

DO Home Survey

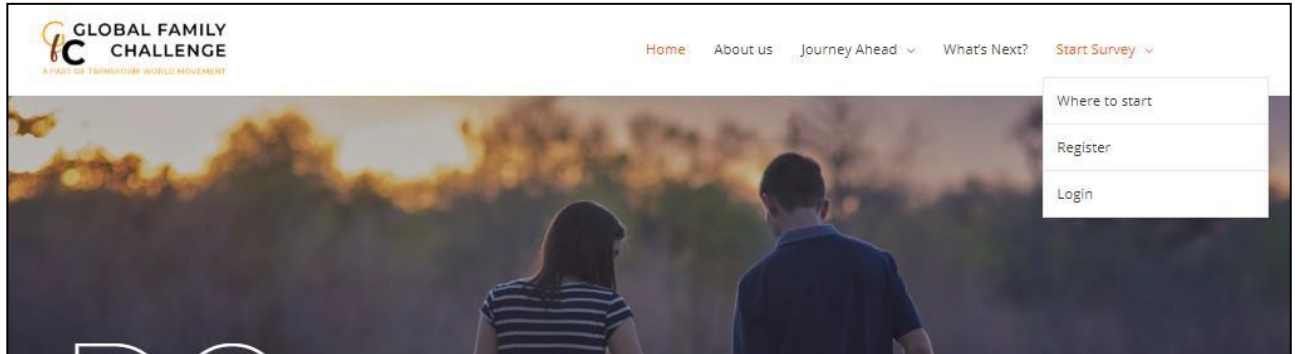
User Manual



Table of Contents

I. Setting Up the Survey	2
A. Registering for a Stand-Alone Church Account	3
B. Registering for a Network/Denomination Account	6
C. Registering Individual Churches Under A Network	8
II. Viewing Reports	10
A. Accessing Your Church Account	10
B. Accessing Your Church’s Reports	12
C. Accessing Network Reports	12
D. Saving the Reports in PDF Format	13
Appendix	16
Generating and Reading QR Code	16

I. Setting Up the Survey



globalfamilychallenge.com

This is the homepage for Global Family Challenge, hover over “**Start Survey**” which is located at the top right corner of the screen:

- click “**Where to start**” to read the outline of this survey
- click “**Register**” to download this User Manual and read the survey guide

The first thing you need to do to get set up for a survey is to decide if you are taking the survey as a stand-alone church, or if you are taking the survey as a network or a denomination of churches.



A. Registering for a Stand-Alone Church Account


Go to the link below to register for a church account.

<https://survey.globalfamilychallenge.com/register>

Click “**Register Church**” button.

Fill in the following details and click “**Register**” to register your church.

Important Note: Because some corporate servers may block our survey emails due to certain firewall measures they put in place, we recommend that you create a separate private email address (such as gmail, yahoo, etc.) for the purpose of the survey.



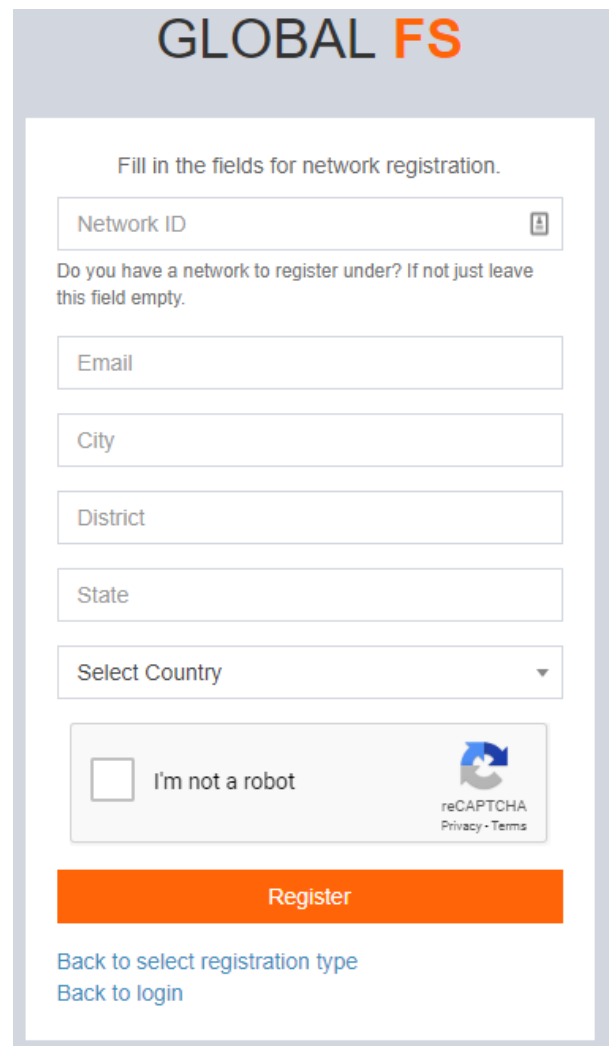
GLOBAL FS

Select Registration Type

Register Network

Register Church

Already have an account? [Login Here](#)



GLOBAL FS

Fill in the fields for network registration.

Network ID

Do you have a network to register under? If not just leave this field empty.


