

# NCD Church Survey account Online Processing Instructions

Thank you for registering to conduct the annual NCD Survey in your church. Please take the time to read the following instructions carefully before proceeding. Following these instructions is essential for the church to receive reliable results. **Please do not hesitate to contact us at NCD Canada if you have any questions.**

**A week or two before you are ready to conduct the Survey, you should perform the following:**

- 1) Request an NCD Church Survey account be opened by NCD Canada
- 2) Order two Tokens:
  - a. one for producing the basic profile
  - b. one for producing the NCD Result Guides (NRGs)

**After you have received confirmation that the NCD Church Survey has been opened, and you have gathered the Survey responses, you will**

- 3) Enter the Facilitator's Form data
- 4) Enter the Survey data
- 5) Produce the basic profile
- 6) Produce the NCD Result Guides (NRGs)

## Online Processing and Reporting

- 1) Request an NCD Church Survey account be opened by NCD Canada

Submit a request for an NCD Church Survey account at [www.ncdcanada.com](http://www.ncdcanada.com) or you can send an email to [ncd@fordelm.com](mailto:ncd@fordelm.com). This account will be opened by NCD Canada in the name of the person administering the Survey and entering the data, or the pastor, depending on your instructions. You will be requested to provide your name, church name, denomination, number of Surveys conducted, and your email address.

If this is your church's first NCD Survey, please indicate "1" under "Number of Surveys". If it is your second, indicate "2" and so on. If you are unsure, please contact us by email. Previous profiles will be transferred to the new account as these can be included in the NRGs for comparison purposes and to track progress.

You will receive notification from NCD International when the account has been opened, a one-time log-in, and a request to change the password.

Once your account has been opened and you have received the automated message with the link to your one-time log-in, you will be directed to the NCD Church Survey site. You will be prompted to change the password during the one-time log-in.

The screenshot shows the 'Request for NCD Church Survey Account' page on the NCD Canada website. The page includes a navigation menu with links for 'Welcome', 'About', 'What is NCD', 'Training & Coaching', 'Books', and 'Contact'. The main content area features a 'Contact' tab and a 'Request for NCD Church Survey Account' section. This section contains instructions for users to provide their name, church name, denomination, street address, city, province, phone number, email, and the number of surveys conducted. A 'Request Account' button is located at the bottom of the form. The footer of the page repeats the navigation menu.

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On future visits to the NCD Church Survey online system, you will see a log-in tab emerge in the right-hand top of the screen, as pictured to the right.

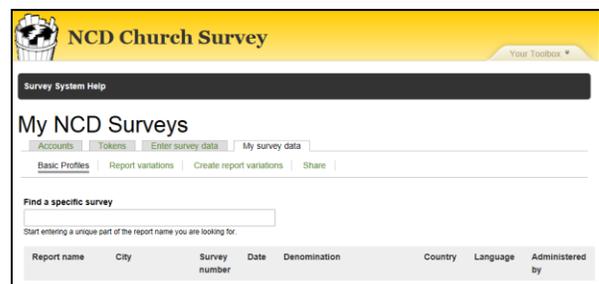
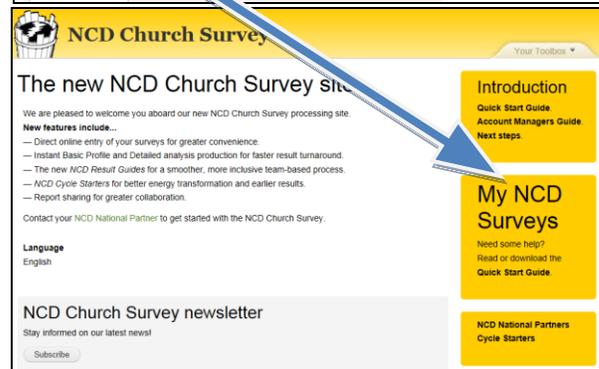
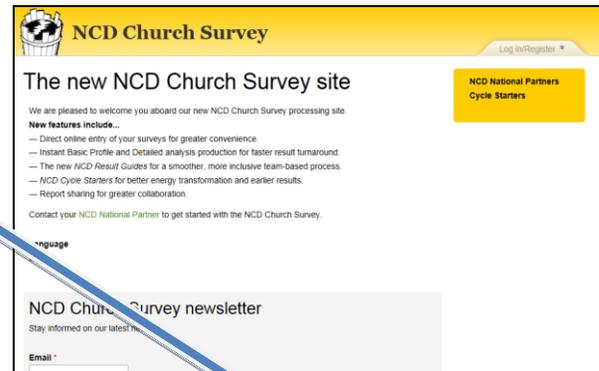
Once you are logged in, you will click on the yellow box for **“My NCD Surveys”** to access the Surveys section of the site.

