

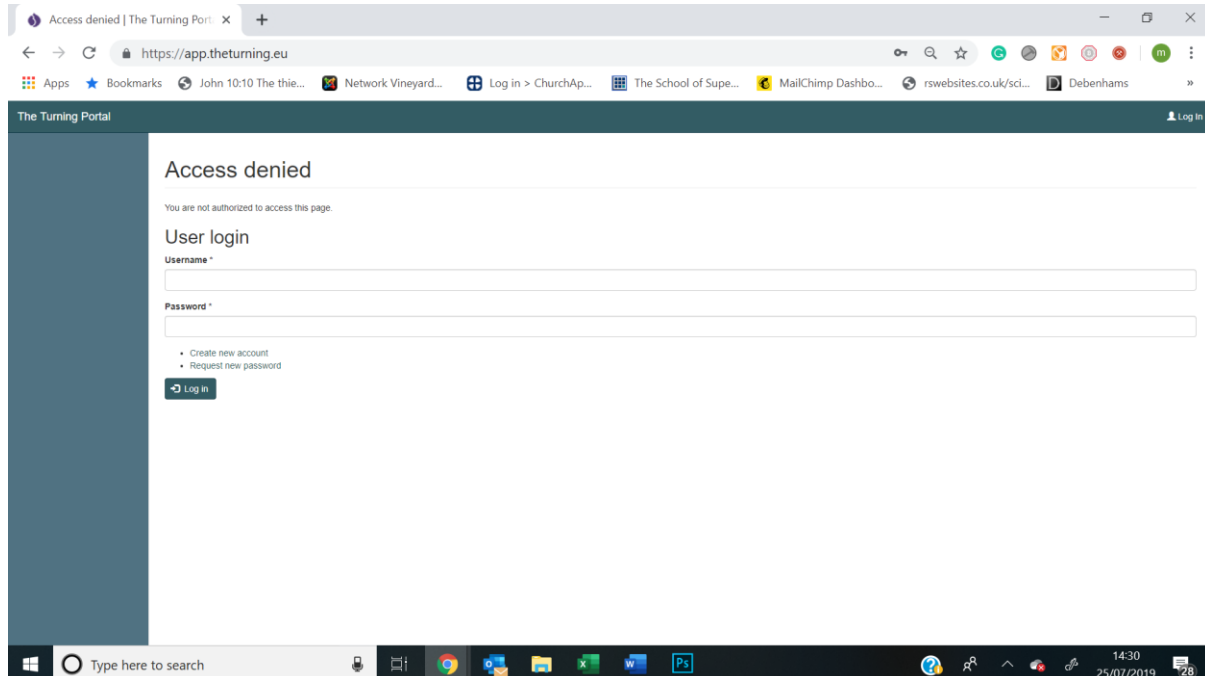
1. Logging into the Back-end
2. Adding Church members
3. Adding Responders
4. Arranging Follow Up

