

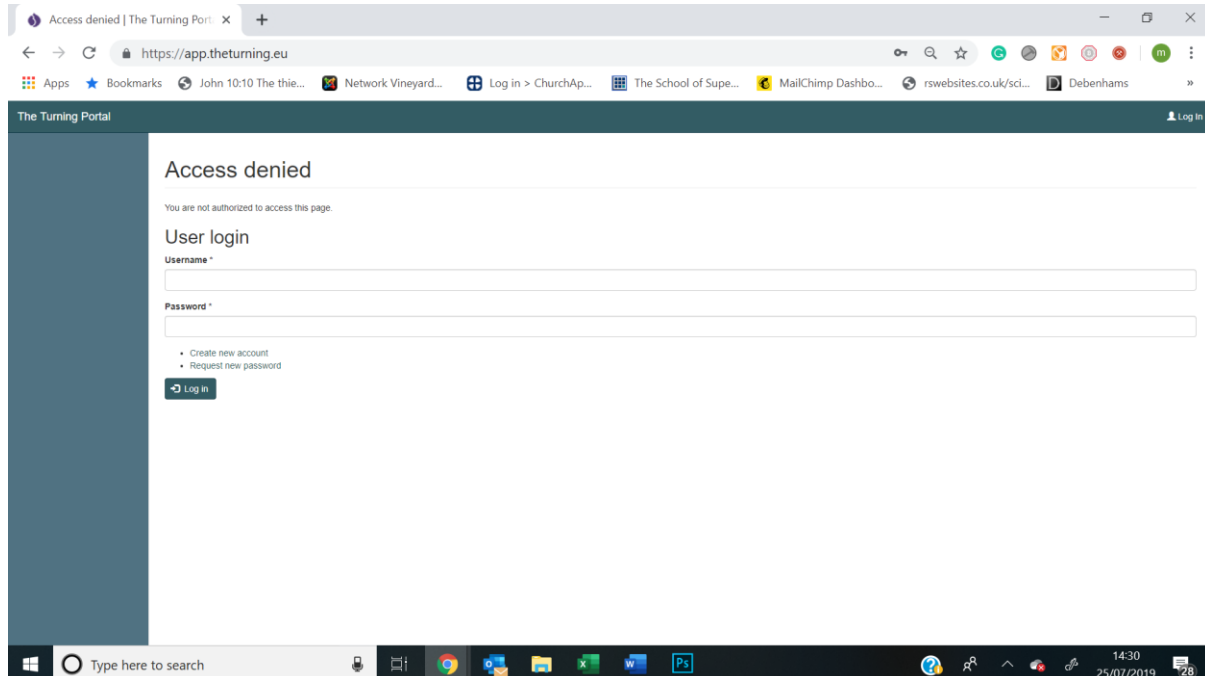
1. Logging into the Back-end
2. Groups
  - a. Seeing who is your group
  - b. Editing administrators in your group
  - c. Editing people in your group
3. Adding Church members
4. Adding Responders
5. Arranging Follow Up

*People who are not administrators can only do 3. (Adding Responders)*

## Logging into the Back-end

Go to **app.theturning.eu**

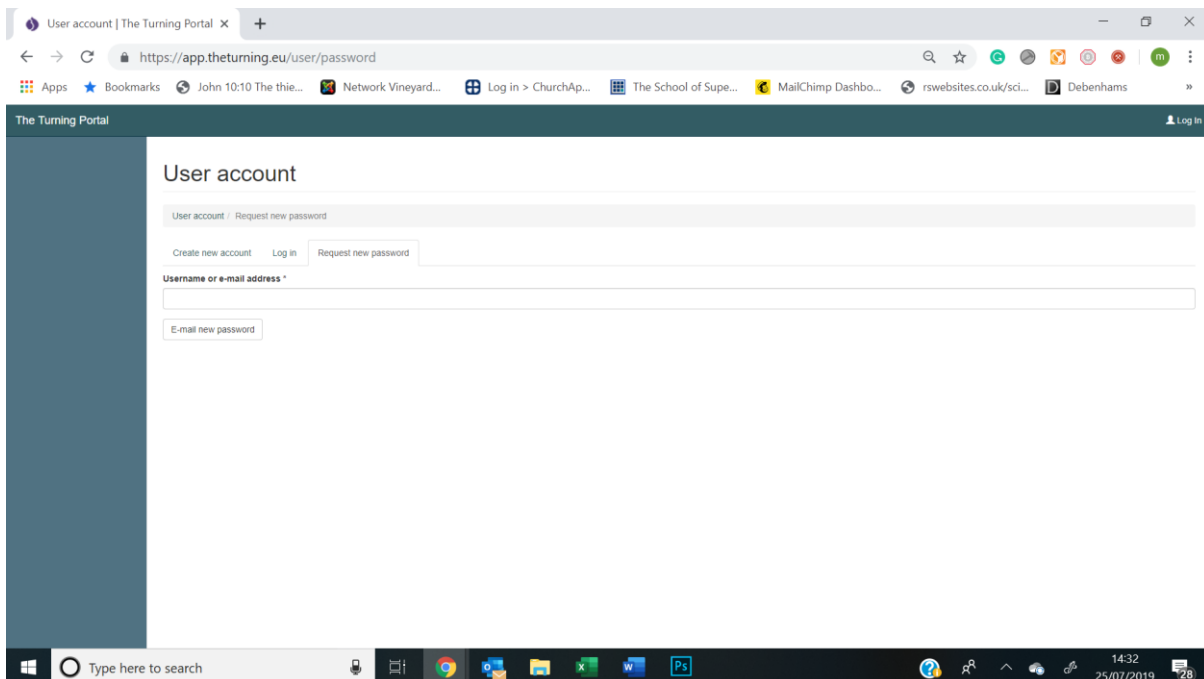
If you do not know your password, click on **“request new password”**



The screenshot shows a web browser window with the address bar displaying 'https://app.theturning.eu'. The page title is 'Access denied | The Turning Portal'. The main content area has a dark blue sidebar on the left and a white main area. The main area has a heading 'Access denied' and a subheading 'User login'. Below these are two input fields: 'Username \*' and 'Password \*'. There are links for 'Create new account' and 'Request new password' below the password field. A 'Log in' button is at the bottom left of the main area. The browser's taskbar at the bottom shows various icons and the system clock indicating 14:30 on 25/07/2019.

Enter the email address that you have given to the Hub leader for your area.

You will be sent an email that gives you a one time link to reset your password.

