

TouchPoint Mobile APP - First Time Set-Up

1. In your cell phone's APP Store, please search for "TouchPoint Mobile"
2. Download and open the APP
3. SET SERVER by typing in "**salemalliance**" in the server space. It will look like **<https://salemalliance.tpsdb.com>**. Click the blue ACCEPT button.
4. In the top right hand corner of the screen, click on LOG IN. This will take you to the TouchPoint Login page.
5. Please enter your username (typically firstinitiallastname), along with your password that you have established already.
6. Please set a four digit PIN. (This is what you will use for all future logins for the APP)
7. It will ask to enter the same four numbers again to confirm.
8. You will now be in the system. YAY! Touch/press the "Attendance" button.
9. The next screen should provide you the groups that you are authorized to take attendance on their behalf.
10. Each week there will be a complete list of members. Each will have a red x near their name. To mark a person in attendance, just touch/click on that person. With a slight delay, the red x will turn into a green check.
11. If you have a new person/guest, in the top right hand corner, you can click on the "add guest". You can then do a name search. i.e. If you were looking for Gina Wenger, type in "gi we". It should provide you options from our database of people who have attended Salem Alliance. Click on the person you want from your option. That is all you would need to do.
12. When you have gone through the list, that is all that needs to be done. You can then back out of attendance, and log out (top right hand corner).
13. If you need to drop someone from your group or add someone permanently, please email Sarah at smorrow@salemalliance.org.

Any questions or concerns please email touchpoint@salemalliance.org