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

Logging into the Back-end

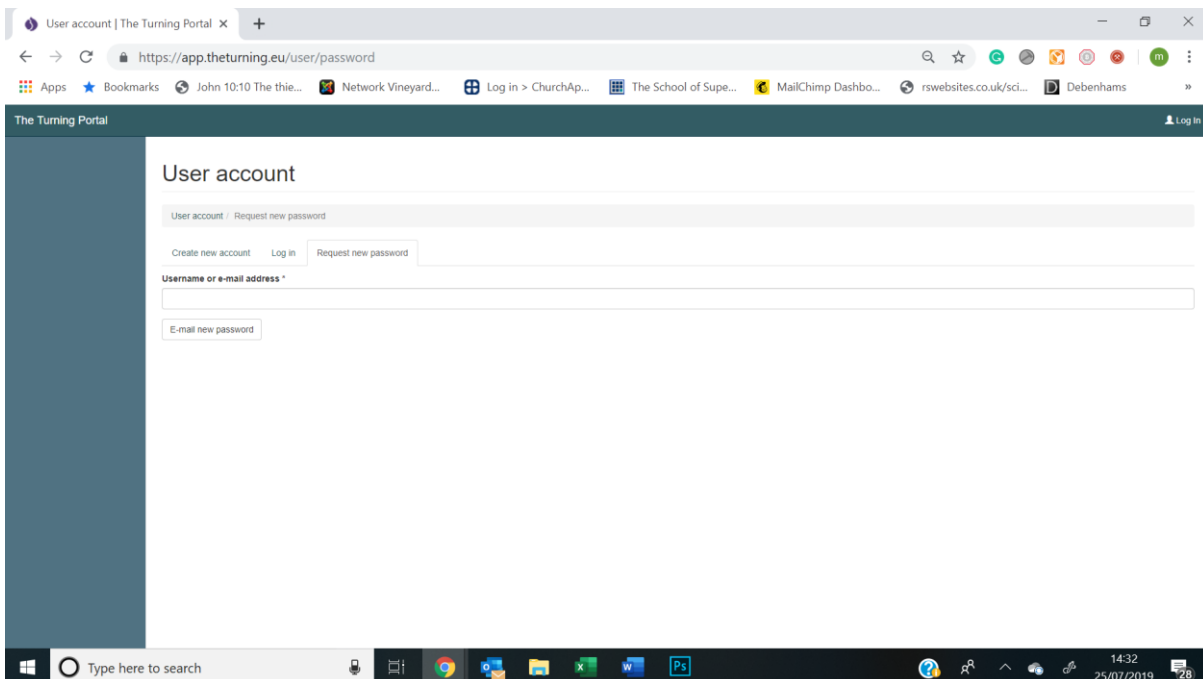
Go to **app.theturning.eu**

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



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

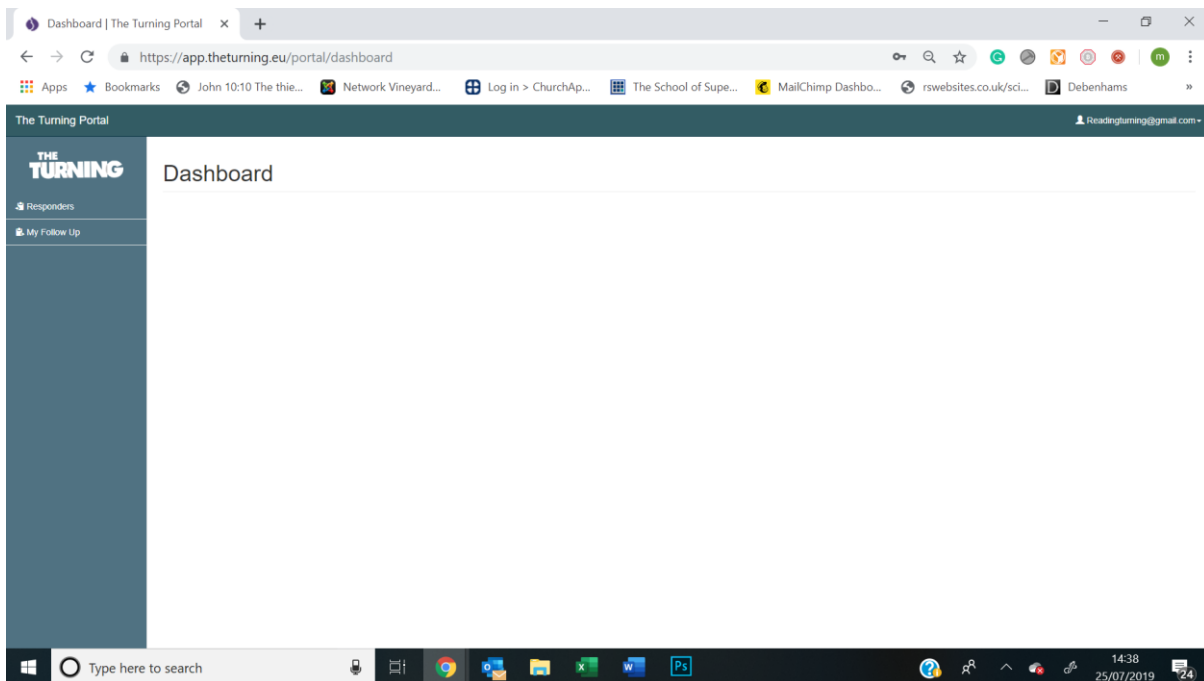
You will be sent an email that gives you a one time link to reset your password.



