QUICK Guide to the BUGB online Annual Return

STEP ONE: Login

Use the link on the Annual Returns page on our website (www.baptist.org.uk/annualreturns) to access our online system. This will take you to our login page where you need to enter your church's username and password as supplied by email.

Once you are in you will be presented with a **Welcome screen** – the name of your church will be shown on the right-hand side under 'You are logged in as:'   Click the words **'Annual Return'** to start
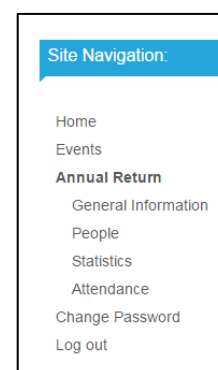
STEP TWO: Understand the process

You have now reached the Home Page for Annual Returns. The Navigation Menu on the right has been expanded to list all four sections of the form.

To complete your Annual Return, you will need to check the information in each of the four sections listed on the right (and at the bottom of the page) and provide us with any details that are missing or out of date. The information you see is what we are currently holding in our database for your church.

You can complete the sections in any order and you can save what you have entered and come back another day to complete the form. However, we do recommend you try and complete the form in one session – simply to avoid you having to remember to come back and complete the form another day!

After you have submitted the return to us you will be sent an email* which contains all the data you entered or confirmed. You will be able to print this and/or save it as a record of your Annual Return.

Site Navigation:

Home
Events
Annual Return
  General Information
  People
  Statistics
  Attendance
Change Password
Log out

STEP THREE: Check and update the information we hold for your church

To look at any of the sections just click the appropriate title in either of the two Navigation Menus (bottom of the page and on the right-hand side). For more information about what is required in each section please see the full "Guide to completing your BUGB online Annual Return" or our FAQ Document – both of which can be found at www.baptist.org.uk/annualreturns

Once you are happy with the information you have added please click 'Save' or 'Save Section'. You will need to do this even if you haven't completed a section or the data will be lost when you log out. Note that once you click 'save' a green tick will appear next to that section at the bottom of the Home Page. You will still be able to return to this section to make further changes.

To Log out before you have finished just click 'Log Out' in the Navigation Menu. Don't forget to login at another time to complete your return!

STEP FOUR: Review and submit the Return

Once you have completed (and Saved) all four sections (and are happy with the changes you have made) then you need to submit the form to us. Note that until you have saved all four sections this option will not be available but once it is you will see this message at the top of each page

> All four sections have been saved. If you have completed your Annual Return please **CLICK HERE** to Review and Submit

When you CLICK HERE you will be presented with a summary of your annual return. You should read this through to check you haven't made any mistakes.

At the end of the summary you have two options – 'submit' and 'back'. If you are happy with the information you have provided click the 'submit' button. If you have further changes to make, click 'back', make the necessary amendments and repeat the process.

Once the form has been submitted you will be told that this has happened and a confirmation email containing all the information you have provided will be sent automatically to your email address*. You should print this and/or save it as a record of your Annual Return.

*This will be sent to the email address given as the 'Main Contact email' in the Church Information section.
 If you don't receive it please check your Spam Folder.