Real Discipleship Survey Instructions for Church Admin

To login to your dashboard:

1. First ensure that you have claimed your church profile:
   - Visit: https://www.discipleshipsurvey.com/1/churchclaim.php
   - Select your conference. (CTL 7D)
   - Select your district; click "Find Church". (CTL 2022)
   - Select your church, click "Claim Church". (Your name)
   - Enter your city, state, zip, name, email and password.
   - Optional: Enter any groups you wish to add (this can also be done later).
   - Scroll to bottom and click "Update".
   - This will claim the profile; Click "Return" to go to your dashboard.
2. If you have already claimed the church profile you can login directly:
   - Visit: https://www.discipleshipsurvey.com/1/church.php
   - Enter your login credentials.
     - Enter the email already assigned to the account.
     - Enter the password already assigned to the account; click "Login".
     - If you do not have the login credentials and the church is not on the church claim list, please contact your conference admin.
   - Click "Login".

How use your dashboard:

- You can click "Edit" to edit details of your church.
  - Items such as church name, address, contact name, etc. are used for informational purposes.
  - Changing the email address will change the email address used to login with.
  - Changing the password will change the password used to login with.
  - Display Full Results set to NO will show only the basic results. Setting it to YES will show the full results including suggestions.
  - Adding group names will allow individuals to choose a group to belong to when taking surveys. This helps is separating stats.
  - Clicking "Update" at the bottom of this page will save your changes.
- Click "Return" to go back to your dashboard.
- Clicking "Stats" will show the results and stats for your church.
  - You will have the option to view results only from a certain range as well as view the totals and averages at the bottom of the page.
- Clicking "Group Stats" will show the selected group's stats.
- Keep in mind that whenever you are viewing reports, you can download the report by using the small "Export File Here" button at the bottom of the report page.