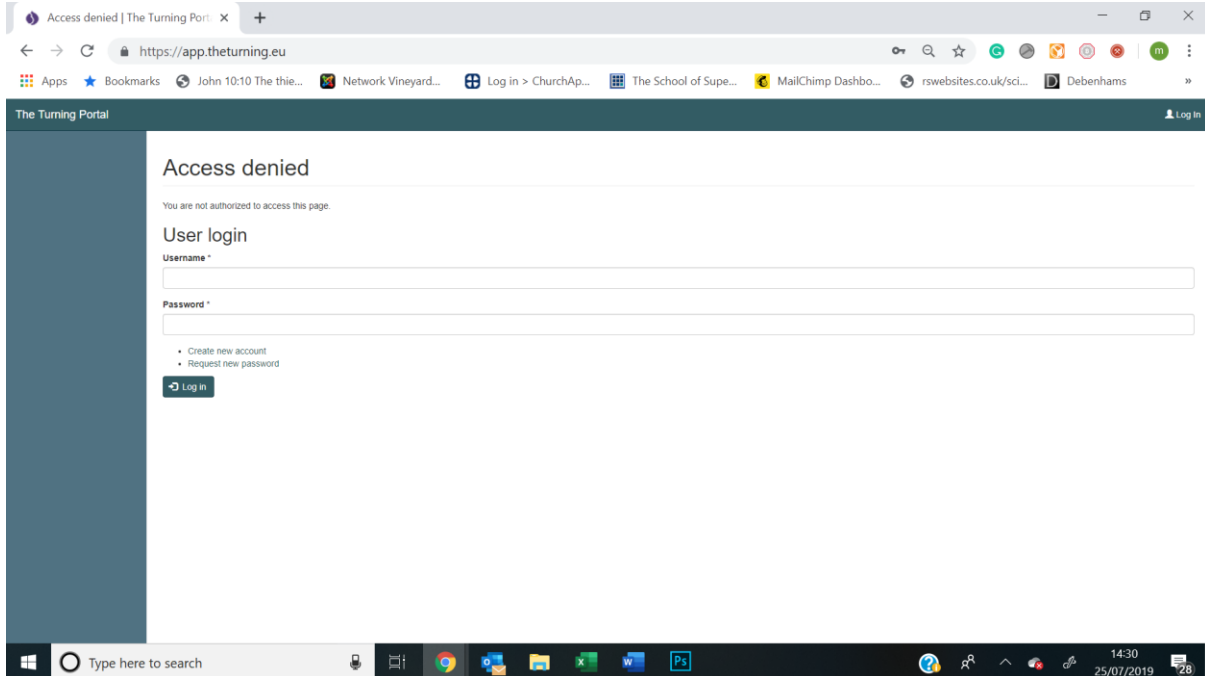


1. Logging into the Back-end
2. Inputting Responders
3. Completing Follow-up

## Logging into the Back-end

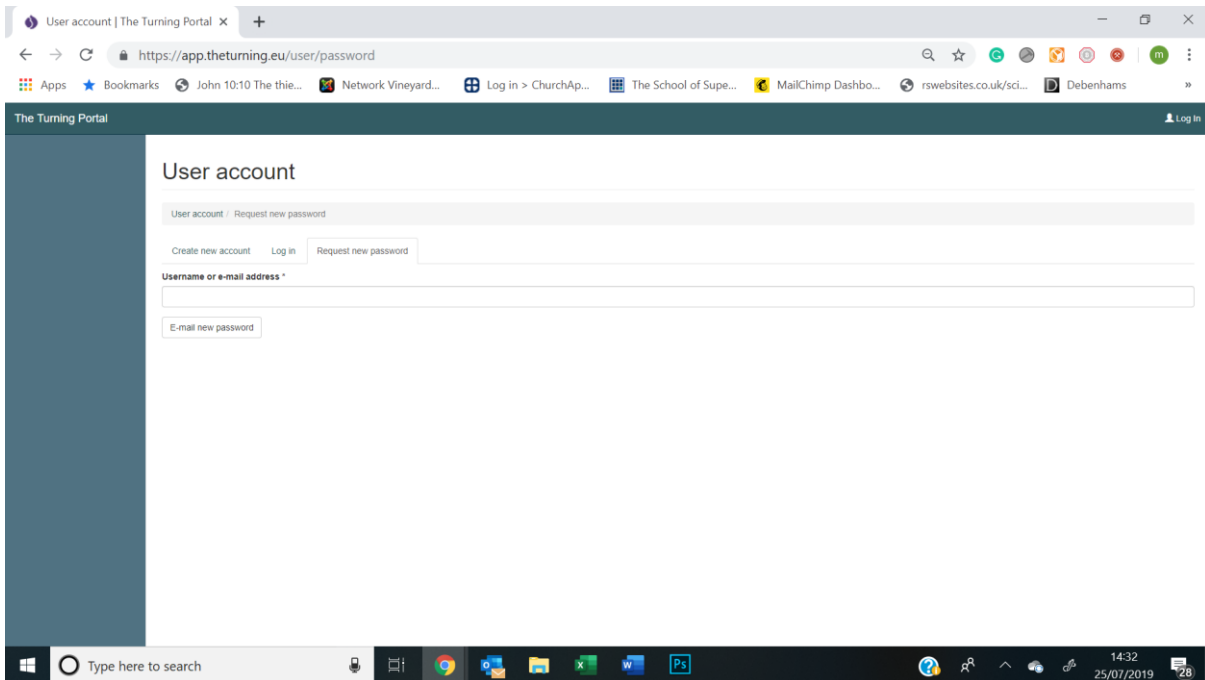