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

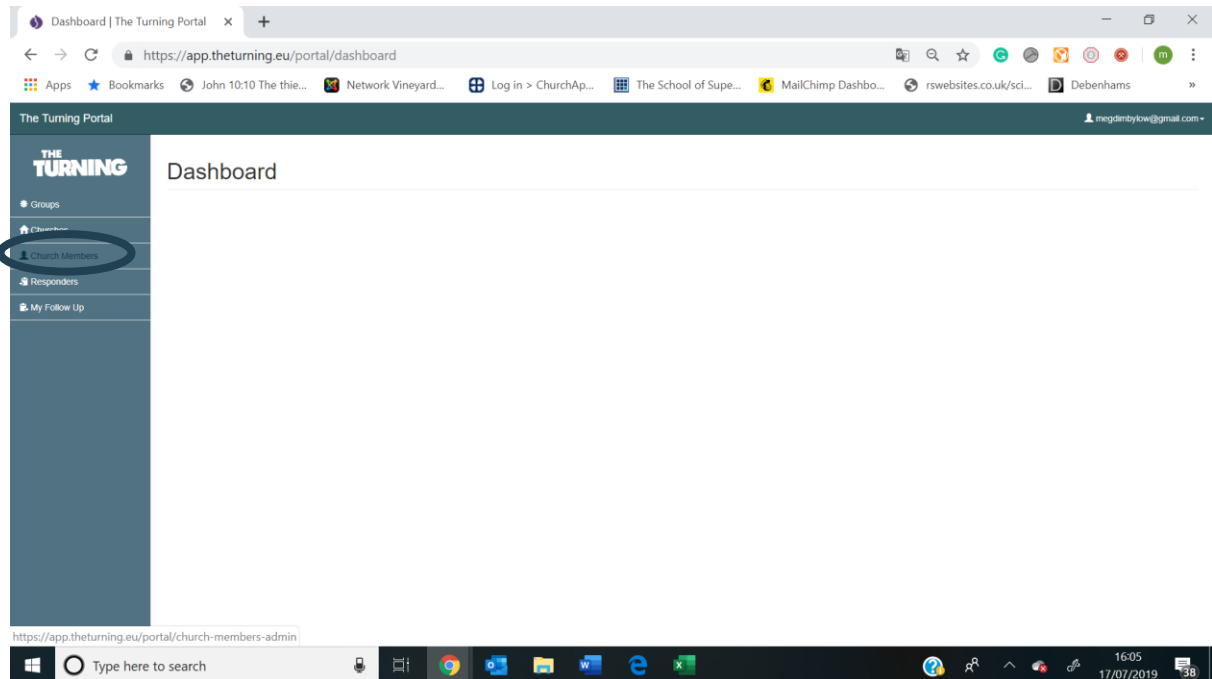
If you not have an account you can set up an account through here (click on **“Create new account”** (or through the App which is available on iPhones and Android Phones)

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.