Email

City

District

State

Select Country

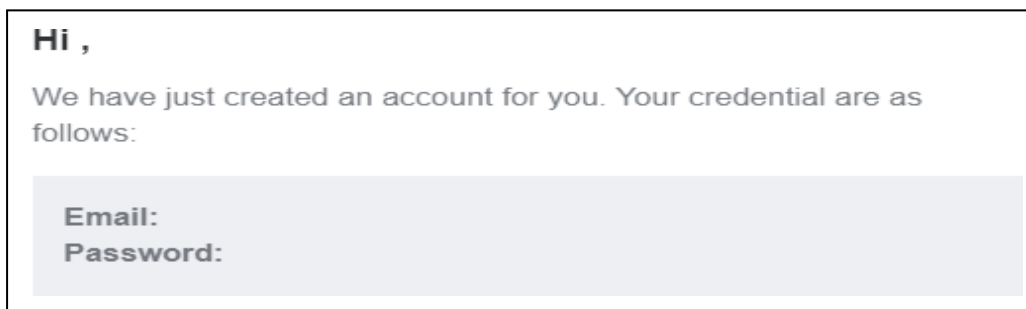
I'm not a robot  reCAPTCHA
Privacy - Terms

Register

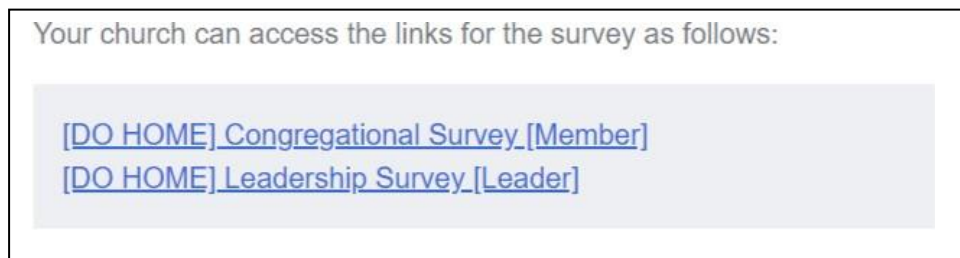
[Back to select registration type](#)
[Back to login](#)

You will then receive an email from the Family Challenge Survey Team indicating your success in registering for the survey, with your registered email address and the password.

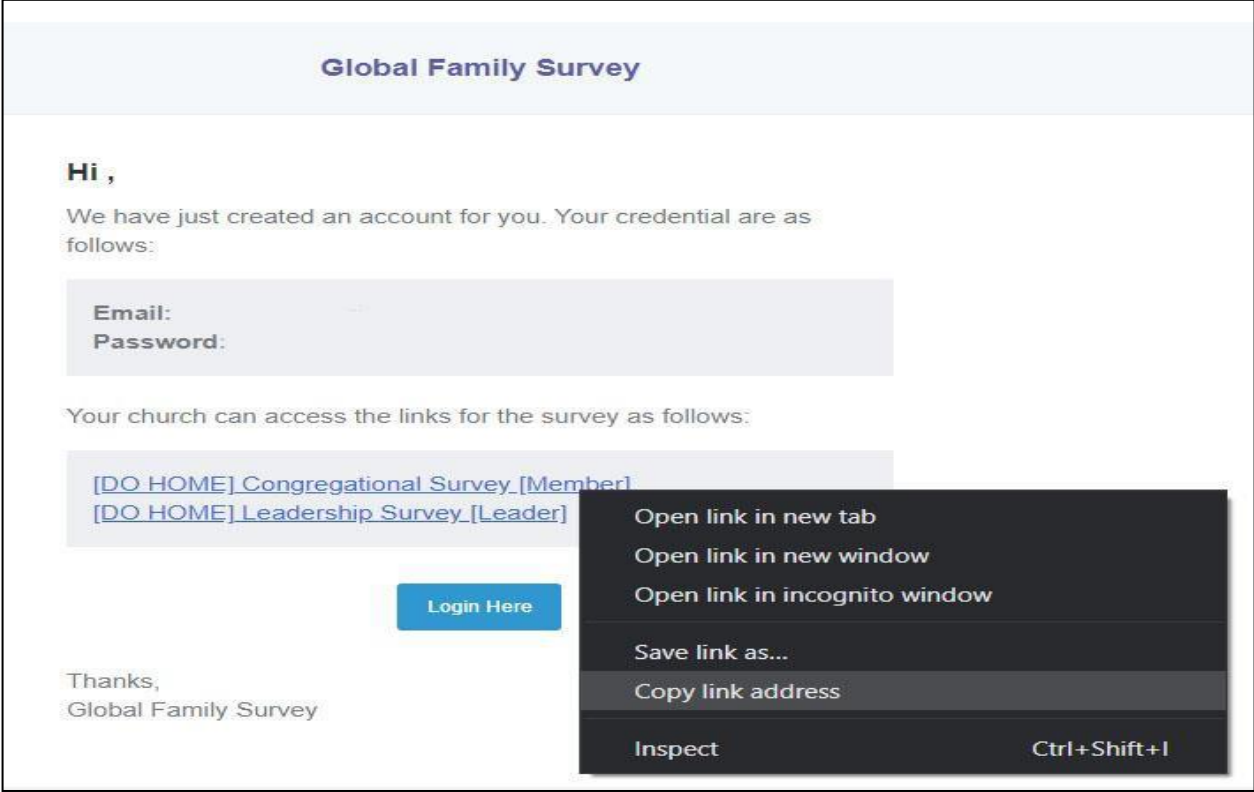
It is important that you save this registration email in a safe place as you will need the information (email address and password) in the survey process. *(Please check your “spam/junk” folder if your confirmation email does not appear in your inbox.)*



You can now use the links found in the registration email, to obtain the web addresses of the respective survey questionnaires. You will be able to send the respective survey links to either your leaders or church members.



To copy the link, right-click on the links and click “Copy Link address” as shown below. You may now send it to your congregation and leaders respectively.



The leadership team and the congregation may now proceed to complete the respective survey questionnaires.

You may find it easier to project these links as QR code during corporate meetings of your church / organization for your members to use to access the survey. To generate a QR code, please refer to the **Appendix** of this Manual.

B. Registering for a Network/Denomination Account

If you wish to conduct the survey for your whole network and receive the network-wide composite survey results, please register for a special network account.

