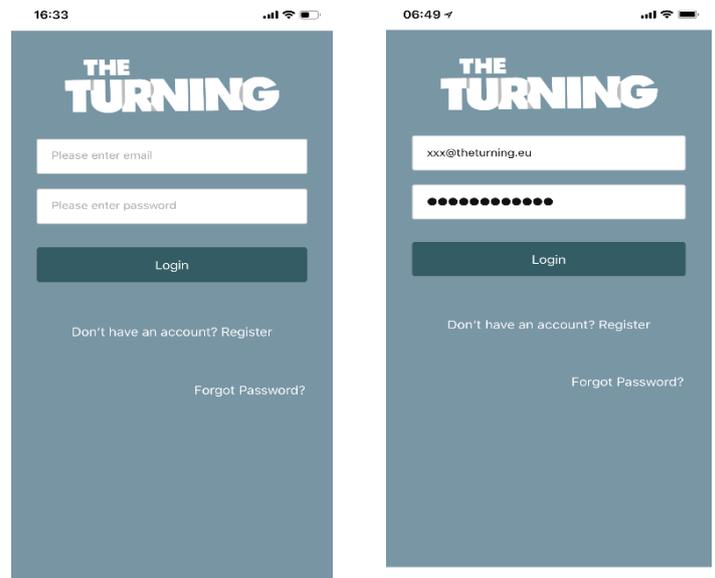


To Download The App

- 1) Go to **App Store** or **Google Play** and search for **“The Turning”**
- 2) Click to download and then open

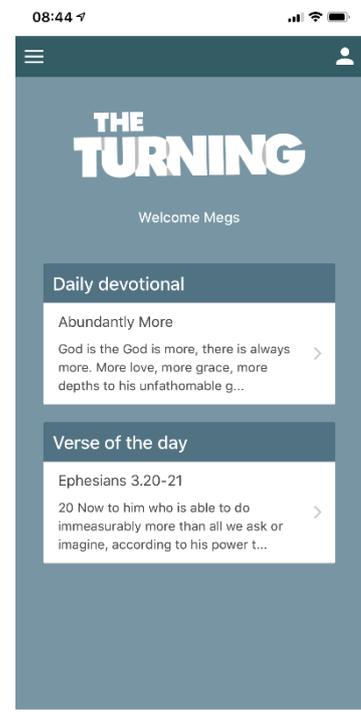
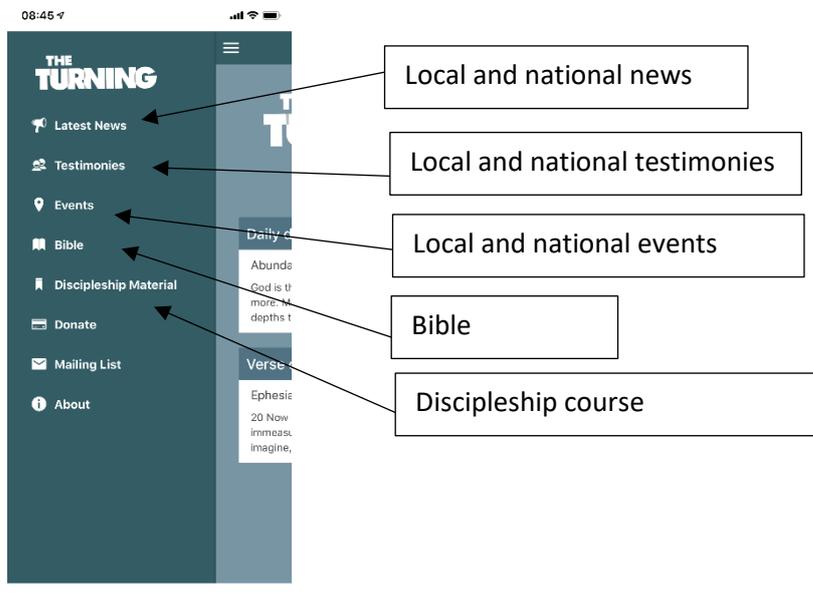


- 3) To get into The App enter your registered email and Password
- 4) If you have forgotten your email, click on forgotten email. You will be sent an email that gives you a one time link to reset your password.
- 5) You can then log in with your email and your new password.
- 6) It is also possible to register through the app by clicking “don’t have an account? Register”



- 7) Once you have logged in you will see your home screen. Each day you will get a new verse of the day and daily devotionals.

This gets you to various other parts of the App:



 Clicking on this gets you to where you input responders and find your follow up.

This is also where you see your personal information that you have given us and how you can log out of the app.



### Inputting Responder info:

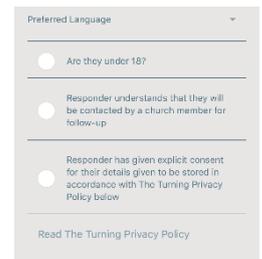
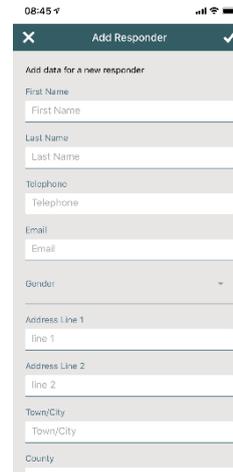


Click on “add responder” and input the information that you have been given then click on the “tick” to save.

If they do not give a phone number, leave blank

If they do not give an email leave blank

You must get the responder to tick the data protection boxes on the app

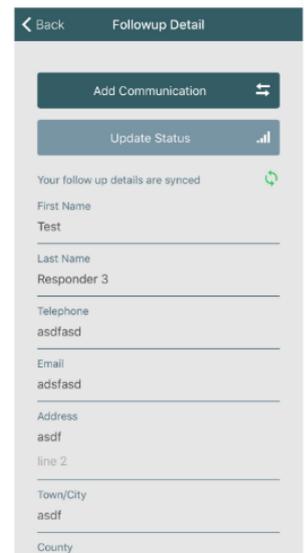
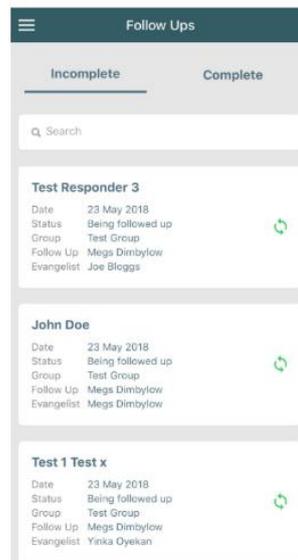


### Updating Follow-Up:



Click on “My follow up” and you will see a list of the people you are assigned to, click on the person you want to follow-up.

From here you can either add communication (when you have met with them) or change their status.



Administration: People with Admin access can assign follow up through the app.

To do this they need to click on 

You will see all the responders for your group, click on the responder you want to assign.

You will see a button that says “assign follow up”. You will get a list of names of people who are trained in follow up to choose from. Click on the name that you want to do the follow up.