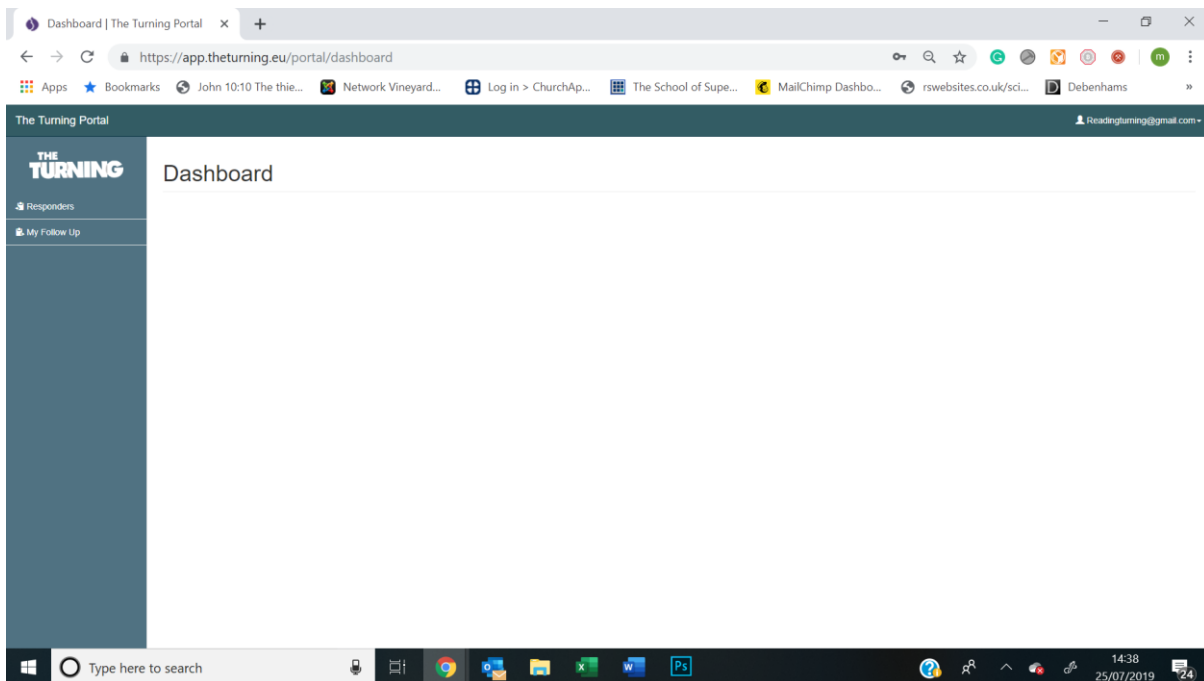


The screenshot shows the 'User account' page on app.theturning.eu. The address bar displays 'https://app.theturning.eu/user/password'. The page has a dark blue sidebar and a white main area. The main area has a heading 'User account' and a subheading 'User account / Request new password'. Below this are links for 'Create new account', 'Log in', and 'Request new password'. There are two input fields: 'Username or e-mail address \*' and 'E-mail new password'. The browser's taskbar at the bottom shows various icons and the system clock indicating 14:32 on 25/07/2019.

You can then log in with your email and your new password.

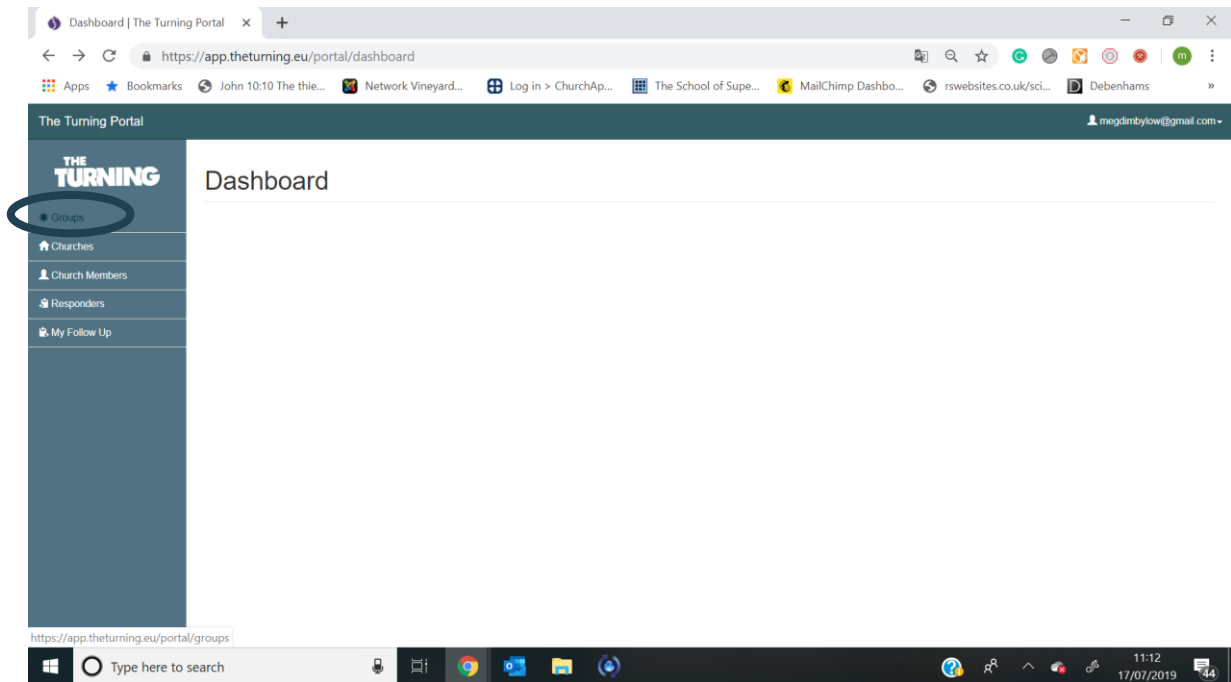
If you not have an account you can set up an account through here (click on **“Create new account”**) (or through the App which is available on iPhones and Android Phones)

Once you have logged in you will see the following screen, where you can add responders and see the follow-up that you have been assigned.