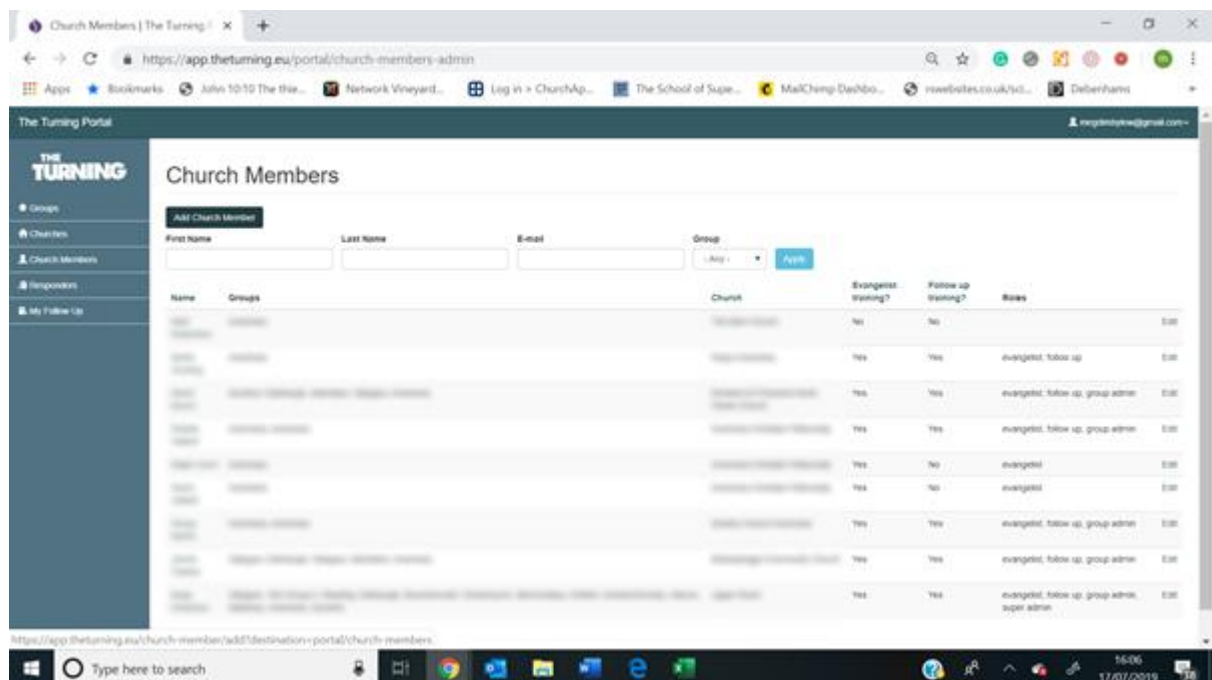


Adding Church Members

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”**



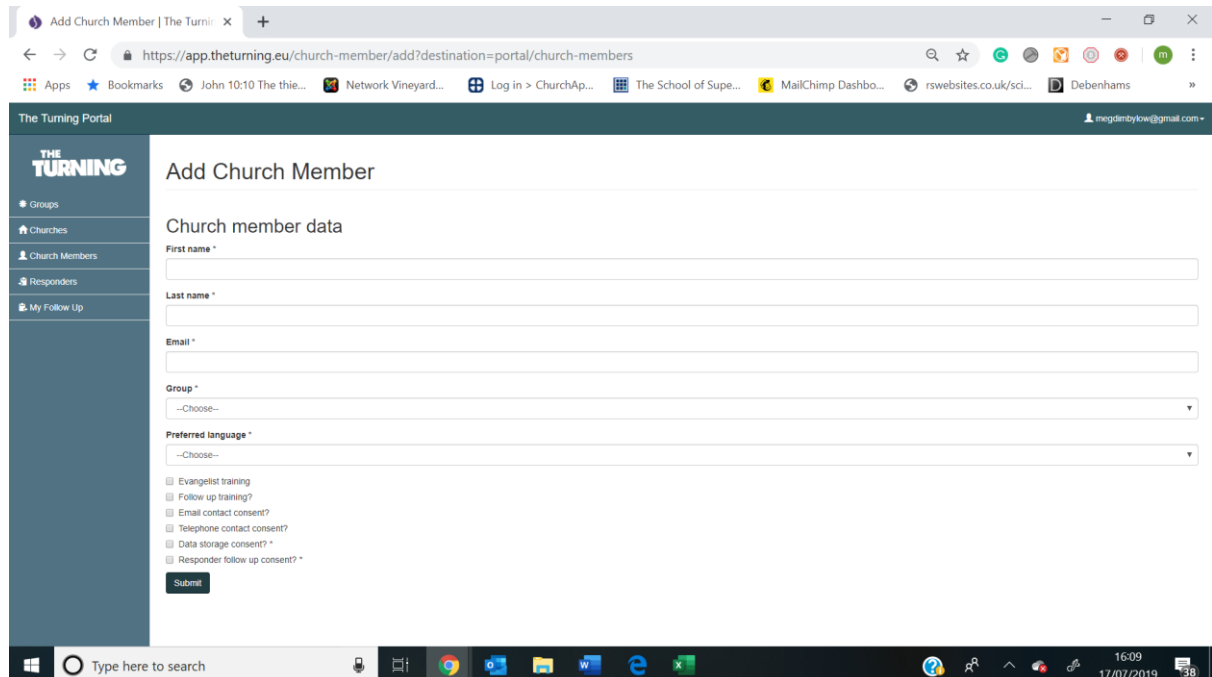
This will show you all the people in the groups that you are in, whether they are admin and if they are down to do follow up and evangelism.