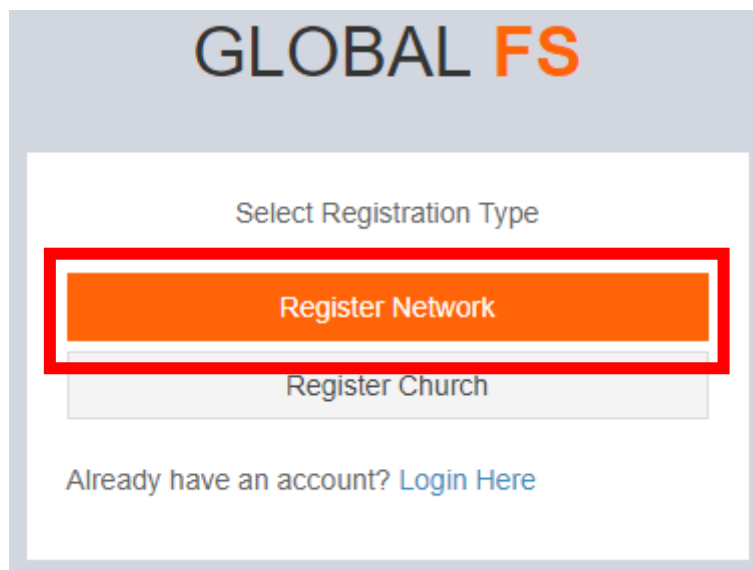
Do take note of the following when you are completing the registration:

- This registration is usually completed by the person approved by network leadership.
- The network leader will then receive, via email, a survey link to forward to those churches and organizations within its network who can then register for the survey as a part of the network.
- Only the person (s) who have access to the unique network survey password (found in the registration email) will have access to the network survey account and be able to view the composite reports of the surveys.

Step 1: Go to the link below to register for a network account.

Click the **Register Network** button.

<https://survey.globalfamilychallenge.com/register>



GLOBAL FS

Select Registration Type

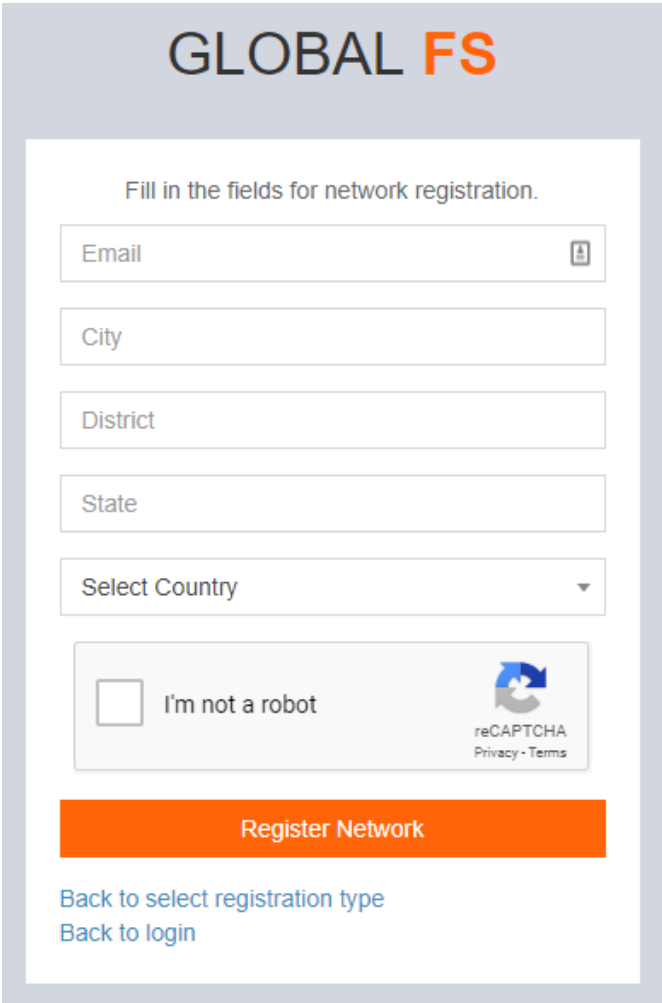
Register Network

Register Church

Already have an account? [Login Here](#)

Step 2: Fill in the details required and click “**Register Network**”.

Important Note: Because some corporate servers may block our survey emails due to certain firewall measures they put in place, we recommend that you create a separate private email address (such as gmail, yahoo, etc.) for the purpose of the survey.



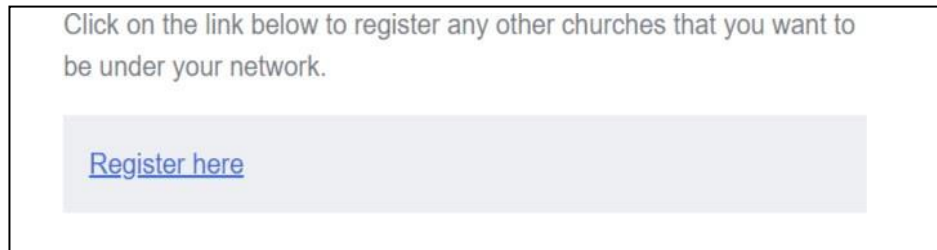
The screenshot shows a registration form titled "GLOBAL FS". The form contains the following elements:

- A header with the text "Fill in the fields for network registration."
- Input fields for "Email", "City", "District", and "State".
- A dropdown menu labeled "Select Country".
- A reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".
- An orange button labeled "Register Network".
- Two blue links at the bottom: "Back to select registration type" and "Back to login".