Go to [app.theturning.eu](https://app.theturning.eu)

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.

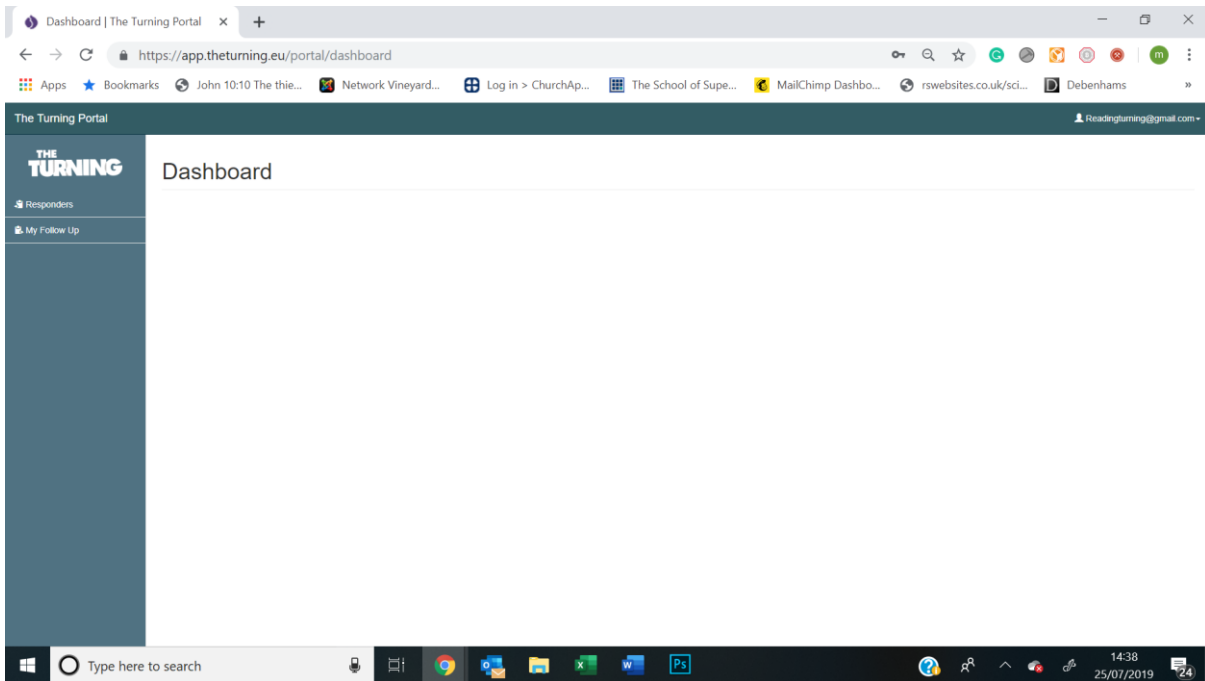
You will be sent an email that gives you a one time link to reset your password.



