)		1	17	5	2	0	2	1
New Jersev (0)								0

The NAD TOTALS tab shows a breakdown of totals by conference, with Union and overall totals as well.

GEORGIA-CUMBERLAND VBS REPORTING: 2016 34 reports were submitted: CHOOSE YEAR · English (34) Spanish (0) CHOOSE Union/Conf GRAPHIC SUMMARY INDIVIDUAL REPORTS NAD TOTALS TABLE/DOWNLOAD 4 Attendance Staff Training Non Adult Teen Online Seminar Seminar Program Dates Program Name Report Date Church Name SDA TOTALS 1328 635 708 328 36 49 2 Georgia-Cumberland 0-02-2016 Atlanta Gh 47 13 10 2 3 6 No 07-04 to 07-08 AdventSource 12 17 16 0 2 No 06-27 fo 07-02 AdventSource 12-06-2016 Attento Neg 25 2-06-2016 Atlanta Romania 50 15 15 12 0 5 No 05-30 to 06-04 Baptist Press 13 21 12 1 1 No 07-11 to 07-16 Kidsville VBX 09-28-2016 Augusto Pist S 31 12-06-2016 Bowman Hills 35 15 5 2 0 0 Yes 02-13 to 08-27 Our own 12-06-2016 Builard Remity 41 15 0 1 No 07-25 to 07-29 AdventSource 20 09-06-2016 Conton Adventist Church 6 16 15 10 0 0 No 06-13 to 06-17 Group Publishing 09-25-2016 Chatawarth Geventh-Da 0 No 07-11 to 07-16 Standard: Deep Se 20 27 31 9 0

The TABLE/DOWNLOAD tab is available to Conference personnel, who may download a spreadsheet containing all information reported—including the contact information of the leaders who submitted the reports. You can also click the name of a church here to view/edit its report.