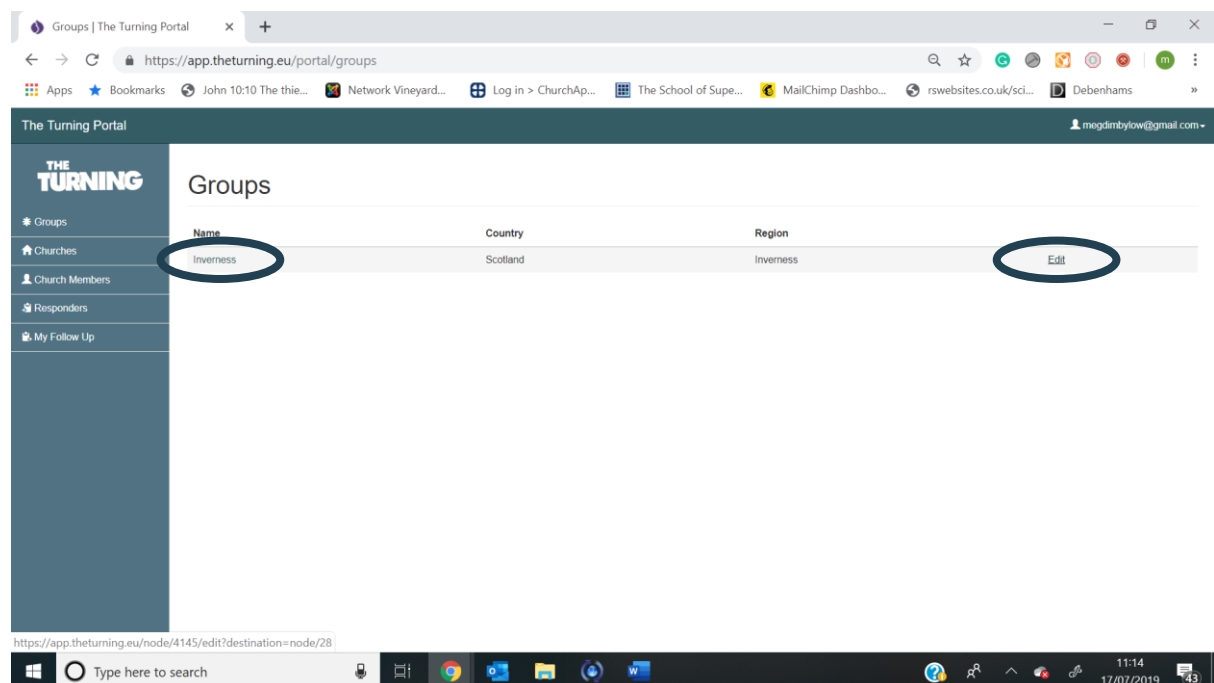


## Groups

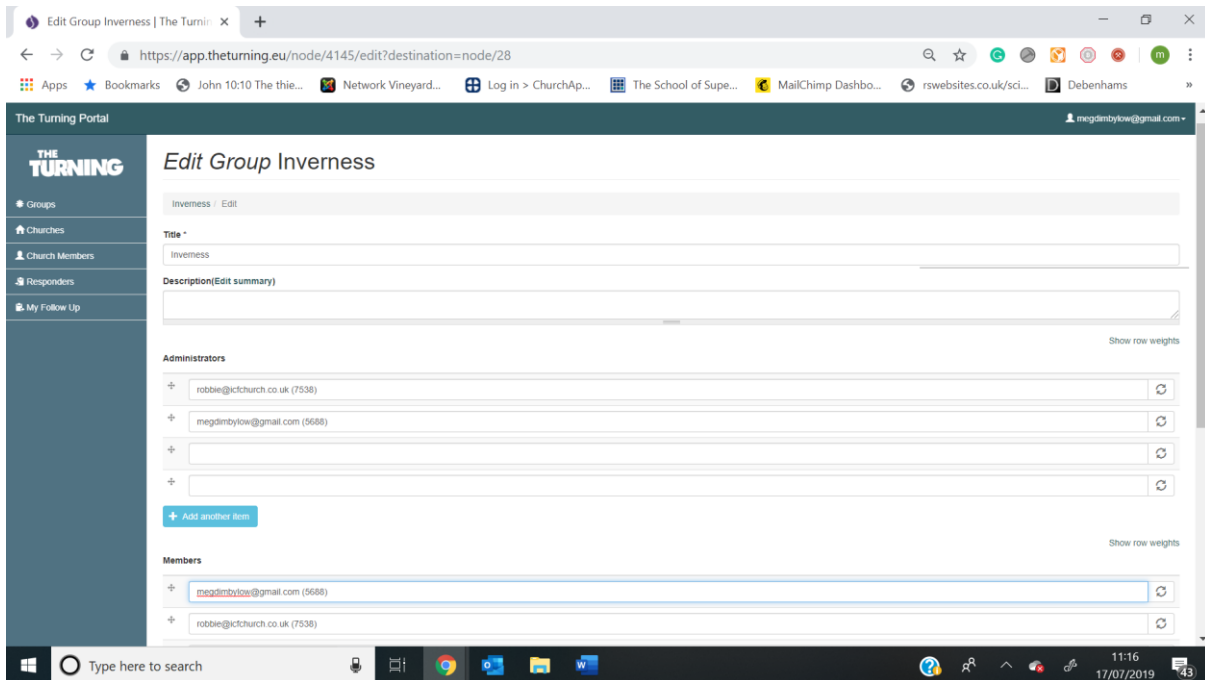
To see which groups that you are an administrator for click “Groups”



To view a group (who is in it) click on the “name” (eg. “Inverness”), to edit who is in it click “edit”



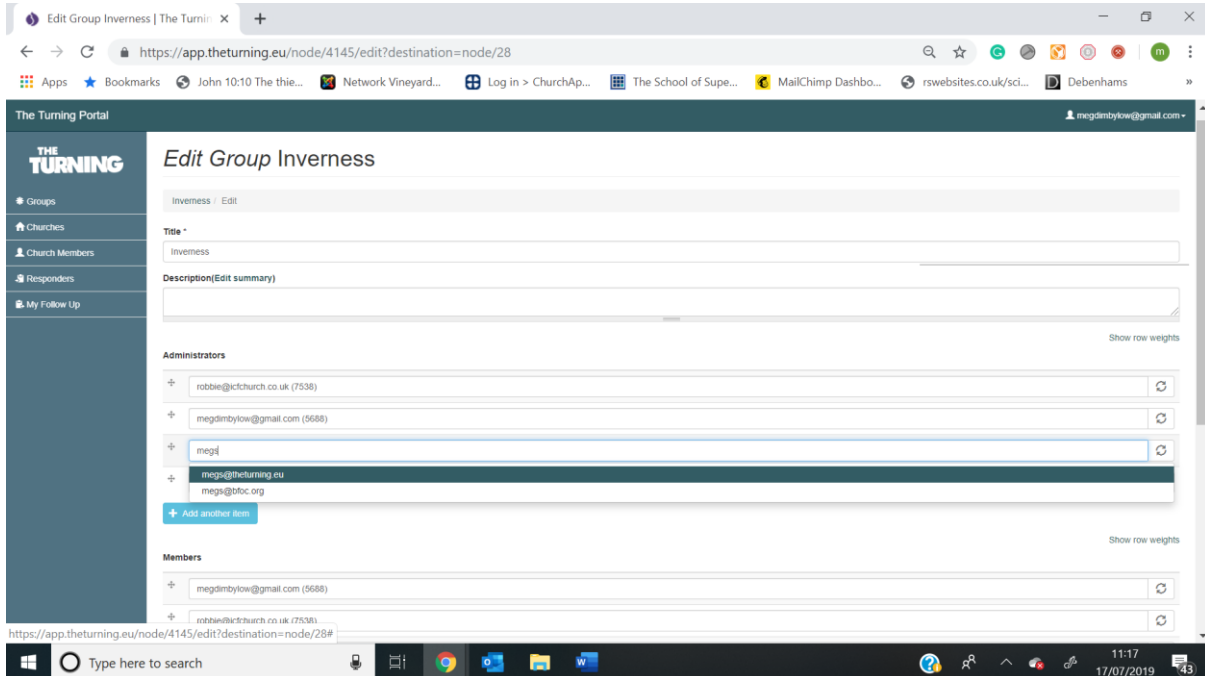
(note: these boxes are editable so be careful)