If you are now responsible for Surveys previously conducted by your church, you should see profiles conducted since 2007 listed under **“Basic profiles”**. If earlier Survey results do not appear, please advise NCD Canada.

In order to produce reports, you will need to order two Tokens through the online system: the first one is for producing the basic profile, and the second is for producing report variations. Instructions for ordering Tokens follow in the next section of this document.

It is advised that you order the Tokens **prior** to conducting the Survey so you can produce the results as soon as the Survey has been conducted and the results have been input.

In Canada, the NCD Survey Results Guides (NRGs) are the only report variations available. You will find additional information about the NRGs later in this document. The Status Guide is basically the same report as the previous ProfilePlus report that you may be familiar with if your church conducted Surveys previously.

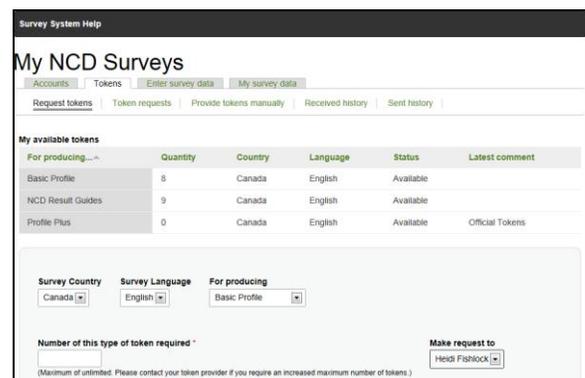


## 2) Ordering Tokens (Ordering a Token for producing the basic profile AND ordering a Token for producing the report variation called NCD Result Guides)

To order the first Token, you will need to click on the **“Tokens”** tab and then the **“Request Tokens”** tab to request a Token for producing the Basic Profile.

You will then need to request a **separate** Token for producing the NCD Result Guides.

The drop-down menu in the **“Make request to”** will default to NCD Canada Bill initially and may include sub-partners or coaches in the future.



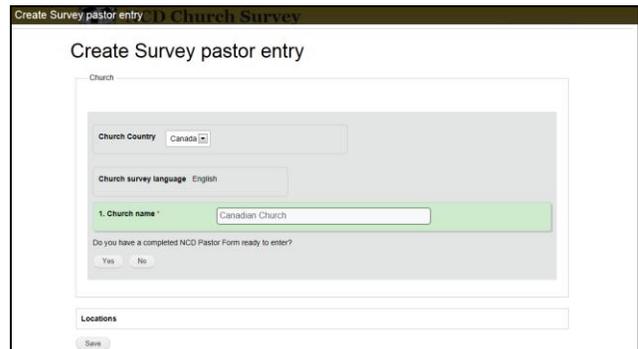
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### 3) Enter the Facilitator’s Form data

The third tab in “My NCD Surveys” is “Enter survey data”. Once you are ready to enter the results from the Survey, you will be prompted to select “Canada” and “English” from the drop-down menus. Surveys for other countries, in other languages, or being scored against a different standardization, for example, Caribbean English or North American Chinese, must be pre-arranged with NCD Canada.

You will be asked if you have a completed Facilitator’s Form ready to enter.