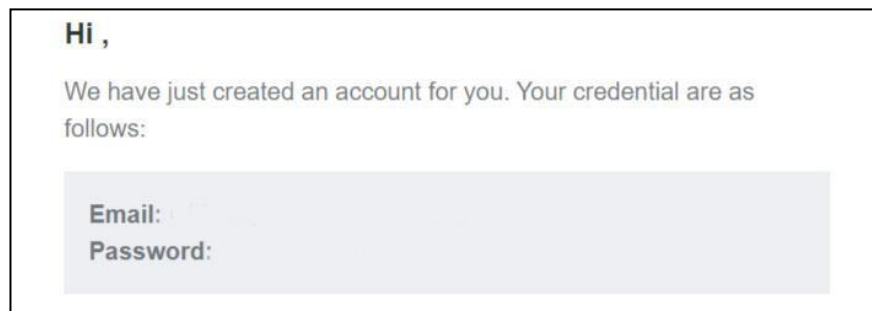
Step 3: You will then receive an email from the Family Challenge Survey Team indicating the success of your registration of the network. It will show the email address and the specific password for your network.

C. Registering Individual Churches Under A Network

Each church / organization in the network must obtain the network registration link from their network leader. This link is found in the network registration email. A sample is shown below.

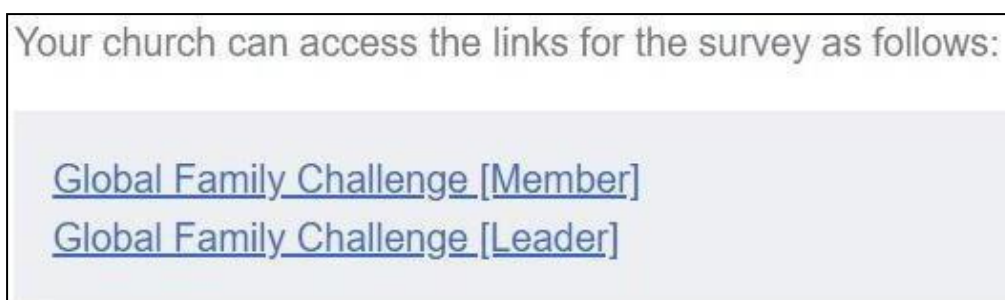


1. This link will lead to the registration form for your church / organization. Complete the form and click **'Register'**.
2. You will receive an email from the Family Challenge Survey Team indicating success of registration, showing the email address and the password.

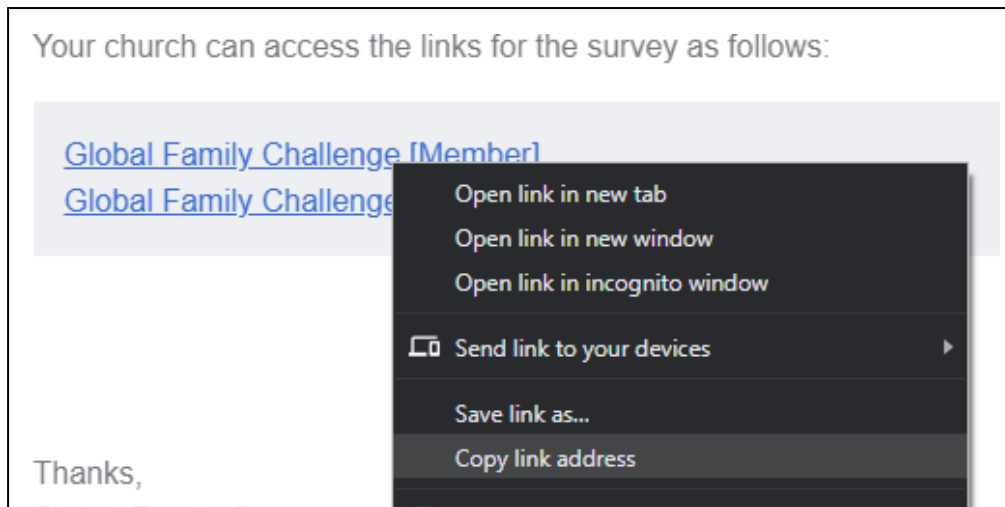


It is important that you save this registration email in a safe place as you will be needing the information for the remaining part of the survey process. *(Please check your "spam/junk" folder if email does not appear in your inbox.)*

3. You can now use the links below, found in the registration email, to obtain the web addresses of the respective survey questionnaires to send to either your leaders or church members.



To copy the link, right-click on the links and click “Copy Link address” as shown below. You may now send it to your congregation and leaders respectively.



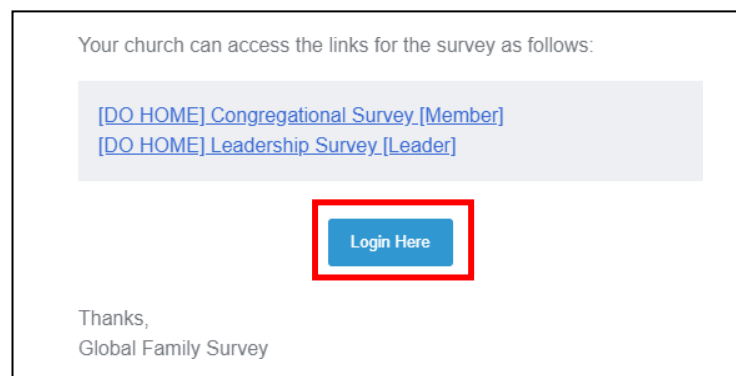
4. The leadership team and the congregation may now proceed to complete the respective survey questionnaires.
5. You may find it easier to project these links as QR code during corporate meetings of your church / organization for your members to use to access the survey. To generate a QR code, please refer to the **Appendix** of this Manual.