The screenshot shows the 'Edit Group Inverness' page in the Turning Portal. The page has a sidebar with navigation links: Groups, Churches, Church Members, Responders, and My Follow Up. The main content area is titled 'Edit Group Inverness' and contains the following sections:

- Title:** Inverness
- Description (Edit summary):** A text area for editing the group description.
- Administrators:** A list of administrators with email addresses and a 'Show row weights' link. The list includes:
  - robbie@ictchurch.co.uk (7538)
  - megdimbylow@gmail.com (5688)
  - A search bar with a dropdown showing 'megs@theturning.eu' and 'megs@bfoc.org'.
- Members:** A list of members with email addresses and a 'Show row weights' link. The list includes:
  - megdimbylow@gmail.com (5688)
  - robbie@ictchurch.co.uk (7538)

To add anyone (either as admin or member) begin to type in their email address and they will appear. If someone is added as an admin they will also need to be added into the group member section.

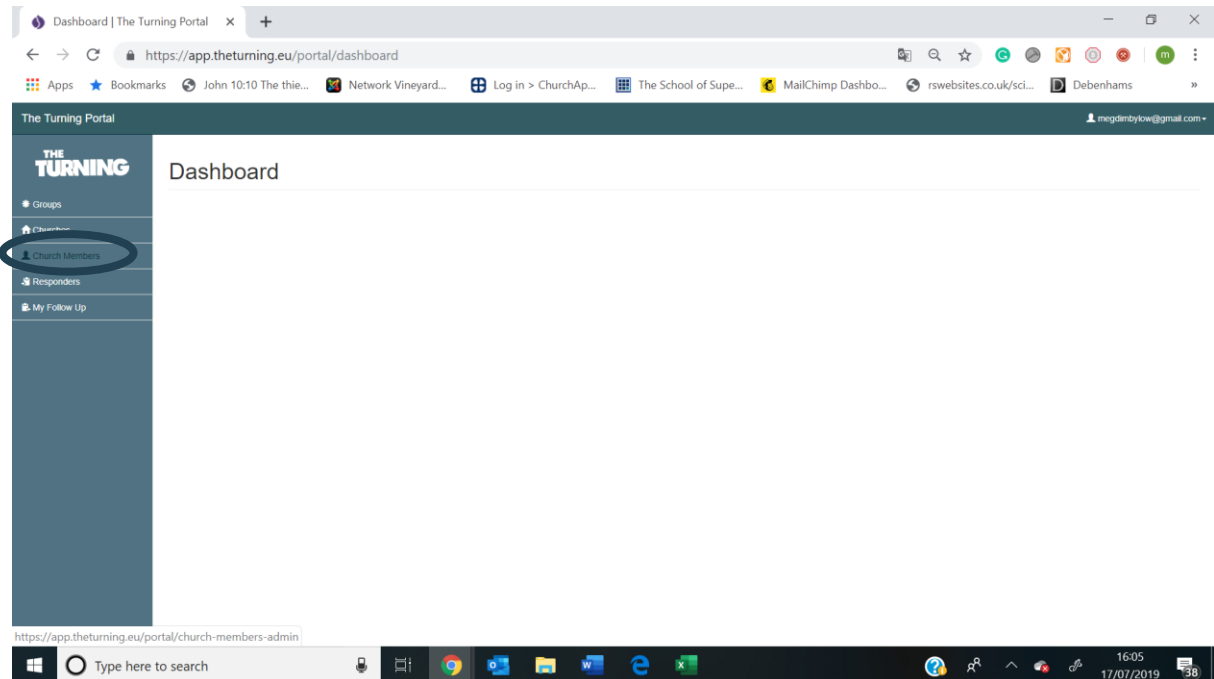


This screenshot shows the same 'Edit Group Inverness' page, but with the search bar in the Administrators section populated with the text 'megs@theturning.eu' and 'megs@bfoc.org'. The dropdown menu is open, showing these two email addresses as suggestions. The rest of the page content remains the same.

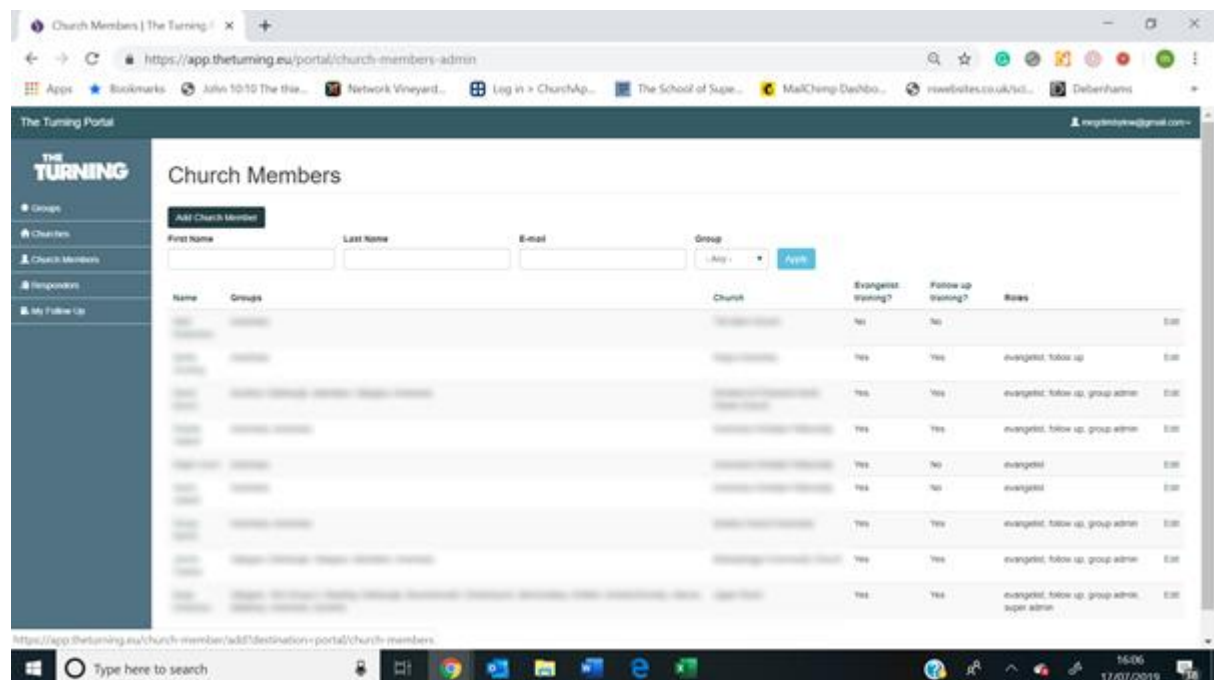
At the end click save.

