



## **Til the Whole World Knows – Bibles for the Nations Campaign (Fall 2018) Real Time Reporting Instructions**

### [Overview](#)

Bible League International is pleased to be conducting our radio fundraising campaign on your station to raise financial support in order to deliver ministry (sending Bibles and delivering training Worldwide) and to acquire new donors to the Bible League International family. Donations are made using 1-844-YES-WORD, 1800YESWORD.com, and through links from your station webpages to 1800YESWORD.com.

During our Fall 2018 campaign, your station may participate in an on air Radio-thon/Live Push for multiple hours or days. During these segments, reporting in “real time” is available for your station to use on air to announce campaign progress and to acknowledge listeners who give to the campaign.

It is important to note that dollar amounts listed in these “real time” reports are not official and shouldn’t be used as an official measure to goal. Official campaign results are sent by Bible League International each weekday, except major holidays; the daily updates include gifts made by processed and approved debit/credit cards and by postal mail. These official numbers may differ from the real time reports due to the time needed to process debit and credit cards and to receive pledge gifts by mail.

### [Call Center Reporting](#)

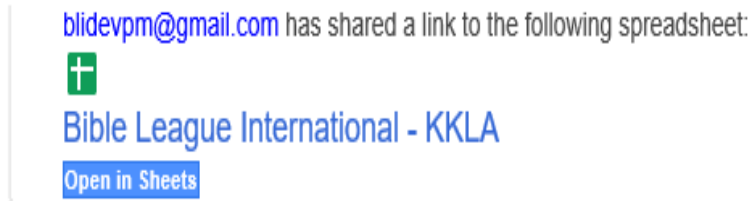
Listener gifts made to the call center using 1-844-YES-WORD are listed on our dedicated Real Time Reporting via Google sheets. You may access the report using the instructions on the top of the next page. Your station is given a unique link to monitor real time giving.

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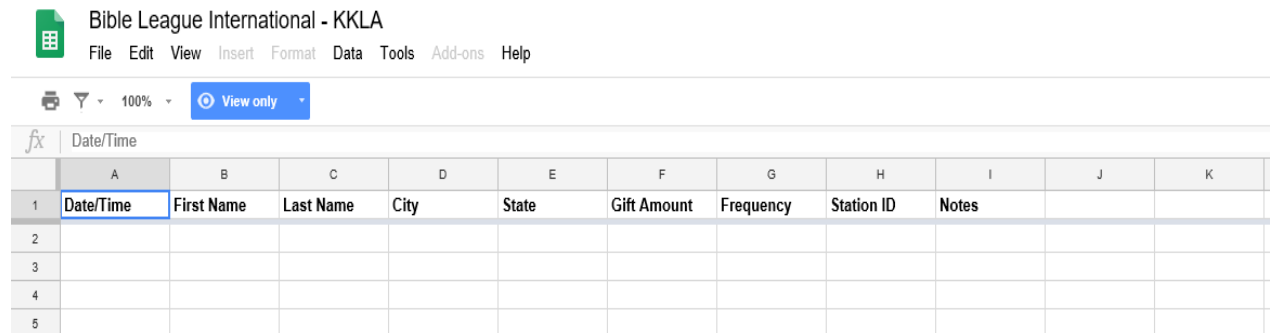
You will receive an email invitation, sent to the email address that is used to access the online-reporting from BLIDevPM (via Google Sheets) [BLIDevPM@gmail.com](mailto:BLIDevPM@gmail.com). The subject line reads, "Bible League International – XXXX ). The message will include a link to view your station results. All that is required, is to click on [Open in Sheets](#) to open the sheet.

Note, the newest day result will be at the bottom of the sheet.

Here is an example of email link:



Once the sheet opens, the screen looks like this:

A screenshot of a Google Sheet interface. At the top, there is a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". Below the menu bar, there is a toolbar with a printer icon, a filter icon, "100%", and a "View only" button. The spreadsheet grid has columns labeled A through K and rows 1 through 5. The first row (row 1) has headers: "Date/Time" (column A), "First Name" (column B), "Last Name" (column C), "City" (column D), "State" (column E), "Gift Amount" (column F), "Frequency" (column G), "Station ID" (column H), and "Notes" (column I). The remaining rows (2-5) are empty.

## Web Reporting

Donations made online at 1800YESWORD.com, or through a campaign banner ad or video link on your station's home page are monitored using the following online site:

Here is the link to the site: <https://giving.bibleleague.org/signin.aspx>

Please Note: A separate e-mail with your login and temporary password to access the web reports will be sent to you.