II. Viewing Reports

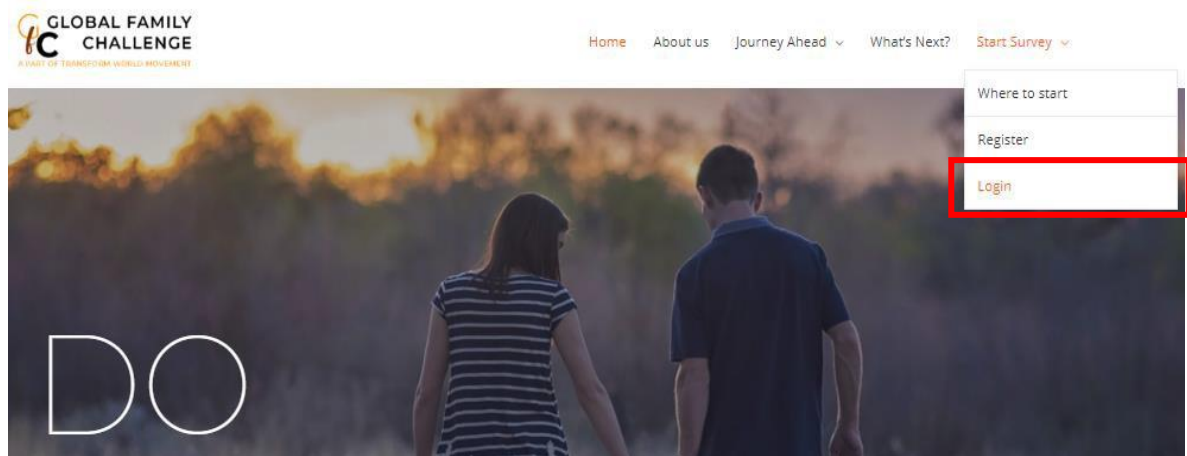
A. Accessing Your Church Account

Important Note: Reports are only updated 24 hours after the time of closing of the survey. The reports will only be ready then for viewing.

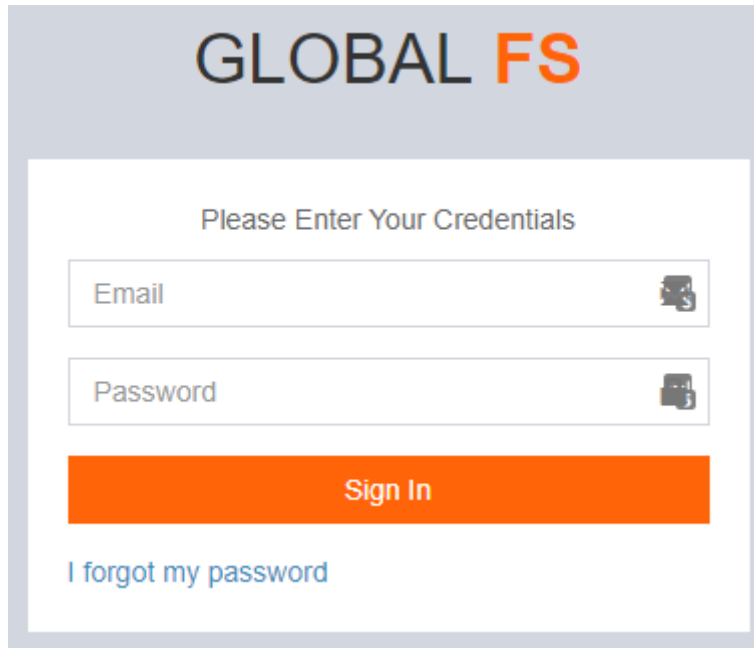
To access your account, please go back to your registration email and click the **'login'**.



Alternatively, you may also login from globalfamilychallenge.com, hover over **"Start Survey"** and click **"Login"**



Then, complete the form using the information in your registration email and click 'Sign In'.



The image shows a sign-in form for GLOBAL FS. At the top, the text "GLOBAL FS" is displayed in a large, bold font, with "GLOBAL" in grey and "FS" in orange. Below this, the instruction "Please Enter Your Credentials" is centered. The form consists of two input fields: "Email" and "Password", each with a small eye icon to its right. Below the input fields is a prominent orange button labeled "Sign In". At the bottom left of the form area, there is a blue link that says "I forgot my password".

Next, you will see a report as shown below.

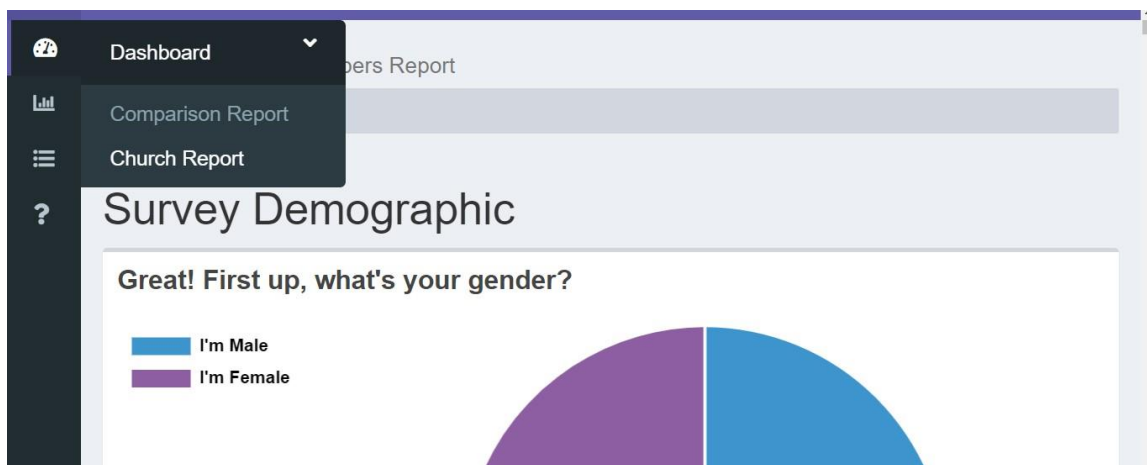


B. Accessing Your Church's Reports

You may access two reports for your church.