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

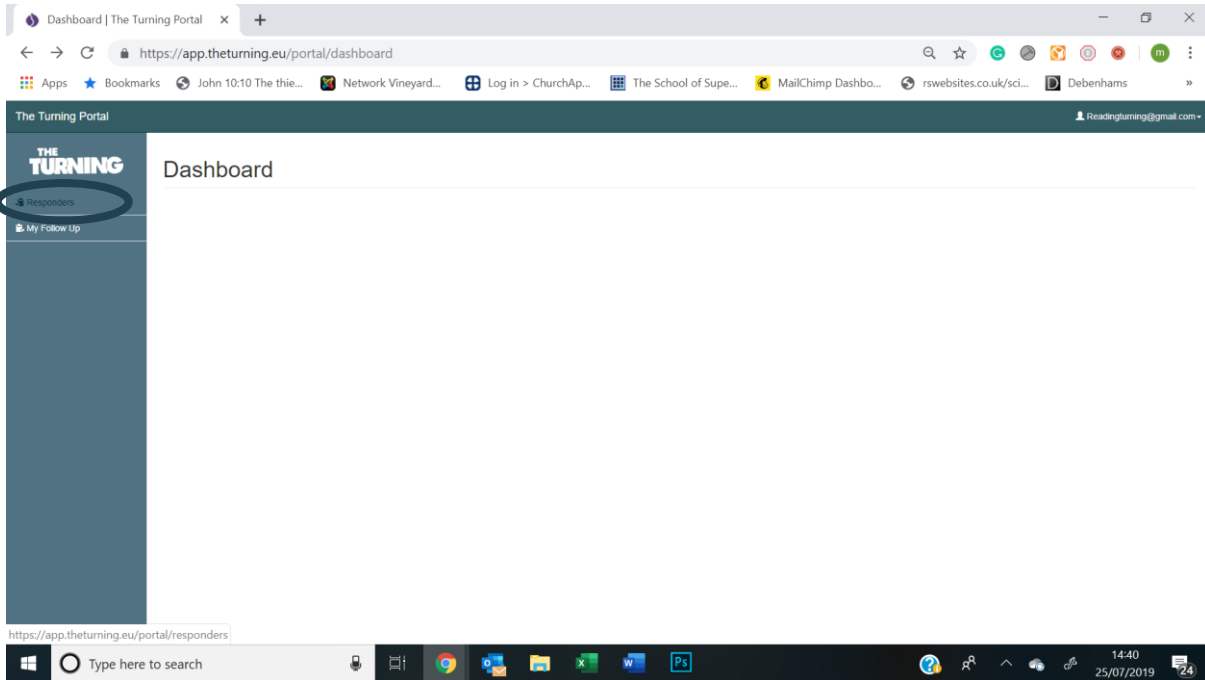
If you not have an account you can set up an account through here (click on [“Create new account”](#) (or through the App which is available on iPhones and Android Phones)

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.

