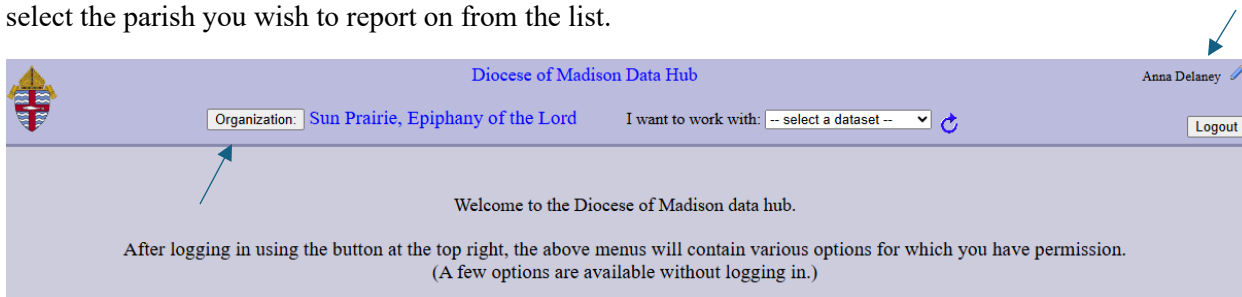# DIOCESAN DATA HUB – ANNUAL STATISTICS ENTRY

DATA HUB LOGIN

The Diocese of Madison Data Hub is used to collect each parish's Annual Statistics data requested by the Office of the Vicar General at the end of each calendar year. Please login at https://hub.madisondiocese.org/ or by clicking on the Data Hub area within the listed links in the bottom header of the Madison Clergy & Staff Support website. For login assistance please reach out to: parishtech@madisondiocese.org
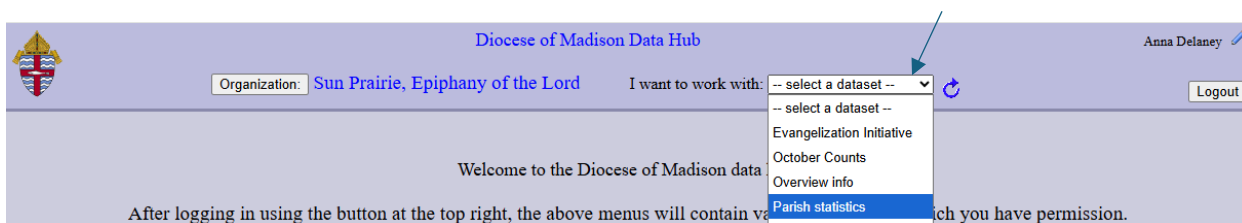
ENTERING IN ANNUAL STATISTICS

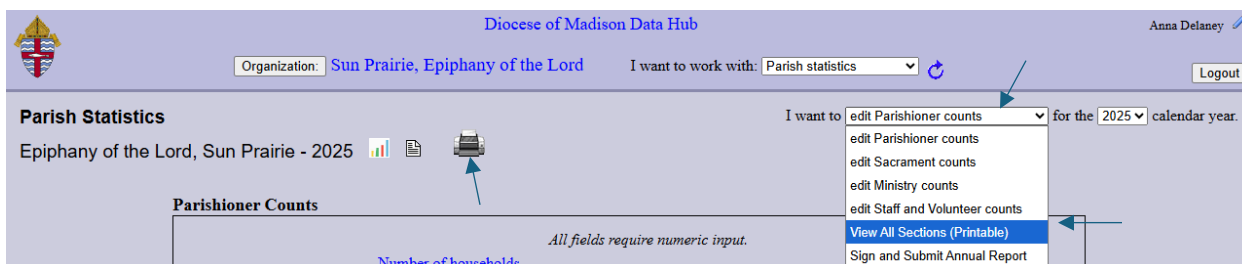### Printing a Hard Copy Report to help collect data:

Click the Login button on the upper right-hand corner of the Data Hub page and enter in your username and password. After logging in your name will show in the upper right corner. The **Organization** button in the upper left side of the header should also show your primary parish. If not, click that button and select the parish you wish to report on from the list.

After verifying the Organization listed, click on the pull-down arrow to select **Parish Statistics** from the list.

The Parish Statistics report has multiple pull-down options/sections to report upon. To print a current copy of the report, from which you can view the data needed to report upon, please select: **View All Sections (Printable)**. Double check that the reporting year is the last completed calendar year and click the Printer icon to print out a copy of your current report.
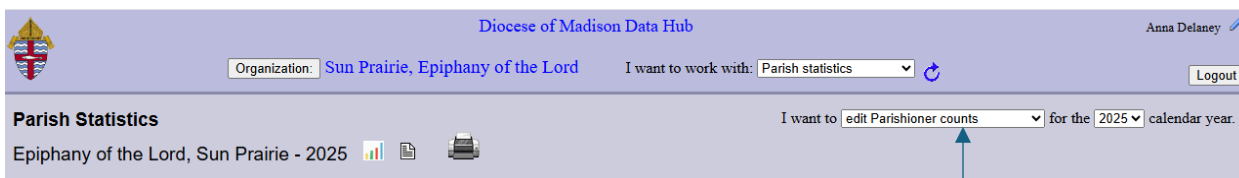
Pulling Data from ParishStaq:

Take the blank printed copy of the Parish Statistic report that you printed off and use it as a template to find and fill in different pieces of the Parishioner Counts, Registered numbers, etc. by referencing the ParishStaq Reference sheet to pull your data from the ParishStaq tool. You will be reporting on the parish based on its canonical status within the Data Hub at the end of the calendar year.

Reporting numbers back in the Data Hub:

After collecting all the information needed on the printed copy of the Parish Statistical report - log back in on the Data Hub to complete your reporting. Verify your **Organization** in the upper left side after logging in and click to work with the **Parish Statistics** in the upper header.
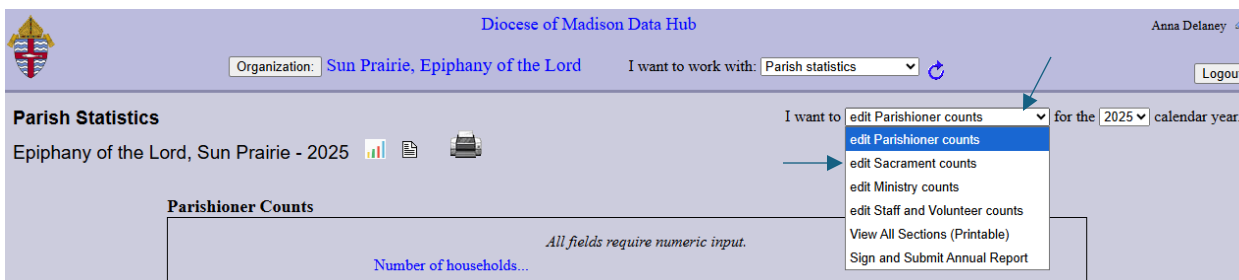
Next, start entering **Parishioner Counts** under the first section which is where the report defaults (the report will default to the currently finished calendar year). After scrolling down and filling in all the fields, please click **Save Changes** at the bottom of the page you are working on.

Moving Between Sections

Please note that each area is broken down into different sections which you'll need to select and then complete, as seen in the image below:

After filling in each section in the report (and reviewing the **View All Sections** area which you can print if you wish to keep a copy) go to the **Sign and Submit Annual Report** section. Read any messages which indicate why the Signoff and Submit button may be greyed out. After verifying your numbers, if necessary, click the **Signoff and Submit** button to finalize and submit your report.