## Adding Church Members

It is possible to add church members directly to the system (if you know who will be coming to the mission and involved in follow up). They will then receive an email with information on how to download the app. Click on **“Church Members”**



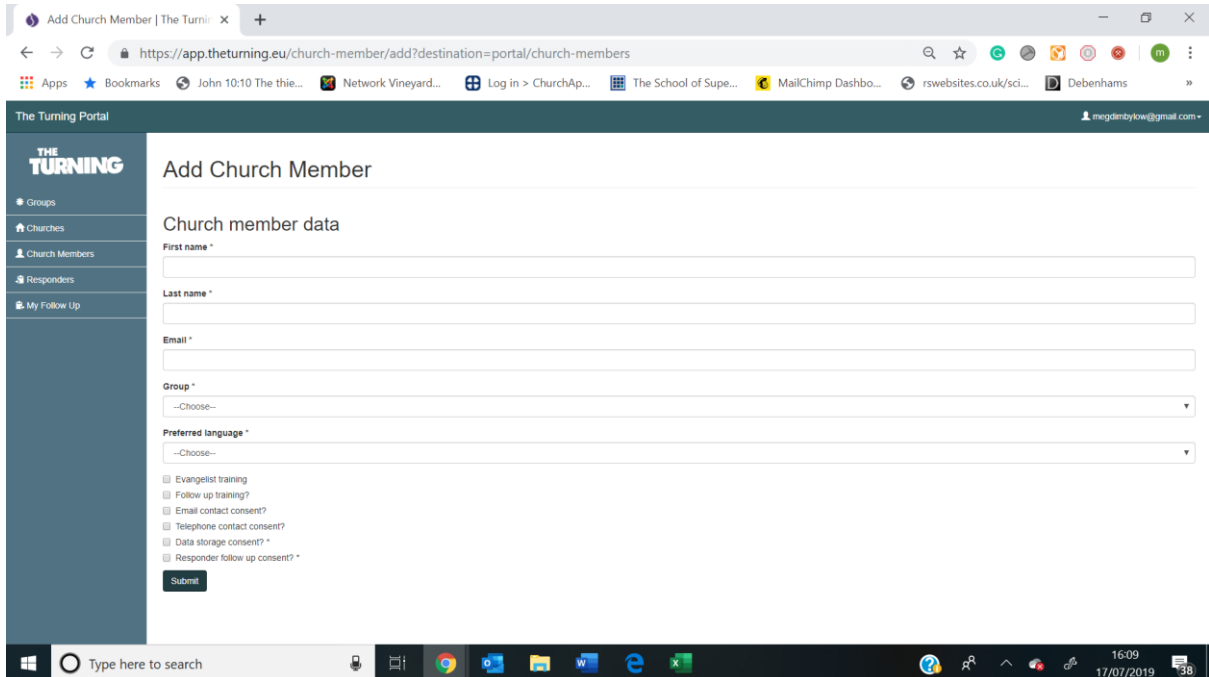
This will show you all the people in the groups that you are in, whether they are admin and if they are down to do follow up and evangelism.



You can search this list and export it – just beware of what you do with this data and it is in accordance with GDPR.

To add a new church member click “[Add church member](#)”

Complete the form. Once you have inputted the group, you need to then say which church they belong to (if the church is not on there then you need to contact [admin@theturning.eu](mailto:admin@theturning.eu))



The screenshot shows a web browser window with the URL <https://app.theturning.eu/church-member/add?destination=portal/church-members>. The page title is 'Add Church Member'. The form is titled 'Church member data' and contains the following fields:

- First name \*
- Last name \*
- Email \*
- Group \* (dropdown menu with "--Choose--" selected)
- Preferred language \* (dropdown menu with "--Choose--" selected)

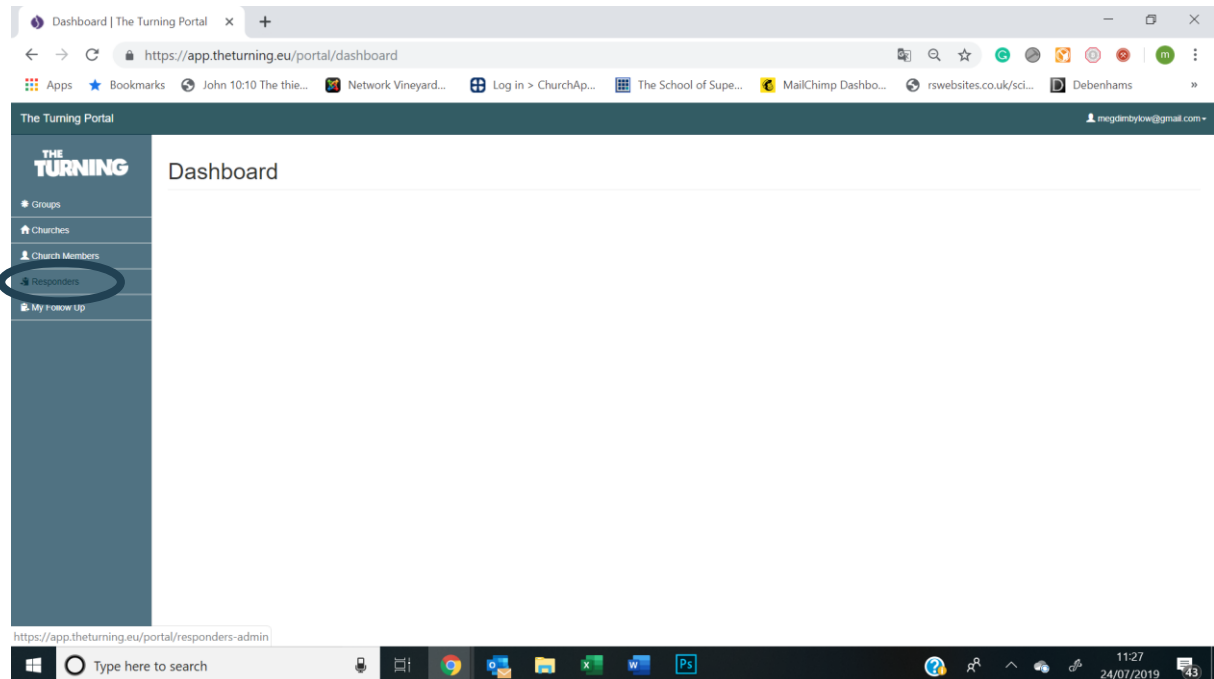
Below the dropdowns are several checkboxes for consent:

- ☐ Evangelist training
- ☐ Follow up training?
- ☐ Email contact consent?
- ☐ Telephone contact consent?
- ☐ Data storage consent? \*
- ☐ Responder follow up consent? \*

A 'Submit' button is located at the bottom of the form.