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)



Add Church Member | The Turni... x +

https://app.theturning.eu/church-member/add?destination=portal/church-members

The Turning Portal

**THE
TURNING**

Groups

Churches

Church Members

Responders

My Follow Up

Add Church Member

Church member data

First name *

Last name *

Email *

Group *

--Choose--

Preferred language *

--Choose--

☐ Evangelist training

☐ Follow up training?

☐ Email contact consent?

☐ Telephone contact consent?

☐ Data storage consent? *

☐ Responder follow up consent? *

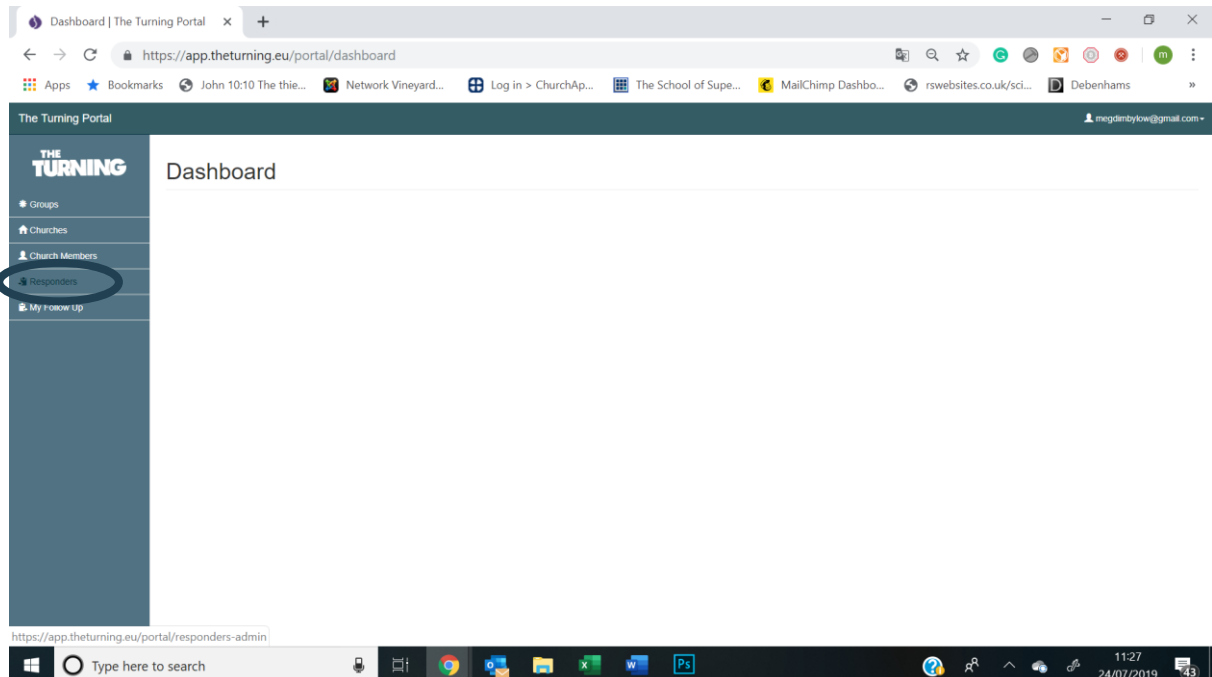
Submit

Type here to search

16:09 17/07/2019 38

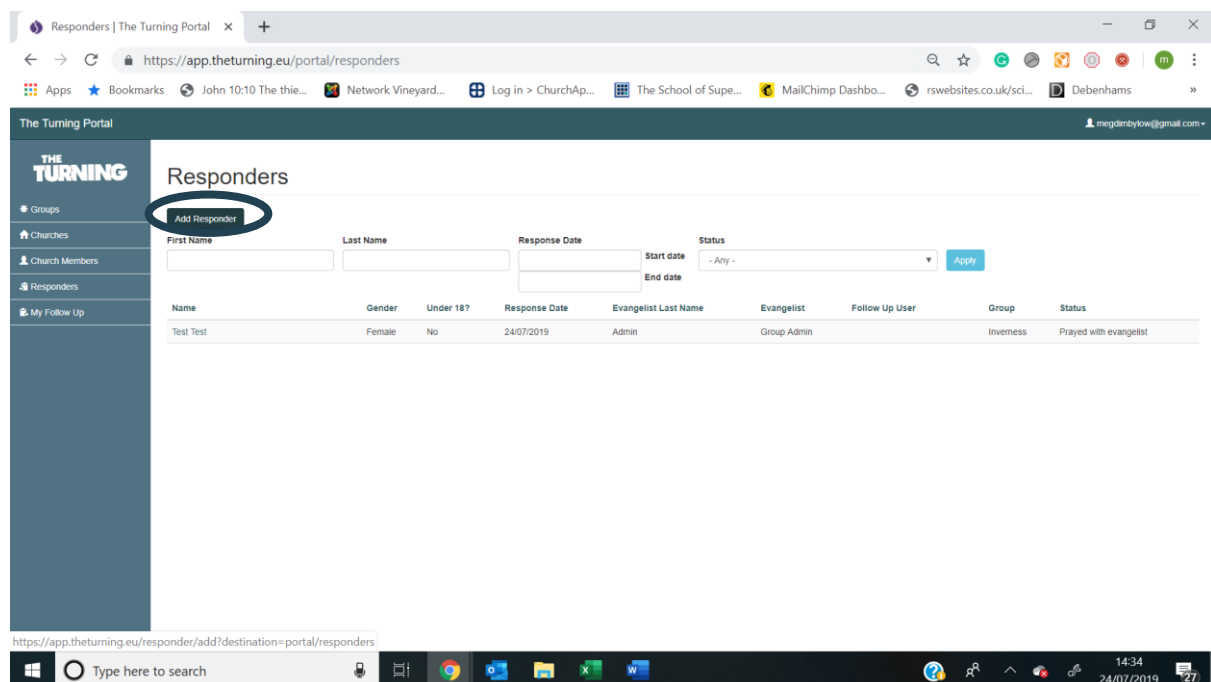
Adding Responders

Click **“Responders”**

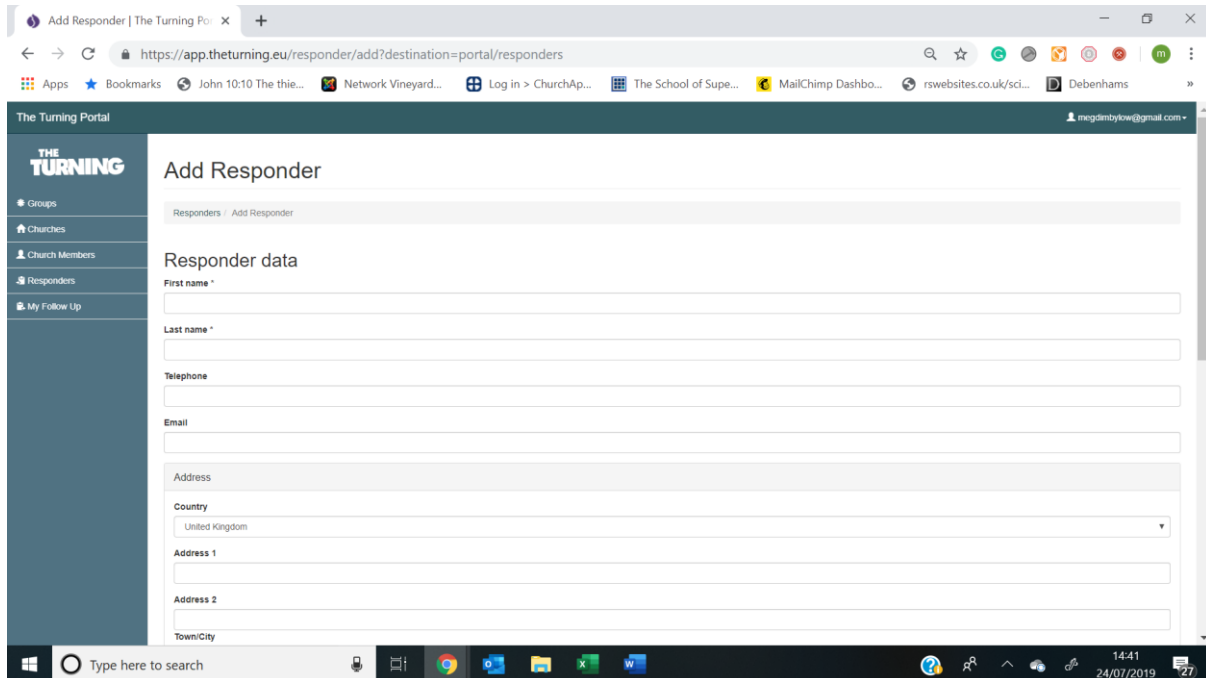


On this page, any responders that have been added appear underneath. You can, search the responders through different parameters and export as a CSV (Beware of GDPR when you download any private data and shred or delete once you are finished with the information).