Upon initial login, you will be required to change your password. For added security, we recommend using five or more characters when creating new password. For example, 10\*01\*08.

The **Web Reporting** login screen looks like this:

The screenshot shows the BibleLeague International website's login and account creation interface. At the top left is the BibleLeague International logo. To the right are links for 'Login' and 'Create Account'. A yellow security banner reads 'THIS PROCESS IS SECURE your sensitive information is safe'. Below the banner, the page is divided into two main sections: 'Sign In' and 'Create a Personal Account'. The 'Sign In' section includes a 'Your E-mail Address:' field, a 'Your Password:' field, a 'Remember Me:' checkbox, a 'Forgot your password? Click here' link, and a 'Sign In »' button. The 'Create a Personal Account' section includes a description: 'Once you have an account, you can keep your information updated, manage your communication and giving preferences and view your giving history.' and a 'Create an Account' button. Below this is the 'Create an Organizational Account' section, which includes a description: 'Churches, ministries and businesses can create an organizational account as a convenient way to manage your information.' and another 'Create an Account' button.

The login screen where you enter your **email address and temporary/new passwords** looks like this:

This screenshot shows the same BibleLeague International login screen as above, but with the 'Your E-mail Address:' field pre-filled with 'sotesting00@gmail.com'. The 'Sign In' section now includes a 'Change Password' button at the bottom. The 'Create a Personal Account' and 'Create an Organizational Account' sections remain the same.

After you login, click the 'Radio Reports' button at top navigation bar. Then, click the pull-down in the  box and you will have the option of choosing 'Donation Detail' or 'Donation Interval' report. The screen where you select the type of report looks like this:

## Donate




**Bible League International**  
1 Bible League Plaza  
Crete, IL 60417  
**Contact Us**  
Toll Free:  
(866) 825-4636  
Email:  
info@bibleleague.org

Accountability and Trust

Powered by StudioOnline from DonorDirect

For each report option, you will need to enter 'start' and 'end' dates to view specific time period for reporting. Then click [View Report](#) .

The **Donation Detail Report** screen looks like this:

[Logout](#)   [Account](#)   [Radio Reports](#)

## Donate

Start:

End:

[View Report](#)

**Donation Detail Report**

Bible League International & KLOV

Report Period: 3/2/2015 - 3/6/2015

Total Gifts: 1   Total Amount: \$10.00

PROTO

Server Time Zone: Central Standard Time

Date/Time	Name	City/State	Amount	Recurrence
03/03 12:00:00 AM	Suzan Simmons	Crete, IL	\$10.00	One-Time
<b>Grand Total</b>			<b>\$10.00</b>	

Execution Time: 0 seconds  
[www.donordirect.com](http://www.donordirect.com)

Printed by TBLUSA\SORReports on 2/23/2016 2:38:59 PM  
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The **Donation Detail Report** lists the date, time, donor name, city/state, gift amount and whether the donation is a one-time gift or monthly pledge.

The **Donation Interval Report** screen looks like this:

The screenshot shows the Bible League International website interface. At the top left is the logo. On the right are links for 'Logout', 'Account', and 'Radio Reports'. A yellow security banner on the right says 'THIS PROCESS IS SECURE your sensitive information is safe'. The main heading is 'Donate'. Below it is a form for 'Donation Interval Report' with fields for 'Start' (03/02/2015), 'End' (03/06/2015), and 'Interval' (15 minutes). A 'View Report' button is present. Below the form is a browser navigation bar showing '1 of 35' items. The report content is displayed in a box with the following details:

Donation Interval Report DEV  
Bible League International & KLOV  
Report Period: 3/2/2015 - 3/6/2015 Server Time Zone: Central Standard Time  
Total Gifts: 0 Total Amount: \$0.00

#	Date	Time	# Gifts	\$
480	03/06	11:45:00 PM to 12:00:00 AM	0	\$0.00
479	03/06	11:30:00 PM to 11:45:00 PM	0	\$0.00

The **Donation Interval Report** provides you with the total number of gifts and the total amount given in a specific time period. It can be set to 15-, 30-, 45- or 60-minute intervals.

If you have any questions about accessing the reports, please don't hesitate to contact:

Jen DeVries, Communications Coordinator; [jdevries@bibleleague.org](mailto:jdevries@bibleleague.org); 708-367-8736

Michael Woolworth, Senior Director of Broadcast Media; [mwoolworth@bibleleague.org](mailto:mwoolworth@bibleleague.org); 708-367-8721