Electronic Reporting FAQ

Adventist Community Services (ACS) is pleased to provide a web-based software to keep track of all of your community service activities. The software will allow you to record clients, services, and volunteer information as well as basic income and expenses. All you need is a computer with internet access and an individual(s) to type in information. The use of this software will eliminate the need to provide annual written reports to your conference office. Here are answers to a few questions:

Who should use this software? At least two or three people at every church or center that provide community services should learn to use this software.

How much does this cost? Use of the software and participating in the webinars is FREE!

What do I need in order to use this software? All you need is a computer with internet access, a person that knows how to use a keyboard, and an email address. You do not have to purchase or install any special software.

We only operate a few hours a week, so do we still need to use this service? Every community service activity big or small, ongoing or temporary, should record services on the new software.

How do we learn to use this software? ACS will offer webinars to help demonstrate the software program. To request a webinar, you can email wynellestevens@nadadventist.org or call 443-391-7254.

How do we get started? You fill out the registration form link (on e-reporting page) which may be found on the ACS website: www.communityservices.org/e-reporting

You will receive an email reply with your username and password and instructions on how to connect to the database.

It's simple and easy. So, get started today! Additional questions maybe emailed to wynellestevens@nadadventist.org or 443-391-7254.