



## User Guide for Congregant Plot

### Congregant Plot

The Congregant Plot and Analysis Package allows congregations to upload congregant data and then plot and analyze how congregants distribute geographically. To activate this service you need to speak with your Regional Agency. The plotting of the households of participating churches can be viewed on the Congregant Plot page. These locations can be mapped similar to Thematic Maps. If you have not previously reviewed the Thematic Map Functions section, we suggest you do so before proceeding further.

Navigate to the Church section on the right side of the screen.

### To Plot all Congregants

Select All (This is the default setting). Select Plot Type: All Congregants (Default is all participating churches) When selecting a specific participating church, the system defaults to All Congregants. Click plot. Results show as an array of dots on the map.

Church

All

plot

clear screen

plot multiple churches

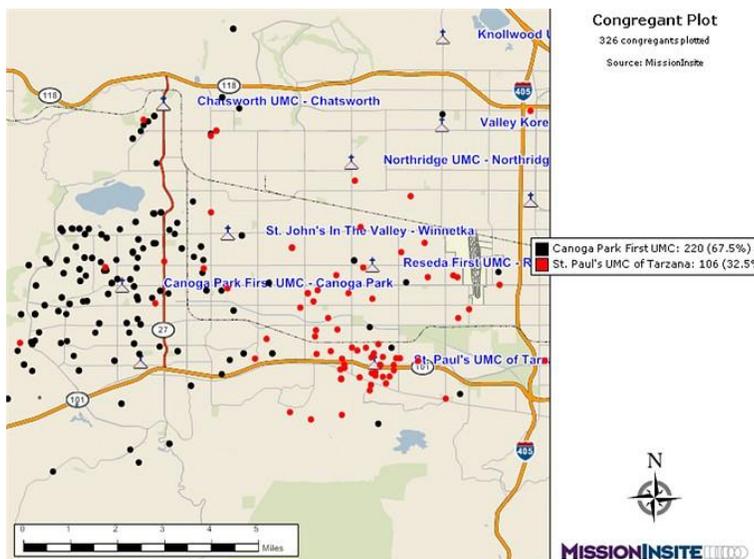
Church

Canoga Park First UMC

plot

clear screen

plot multiple churches



### To Plot Congregants from a Specified Church

Select church from drop down box and Click plot.

### Plot Multiple Churches

Click "plot multiple churches" to create a map with congregants for each church identified by different colored dots.

### Analyze Sub-groups with Congregant Plot

With Congregant Plot, a user can generate a sub-selected (See Custom Geography) geography and learn how many congregants are located within that area.

### How many congregants plotted?

To discover how many congregants are plotted, scroll to the bottom of map. Just outside the map window, the total will be provided.

179 congregants plotted

### Create a Presentation Map

Presentation quality maps can be generated inside Thematic Maps and Congregant Plot. Once the user has plotted the desired configuration, follow these steps to generate a presentation map.

1. Select the image type. There are several choices.
  - o PowerPoint/Word: Creates maps designed specifically to paste into PowerPoint or MS Word documents.
  - o Print (Landscape): Creates a high quality image for printing.
  - o Poster 2' x 3' or 3' x 4': Creates a printable poster sized map for printing on large color plotters
2. Click generate image. This will tell the system to generate the map image (either full map or map only). Once the image is generated, a download image button will appear.
3. Click download image. You have now created a map.