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:

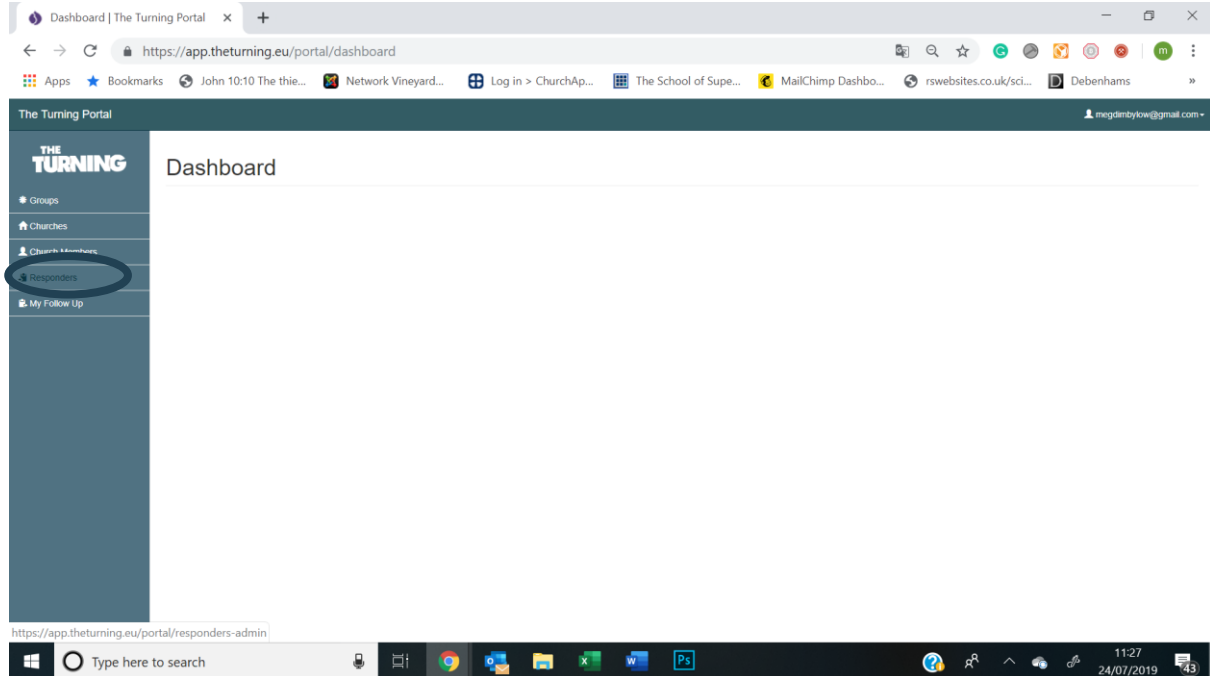
- Being followed up – this can be put as their status once you’ve assigned them follow up
- Didn’t pray no further contact – do not put anyone as this, it will be removed shortly
- ***Didn’t pray would like further contact** – those who weren’t ready to pray but want to know more
- Follow up complete - 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.