The online system allows you to input the data from the Facilitator’s Form in the same sequence as it exists on the paper form. You may press “Tab” to move between questions, or just click on the relevant question using the mouse.



You will be asked for your church’s denomination during the input of the Facilitator’s Form. The list of global denominations includes some which are uniquely Canadian. If you do not find your specific denomination in the list and none of the generic – or global – denomination-names apply, please indicate “Other”.

### 4) Enter the Survey data

Each participant’s Survey data is input individually before continuing on to the next participant’s Survey. Once all of the Survey responses have been entered, you will be prompted to save the data.

You do not need to move your mouse from box to box; it will be **much faster** to enter the data using the numeric key-pad allowing the software to advance from one box to the next. Blank answers on individual Survey forms must be entered as a blank. Take care when entering blank answers using the tab-key, that the system advances to the next question accordingly.

Once the data from the Facilitator’s Form and the individual Survey Forms has been input and saved, the basic profile can be produced. If you are interrupted during the inputting, have a computer problem, or choose to take a break from entering the data, you may continue later by coming back to the “Incomplete Surveys” tab under the “Enter Survey Data” tab. The already saved forms will be there, and you may pick up where you left off. Do not start a new profile to continue adding more responses as profiles cannot be combined.

### 5) Produce the basic profile

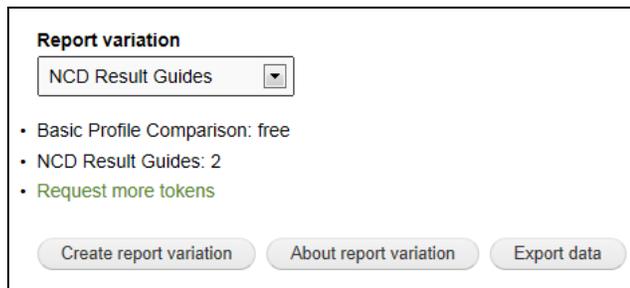
You will be prompted to confirm that you wish to produce the basic profile. This will use the first token, and will be the basic results from which the report variations (NRGs) will be produced. You do not have to wait for the Basic Profile to be produced as you will receive a system-generated email advising its completion. If this has not been received within a few minutes, or possibly up to an hour, you may wish to check in your junk-mail.

## 6) Produce the NCD Survey Results Guides (NRGs)

After the Basic Profile has been created, you will be able to access the results to create the NRGs. When you click on the “My survey data” tab, you will see your church’s Basic Profile listed.

Click on the “Create report variations” tab, then tick your Basic Profile and scroll down to the bottom to create the report variation. You **must** indicate “NCD Results Guides” in the drop-down menu box, **and** click the “Create report variation” button.

If you have conducted more than one NCD Survey at your church, you may see previous Surveys in your list of Basic Profiles. When you are creating your report variation, you may wish to combine up to three previous Surveys (conducted after 2006) for the comparison, and to aid your assessment of progress against the removal of barriers to growth-potential.



The online system will advise of a short delay while the NRGs are being created. You will be advised by email when the NRGs are ready for viewing and provided a link. Please check your junk-mail after a few minutes if you have not received the notification that the Guides are ready. You may wish to check back at the site after a few moments to determine if the NRGs are available for viewing.

You can view the NRGs online or download two versions of the Guides as PDFs:

- 1) the full version including the charts and suggested process-steps for using the Guides;
- 2) a much briefer version called “charts-only version” which is recommended for printing or sharing.

There are other report variations available in other countries. NCD Insights is available in the US and ProfilePlus reports remain available in some countries. In Canada, we use only the report variation called NCD Result Guides. This is a suite of reports including the Status Guide, the replacement for the ProfilePlus report.

If you have any questions regarding this process, please email our office at [ncd@fordelm.com](mailto:ncd@fordelm.com) or call us at 1-866-945-8741.

We pray that you find your personal, group and congregational experience of the Triune God expands as you use the NCD paradigm, tools, processes, and resources.

### The NCD Canada Team

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