1. Congregational Report.
2. Leadership Report.

You may select the report to view by clicking the 'dashboard' icon as shown below.

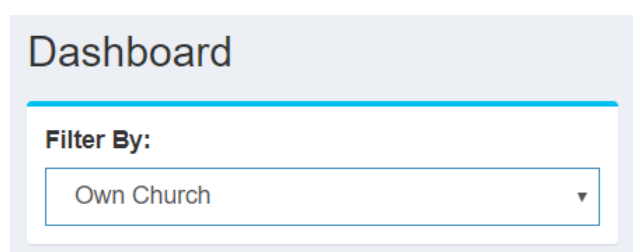
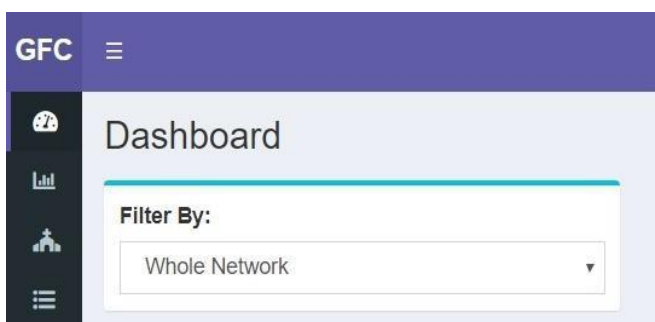


C. Accessing Network Reports

Similarly, you may access two reports for your church network.

1. Composite Congregational Report.
2. Composite Leadership Report.

This can be done by selecting the respective filter from the dropdown menu.

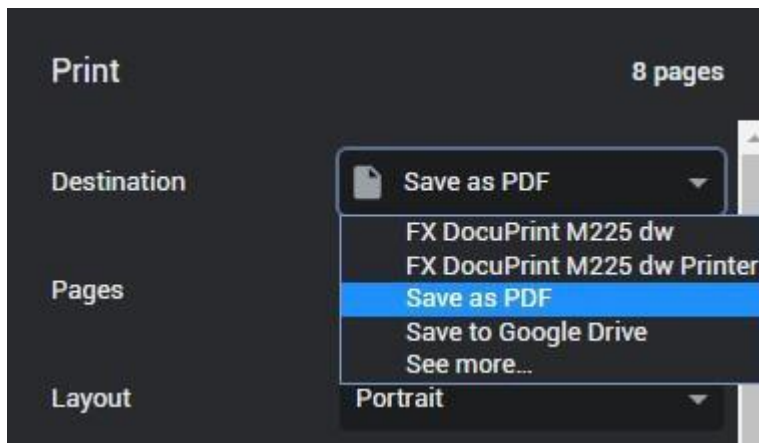


D. Saving the Reports in PDF Format

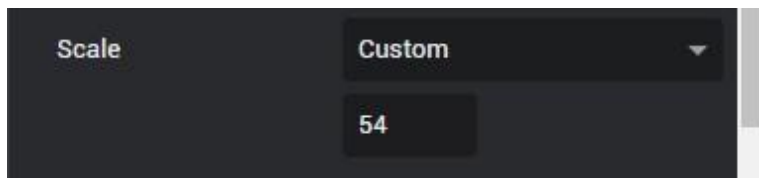
Step 1: Using Google Chrome, ensure that you have the Adobe Acrobat installed as an extension.

Step 2: While viewing the report, press CTRL+P or right click to print. A dialog will then pop up.

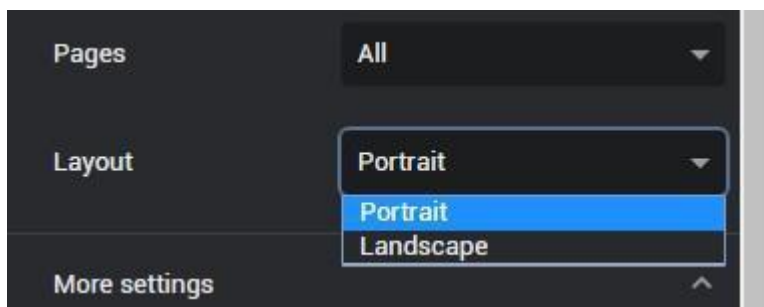
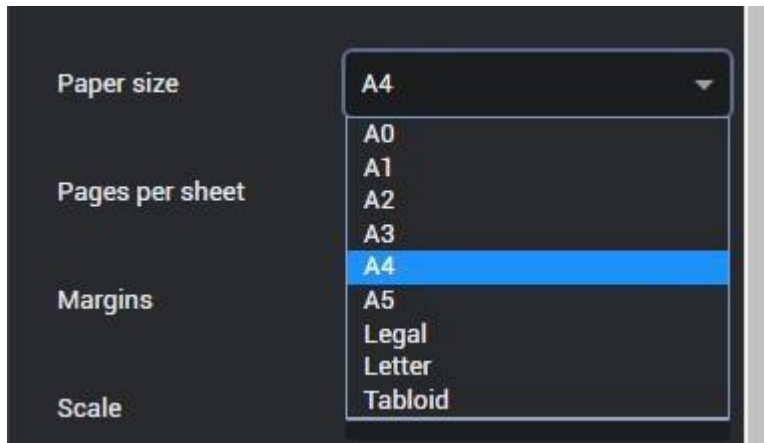
Step 3: Select "save as PDF" for **destination**.