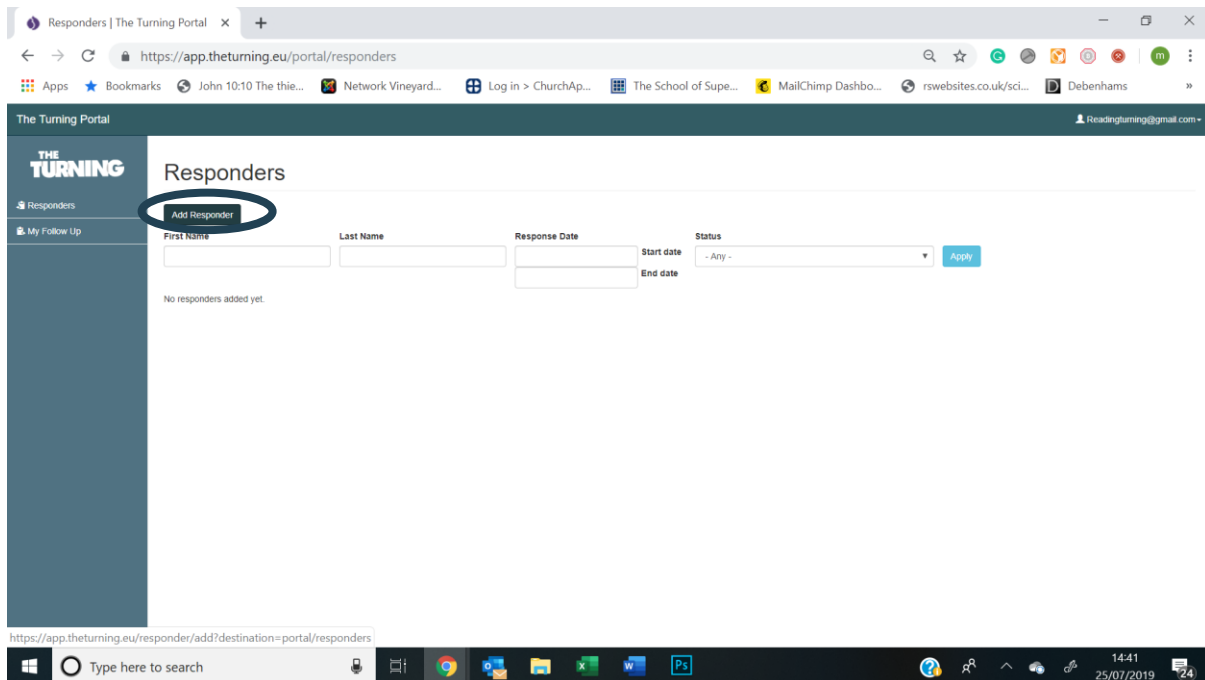


## Add Responders

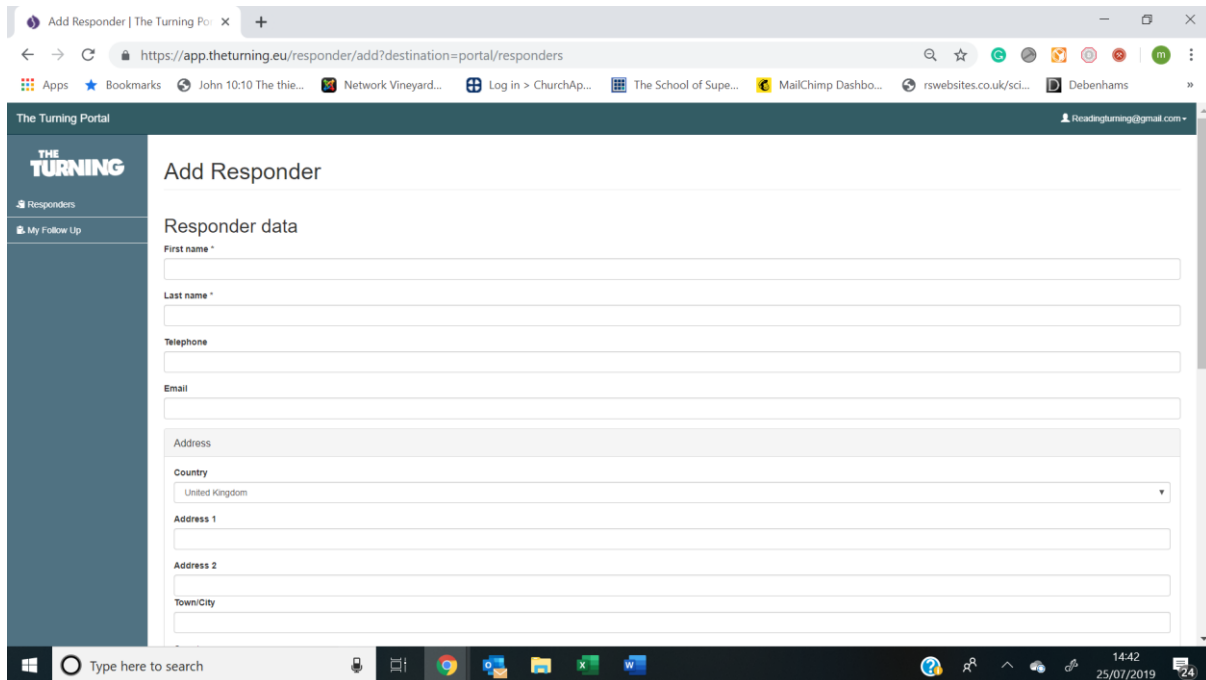
It is possible to add responders through this system (if you are having issues with the App on the phone). To do click on **“Responders”**