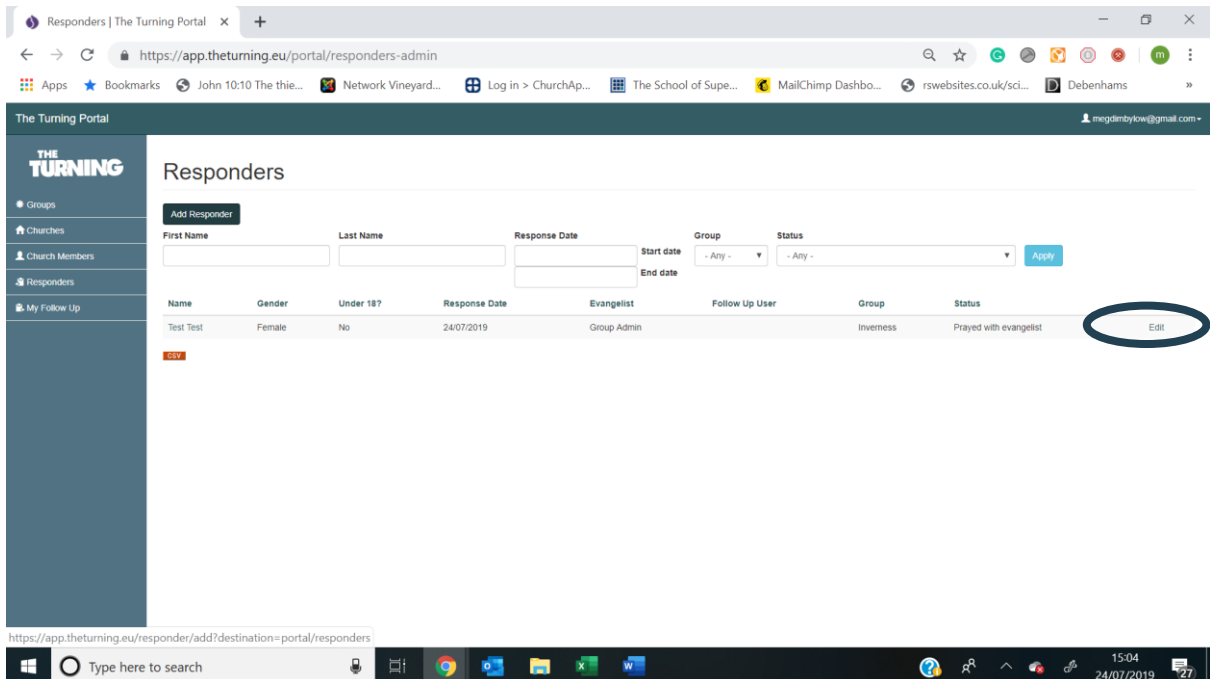
Assigning Follow Up

The central admin will assign follow up to you as the church follow up administrator – you then need to pass these on to those in your church who can do 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 contains the following fields:

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

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, with the dropdown menu for the 'Would you like to assign follow up now?' checkbox open. The dropdown menu shows a list of church members, with the '-Choose-' option highlighted by a red circle. The form contains the following fields:

- Gender ***: Female
- Commitment ***: First time salvation
- Status ***: Prayed with evangelist
- Group ***: Inverness
- Would you like to assign follow up now?**: This checkbox is checked, and the dropdown menu is open.
- Date ***: 24-07-2019
- Responder notes**: A text area for notes.
- Preferred language? ***: English
- Check if they are under 18**: A checkbox.
- Responder understands that they will be contacted by a church member for follow-up. ***: A checkbox.
- Responder has given explicit consent for their details given to be stored. ***: A checkbox.
- Submit**: A button at the bottom.

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