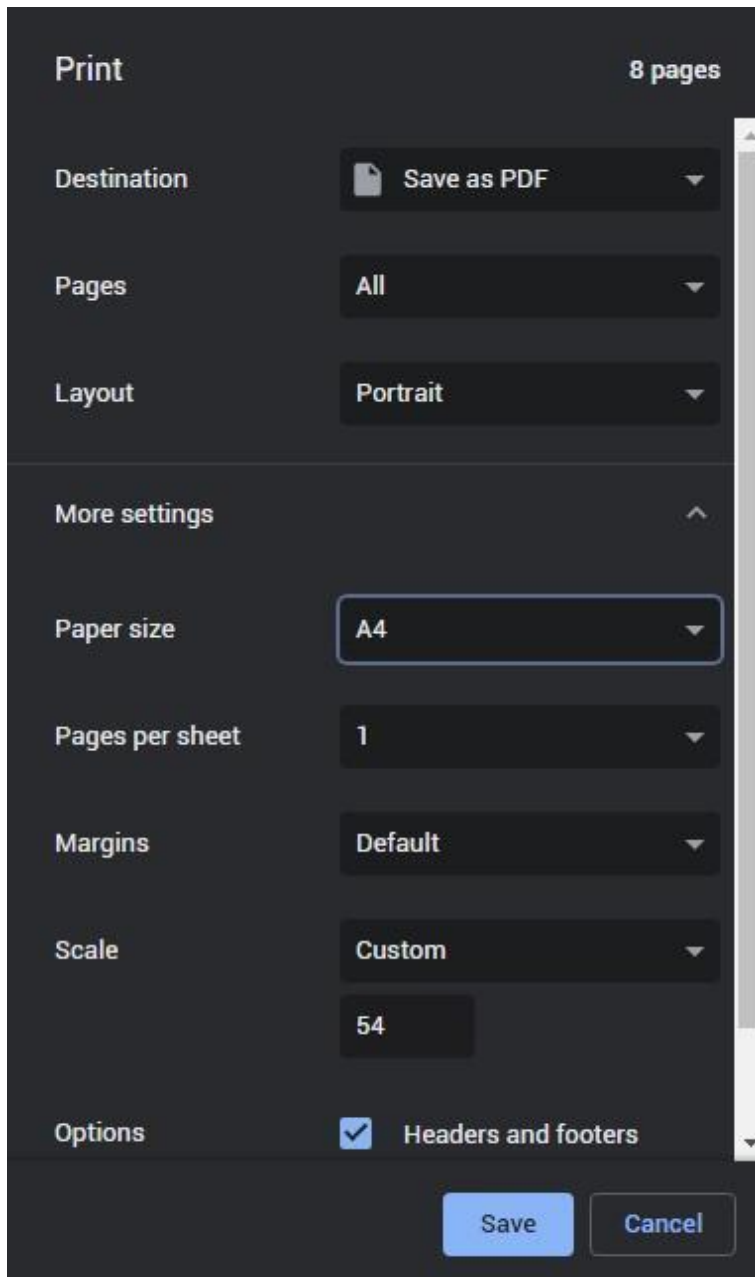
Step 4: Next, click on "**More settings**" to show more options and select **scale** as custom. Then, set the **scale** number to 54.



Step 5: Then change the **paper size** to A4 and ensure that the **layout** is in portrait.



Step 6: Your settings should look as below. Lastly, click **save**.



The image shows a dark-themed print settings dialog box. At the top left, it says "Print" and at the top right, "8 pages". The settings are organized into sections: "Destination" (Save as PDF), "Pages" (All), "Layout" (Portrait), "More settings" (expanded), "Paper size" (A4), "Pages per sheet" (1), "Margins" (Default), "Scale" (Custom, 54), and "Options" (Headers and footers checked). At the bottom, there are "Save" and "Cancel" buttons.

Setting	Value
Destination	Save as PDF
Pages	All
Layout	Portrait
More settings	Expanded
Paper size	A4
Pages per sheet	1
Margins	Default
Scale	Custom
Scale Value	54
Options	<input checked="" type="checkbox"/> Headers and footers

