



Instructions to Enter the 2017 Annual Church Profile

Statistical Profile, Leadership Profile, Historical Profile

You can access all three parts of the ACP Profile at tponline.bgct.org or click on “myBGCT” at the top of the texasbaptists.org homepage.

1. Login with your username and password. Use your BGCT ID# for both username and password. Contact Texas Baptists at 888.244.9400 if you need to obtain your BGCT ID#. Click OK to enter the secure site.
2. Once logged in, click on the “Forms” tab then click on **Annual Church Profile** to complete your **Statistical Profile** (Part 1). Be sure and click “Finish” once your statistics are complete. If the “My Forms” page comes up you can select **Annual Church Profile** and click the “Submit” button to submit the form. Or click on “My Accounts” in the upper right corner, then click on “My Forms”, then select the form to submit. After submitting the form, you will not be able to edit it. To view/print form, select the form under “My Forms” then click on the “View/Print” button at the top of the page to print copies for your church and your association.
3. Navigate back to the “Forms” tab and select **ACP Historical Profile** to complete Part 3 of the ACP. Be sure and click “Finish” once your **Historical Profile** is complete. (HINT: Do not use the “&” as form will not print out). If the “My Forms” page comes up you can select **Historical Profile** and click the “Submit” button to submit the form. Or click on “My Accounts” in the upper right corner, then click on “My Forms”, then select the form to submit. After submitting the form, you will not be able to edit it. To view/print form, select the form under “My Forms” then click on the “View/Print” button at the top of the page to print copies for your church and your association.
4. To edit your **Leadership Profile** (Part 2), click on “My Accounts” in the upper right corner and choose “My Leadership” under the “My Information” heading. We have included the most current list of leaders that you have furnished to us. To view/print the profile, click on the “View/Print Leadership Report” button at the top of the page. Be sure to print copies of the **Leadership Profile** for your church and your association.
5. Please note that you can edit your **Leadership Profile** at any time throughout the year. This should be a great advantage for you and us to keep your list of leaders current.