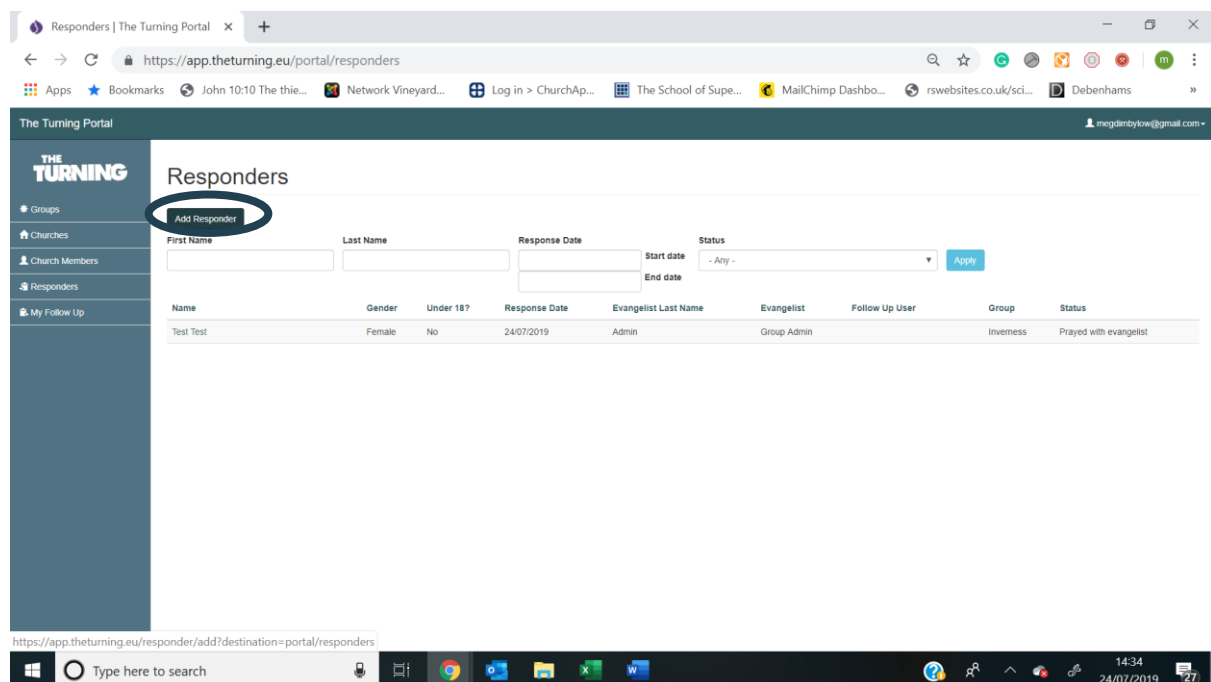
## Adding Responders

Click **“Responders”**



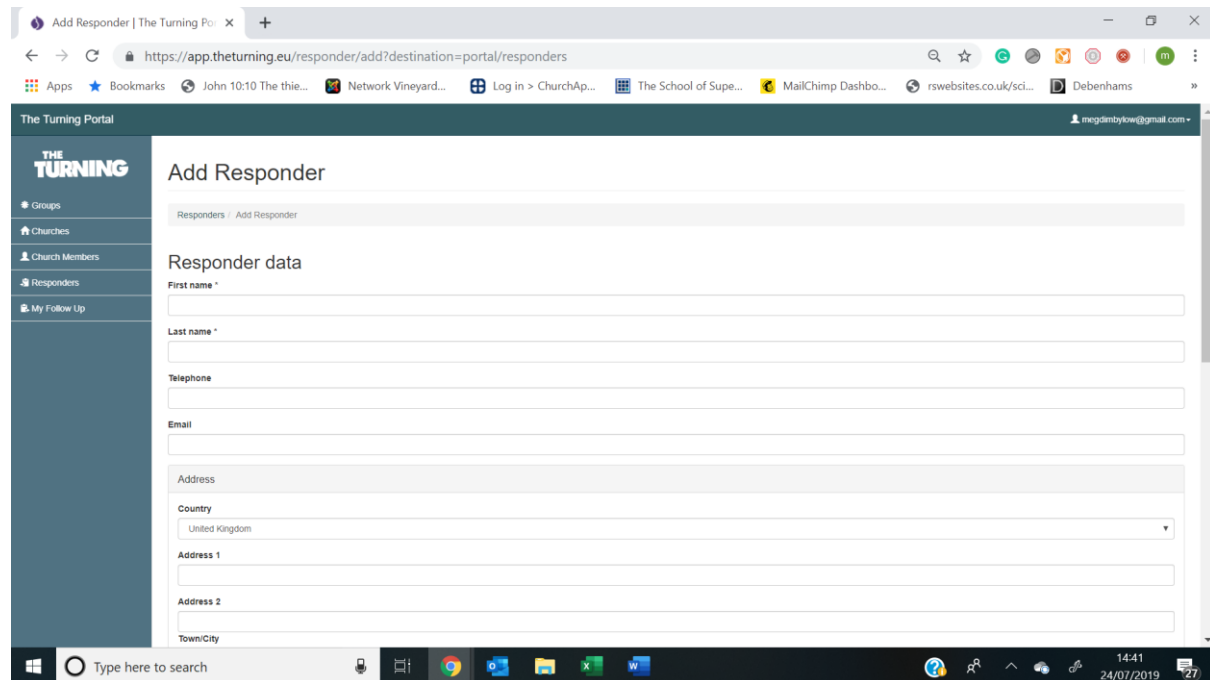
On this page, any responders that have been added appear underneath. You can, search the responders through different parameters and export as a CSV (Beware of GDPR when you download any private data and shred or delete once you are finished with the information).

To add a new responder click on **“Add Responder”**.





Complete as many boxes that you can. The compulsory boxes that must be completed are; name, gender, commitment, status and group.



For commitment type choose from; first time, rededication or unknown (this should be written on the cards).

For group choose the one that the responder responded in (if you are only in one group you will not get an option for this).