On the screen you will get all the responders you have already added (that have not been assigned for follow up). To add 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.



The screenshot shows a web browser window with the URL <https://app.theturning.eu/responder/add?destination=portal/responders>. The page title is "Add Responder" and it is part of "The Turning Portal". The form is titled "Add Responder" and contains the following fields:

- Responder data
  - First name \*
  - Last name \*
  - Telephone
  - Email
- Address
  - Country (dropdown menu, currently set to "United Kingdom")
  - Address 1
  - Address 2
  - Town/City

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).

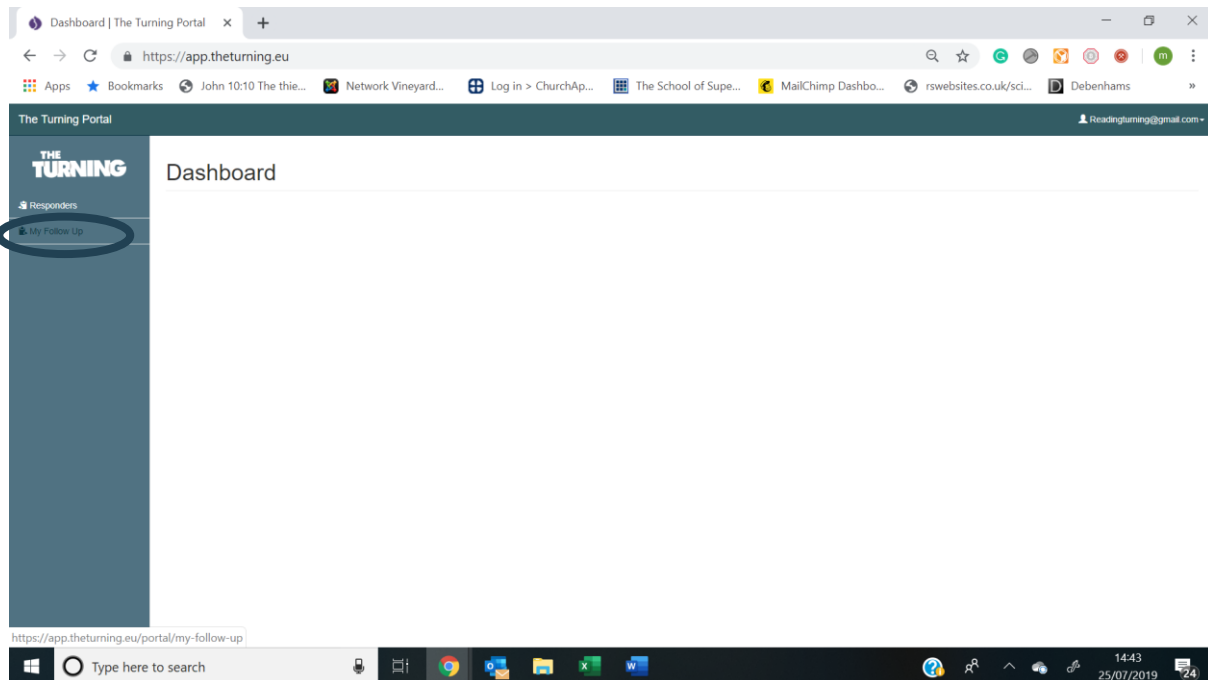
On the App there are only two options for the status “**prayed with evangelist**” and “**didn’t pray would like further contact**”. On the backend we have more options – these can be changed as the person moves through discipleship:

- 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

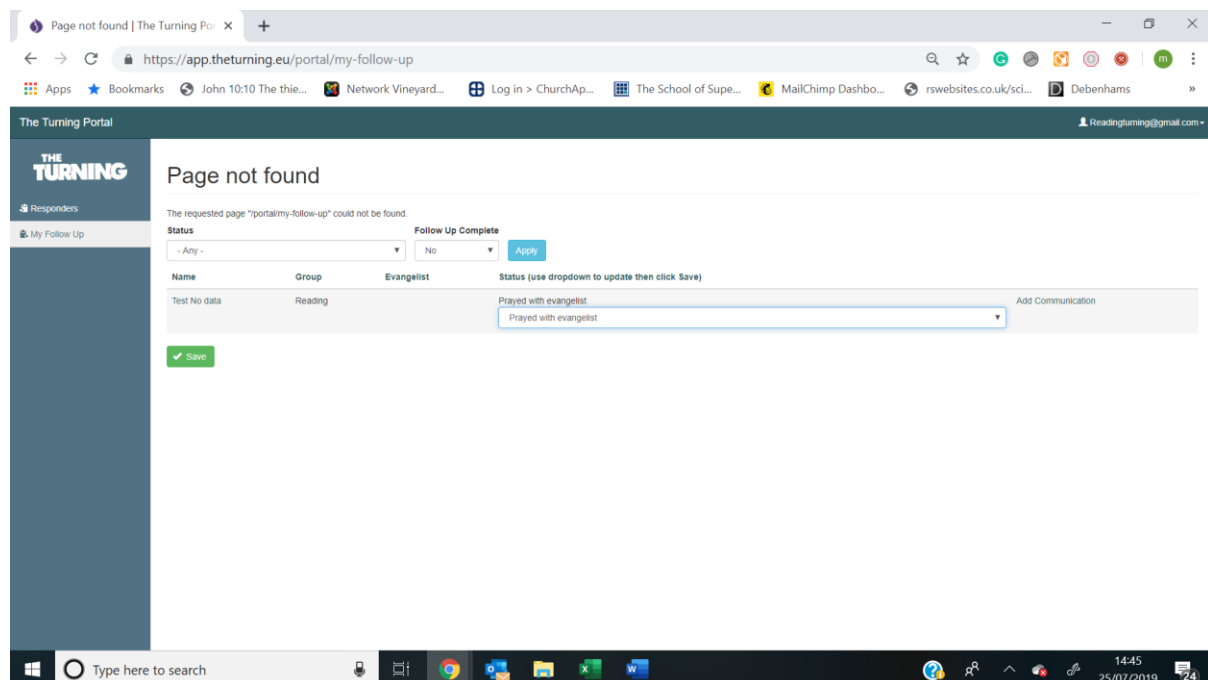
NOTE: it is good to input the names, gender and commitment type for all people who have prayed even if they didn’t give us details. This is an easy way to see how many people have responded and the percentage of those responding giving us contact details.

## Inputting Follow-Up:

Click on **“My follow up”** and you will see a list of the people you are assigned to,



All your assigned follow-up will appear on the home screen.



From here you can change the status (these are the same as the ones that were available when you added the responded) and you can add any communication by clicking on “add communication”.