Leading your Groups with TouchPoint

– Logging In –

In order to effectively contact your group members and take attendance, you will need to be familiar with our TouchPoint Database. However, in order to become familiar, you will first need to know how to log in.

Logging Into the System

1. Open a New Window In your Internet Browser of choice. (Internet Explorer, FireFox, Google Chrome, etc…)

2. Click on the Search/URL bar at the top of the window.
Search/ Go to **https://concorddallas.tpsdb.com/.**

3. In the **Username or Email field,** type in your username.
Real Name: John Doe // Username: jdoe

4. In the **Password field**, type in your password.

5. Click **"Sign In."**

If you don't remember your Username…

1. You can attempt to use the **email** that is associated with your Touchpoint account in lieu of your Username.

2. If you don't know your username or your account email.
Please contact, **Database@concorddallas.org.**

-In the **Subject Line** please type: **"Need Username – *Your Name*"**
-In the **Email**, please leave your Full Name, Phone Number, and Email, and a brief line stating that you need to know your username.

We will respond to your inquiry as soon as possible.

If you don't remember your Password…

1. Click the blue, **"Request Password"** link beneath the Sign In button.

2. Enter in your **Username**.

3. If successful, a password reset message will be **sent to your email address.**
(Be sure to check your junk folder.)

4. Upon using the link in the email, you will be prompted to **create your new password.**

If you don't remember your Password and DID NOT Receive the Password Reset Email…

1. Please contact, **Database@concorddallas.org.**

-In the **Subject Line** please type: **"Need Password – *Your Name*"**
-In the **Email**, please leave your Full Name, Phone Number, and Email, and a brief line stating that you need to reset your password.

We will respond to your inquiry with instructions as soon as possible.

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Taking Attendance – Via Email

1. 15 Minutes Prior to your Group Meeting, you should receive an email stating your group is now open for attendance.

2. Within that email, click the **Update Attendance** button.

3. If your group met, click **"Take Attendance"** otherwise, click **"Do Not Meet."**

4. If you are taking attendance, click the **check boxes** next to every person who attended.

5. If you need to add someone to your group, click the **Guest tab, Add guest** and then **Skip Search.**

6. If your group is 100+ people or more, click on the **Headcount Tab** and type in the number of people who attended your class.

7. When Finished taking attendance, **close the page.**

Taking Attendance – Via Desktop

1. To take attendance with the desktop app, go to **https://concorddallas.tpsdb.com/.** and log in.

2. On your profile page, go to the **Involvement Tab** and then the "**Current" Sub-Tab.**

3. Find your group in the list below and click on its **Title**.
(Make sure you are marked as a **Leader** and not a Member within the group.)

4. On your Group Page, click on the **Meetings Tab.**

5. Click **Add Meeting**. Set the date of your meeting to the appropriate day and set the Attendance Type to "Every Meeting." Nothing else needs to be set.

6. You will be automatically taken into the Meeting Page.

7. If your group did not meet, click **"Did Not Meet"** at the top right corner of the screen. Otherwise click the **"Editing"** checkbox next to the word Enable in the middle of the page.

9. In the list of members that appear, click the **checkboxes to the left of each person** to mark them as attended. (A yellow glow indicates their attendance has been saved.)

10. Once you have finished taking attendance, you can close the page.