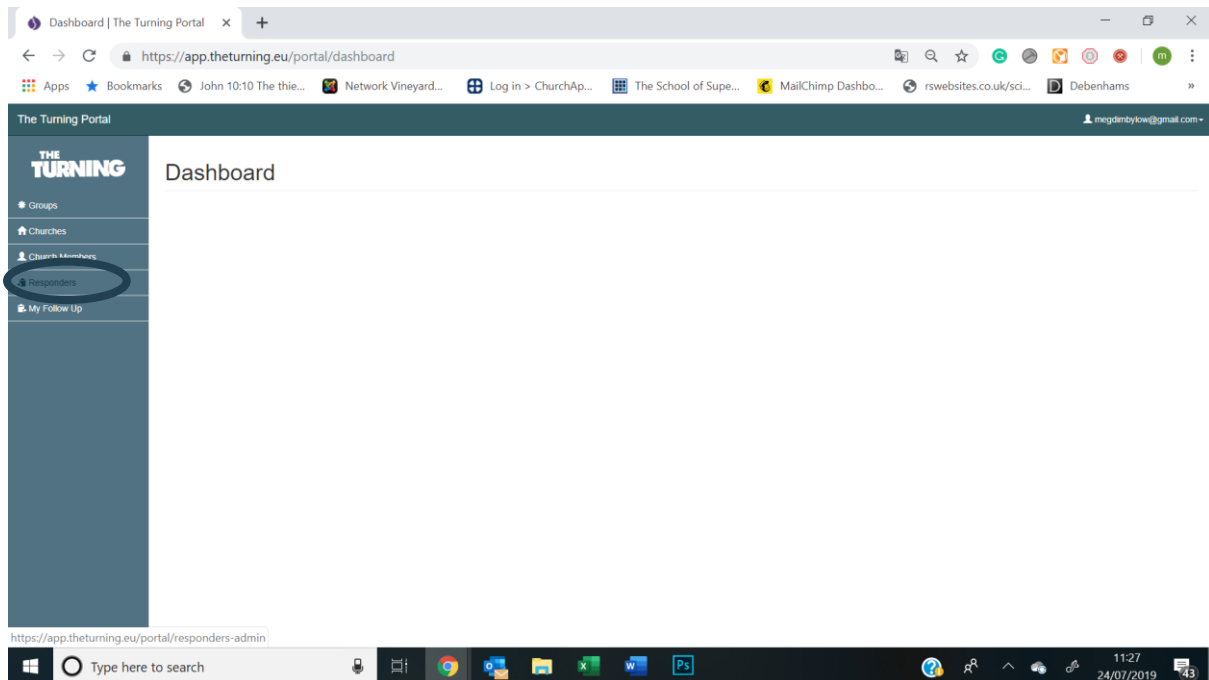
On the App there are only two options for the status “**prayed with evangelist**” and “**didn’t pray would like further contact**”. On the backend we have more options – these can be changed as the person moves through discipleship:

- Being followed up – this can be put as their status once you’ve assigned them follow up
- Didn’t pray no further contact – do not put anyone as this, it will be removed shortly
- **\*Didn’t pray would like further contact** – those who weren’t ready to pray but want to know more
- Follow up complete - do not contact – once follow up is complete and we don’t need to contact them the status can be changed to this
- Follow up complete - joined church – once follow up is complete and we don’t need to contact them the status can be changed to this
- Insufficient or incorrect information for follow up – for people who have prayed but have not given us contact details or the contact details are incorrect
- **\*Prayed with evangelist** – they prayed a prayer to Jesus on the streets

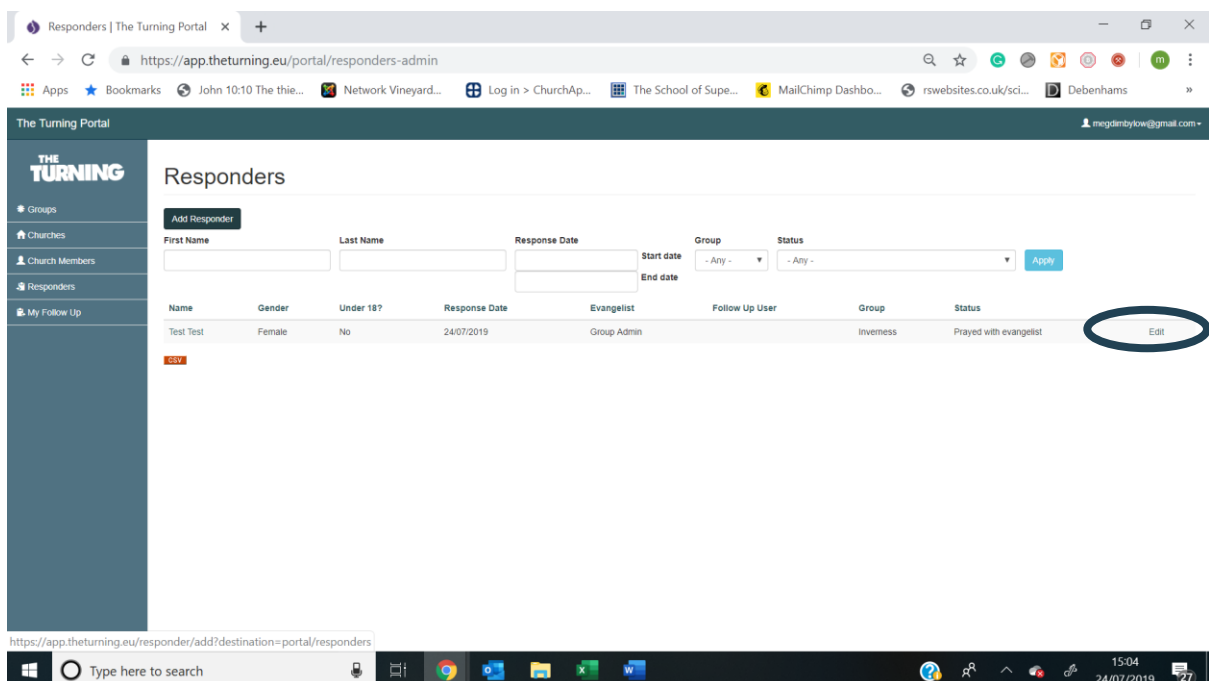
NOTE: it is good to input the names, gender and commitment type for all people who have prayed even if they didn’t give us details. This is an easy way to see how many people have responded and the percentage of those responding giving us contact details.