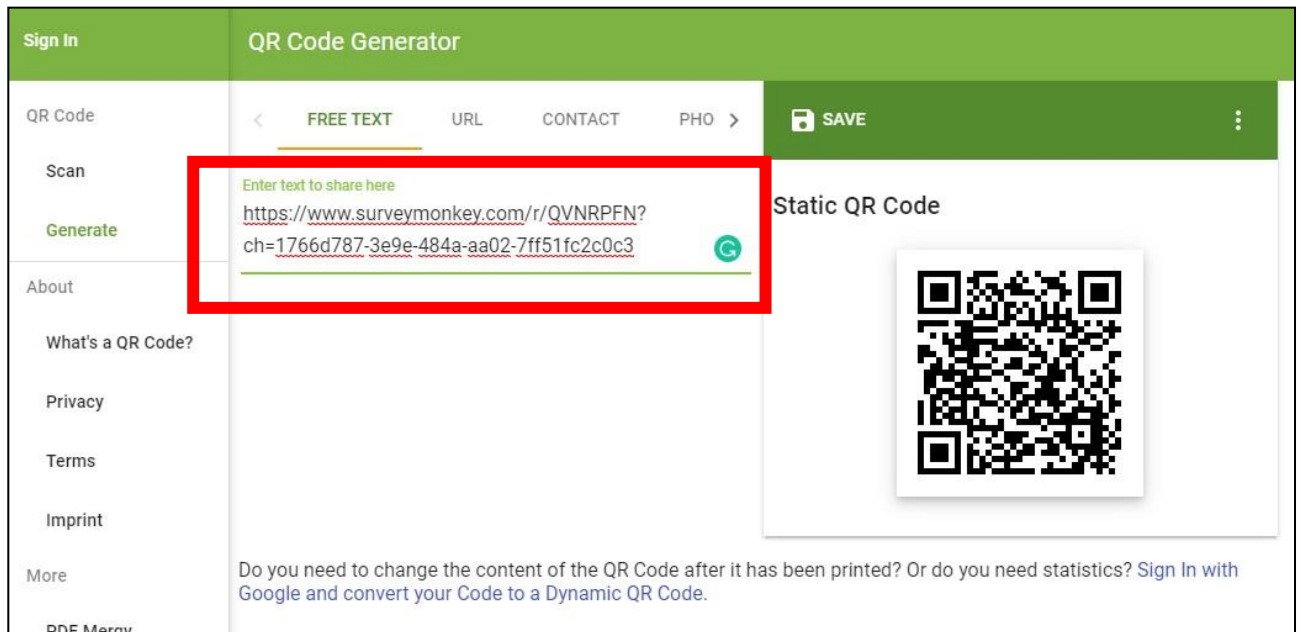
Appendix

Generating and Reading QR Code

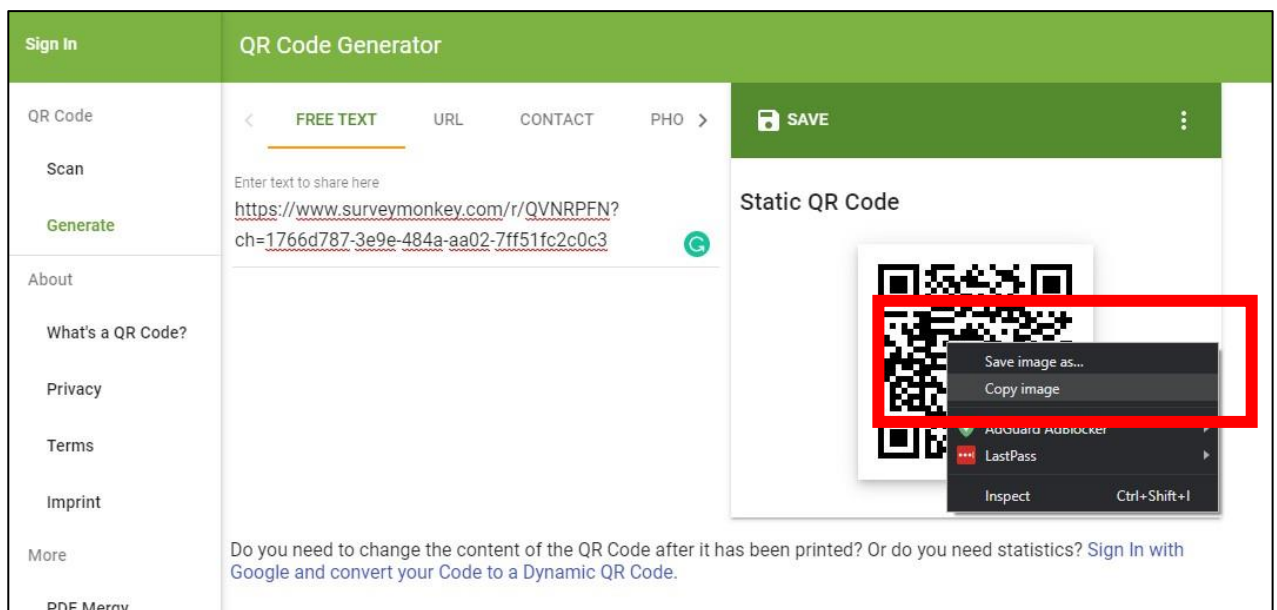
How To Generate a QR Code

Step 1: Copy the link from the registration email, and use this QR code generator at <https://www.the-qrcode-generator.com>.

Step 2: Paste the link into the “Enter text to share here” area.



Step 3: Right-click on the QR code generated on the right and click “Save image as...” to save the QR code for your use in PowerPoint or for print.



How to Read a QR Code

iPhone:

iPhone camera can automatically detect QR code.

Step 1: Turn on your camera and view the QR code.

Step 2: A notification will appear. **Tap on the notification to launch the website.**

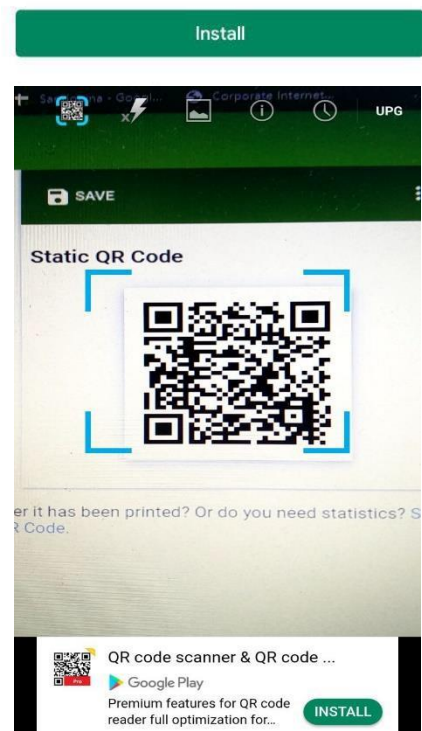
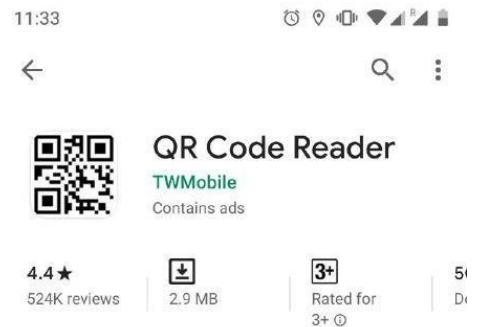


Android:

Step 1: Download "QR Code Reader" by TWMobile from the Play Store

<https://play.google.com/store/apps/details?id=tw.mobile.app.qrcode.banner>

Step 2: Open the "QR Code Reader" app and scan the QR code with it.



Step 3: The app scans the QR code and displays the link it detects.

Tap “Browse Website” to open the link in your phone’s browser.

