Dear PCC Secretaries, PCC Administrators, Electoral Roll Officers, Parish Priests, and Deanery Secretaries,

Following my previous email, this email contains the link to the Diocesan Portal where you will be able to submit your APCM Returns.

In order to submit your return, please click this link:

<https://cofeportal.org>

This will take you to the Place Audit page for your area.

Instructions on Submitting your Return

* On the Place Audit page, you will see a list of PCC Posts in your area, with the Role name, Place, name of the person occupying the Role, and the start and end dates of the Role displayed
* In order to submit your Return, click the purple ‘View details’ button next to a Role
* This will take you to a page summarising the information we currently hold on the person filling that post
* If the information on the summary is correct as of your recent APCM, click the **black ‘No change’ button** on the right.
	+ On the resulting page, be sure to check that the contact details we have for the person are accurate. If they are not, enter up to date details and any further information in the text box at the bottom of the page, and click ‘Save’ before clicking ‘No change’
* If the post has ended and nobody has succeeded the previous post holder, click the **red ‘End post’ button**
	+ On the resulting page, enter the new end date as the date of your APCM, and **please make sure you check the box** after entering the new end date before clicking the red button
* If somebody who was not previously filling the Post was elected in your APCM, click the **blue ‘Succeed post’ button**
	+ Here, you can enter the details of the newly elected person
	+ Entering contact details and clicking ‘search for contact’ searches the database for an existing profile for the person. This is to prevent duplicate profiles being created on the database
	+ If the correct person comes up when you submit your search, click the purple ‘select and submit for moderation’ button next to their name
	+ If the correct person does not come up, click the teal button under ‘CREATE A NEW CONTACT’
* Please go down the list of posts on the Place Audit page until all of them have ‘Submitted’ under the ‘Status’ column
* If the Place Audit has not allowed you to reflect all elected posts in your PCC (e.g. PCC Representative of the Laity) please supply this information to me directly by email

Help and Guidance

As in my previous email, please do get in touch with me if you are having any issues with this. I am aware that not everybody has a login for the CMS Database – I can create this for you. I can also walk you through anything you may be struggling with. I am contactable at:

Email: [databaseadministrator@chichester.anglican.org](file:///C%3A%5CUsers%5Cmicaela.mitchell%5CAppData%5CLocal%5CTemp%5Cdatabaseadministrator%40chichester.anglican.org)
Telephone: 01273 421 021

I am contactable Mon-Fri, 9am – 5pm. If for whatever reason I am unable to take your call, please leave a message for me and I will get back to you ASAP.

Please see the guidance on APCM on the diocesan website [here](https://www.chichester.anglican.org/apcm/) for general information and guidance. A copy of the above instructions for submitting your return are available on that page.

I will be monitoring the information submitted in your Returns and may be contacting some of you for clarification. As mentioned in my previous email, once I have Returns in, I will be forwarding them to your Deanery Secretaries for you.

**The deadline for the submission of your APCM Returns is the 12th of May. I will be chasing parishes who have not yet submitted their Returns from that date onwards.**

I wish you all the best for this year’s APCM. I hope we will be able to work together to make the process smoother than it has been in the past.

Thank you very much

**Database and Statistics Administrator**



WWW: [http://www.chichester.anglican.org](http://www.diochi.org.uk/)  | Email: [databaseadministrator@chichester.anglican.org](file:///C%3A%5CUsers%5Cmicaela.mitchell%5CAppData%5CLocal%5CTemp%5Cdatabaseadministrator%40chichester.anglican.org)

The Chichester Diocesan Fund and Board of Finance (Incorporated) Charity No 243134

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