## Assigning Follow Up

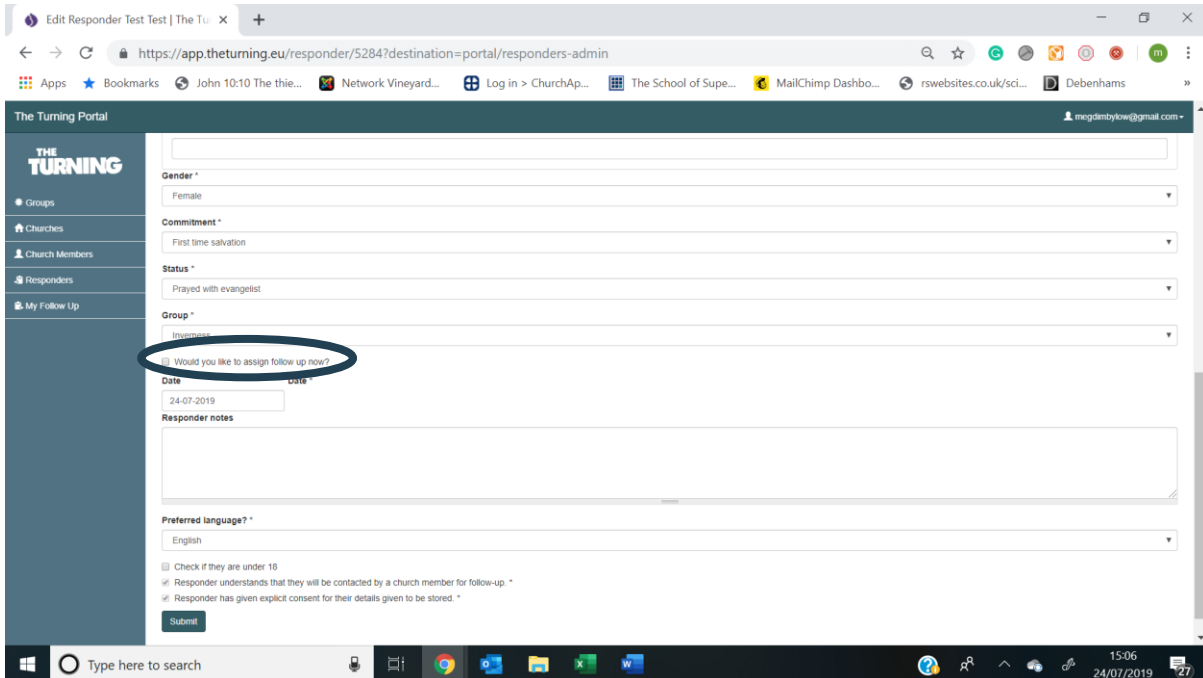
Click **“Responders”**



Click **“Edit”** to get to the responder’s page



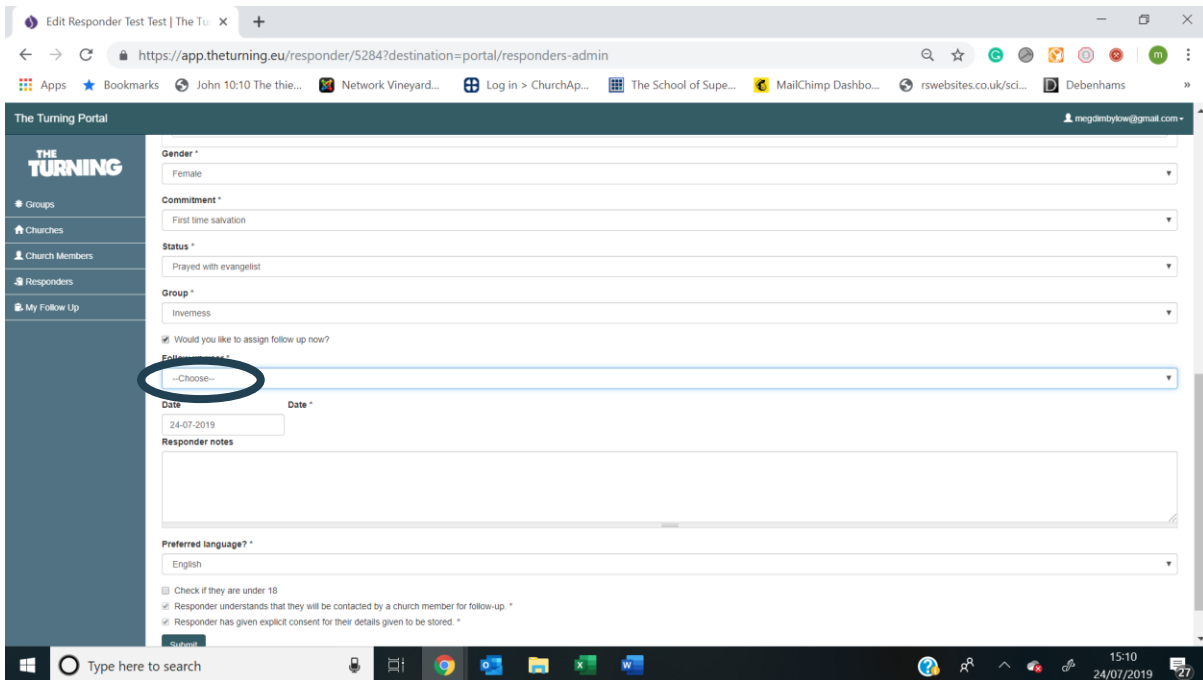
Click **“would you like to assign follow up now?”**



The screenshot shows the 'Edit Responder Test' form in the Turning Portal. The form is titled 'Edit Responder Test | The Tu' and the URL is 'https://app.theturning.eu/responder/5284?destination=portal/responders-admin'. The form includes the following fields:

- Gender \* (Female)
- Commitment \* (First time salvation)
- Status \* (Prayed with evangelist)
- Group \* (Inverness)
- Would you like to assign follow up now? (checkbox, highlighted with a red circle)
- Date \* (24-07-2019)
- Responder notes
- Preferred language? \* (English)
- Check if they are under 18 (checkbox)
- Responder understands that they will be contacted by a church member for follow-up. \* (checkbox)
- Responder has given explicit consent for their details given to be stored. \* (checkbox)
- Submit button

When you click on **“-choose-”** a drop down list will appear of all people who are trained to do follow up (this does mean that the list of church members up to date)



The screenshot shows the 'Edit Responder Test' form in the Turning Portal. The form is titled 'Edit Responder Test | The Tu' and the URL is 'https://app.theturning.eu/responder/5284?destination=portal/responders-admin'. The form includes the following fields:

- Gender \* (Female)
- Commitment \* (First time salvation)
- Status \* (Prayed with evangelist)
- Group \* (Inverness)
- Would you like to assign follow up now? (checkbox)
- Follow up person \* (dropdown menu, highlighted with a red circle, showing '-Choose-')
- Date \* (24-07-2019)
- Responder notes
- Preferred language? \* (English)
- Check if they are under 18 (checkbox)
- Responder understands that they will be contacted by a church member for follow-up. \* (checkbox)
- Responder has given explicit consent for their details given to be stored. \* (checkbox)
- Submit button

Once done, click **“submit”**, this will then send an email to the church member so they know that they have been assigned follow-up.