TCPC is excited to share with you the launch of our new database system called <u>Touchpoint</u>!

The new system will manage our membership and donor records, make check in for children faster, and make registering for events easier than before. Secondly, you will be able to maintain and edit your individual and family records with our church as well as view your own contribution statements whenever you want. Or if you prefer, you can still update your information through the office by emailing the church office: touchpoint@tcpca.org

Will my personal information be secure? Yes, Touchpoint provides the software and TCPC owns and maintains the data. Users of the database management system are granted different levels of permission to view information on a need-to-know basis which increases our security and privacy over people's information.   Furthermore, you have the power to manage and maintain your family's personal information in the system. For example, you will determine how much information you'd like to give to the church. This is an effort to increase our transparency and accountability to our members.

How do I create an account and log in?
1. You will receive an email from mailer@bvcms.com (This is not spam!)
2. Click the link to set up your password.
3. Log into the system You will need to remember your username and password for future logins.

Once you are logged into the system you are now able to edit your personal information. We are asking each of you to update and edit any personal information on your MyData account. This is done by clicking the small pencil on the right side (see image below)
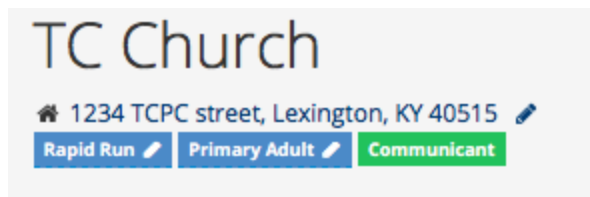
Next the screen will show how to edit your address.

Edit Address ✕

Family Address Edit Personal Address

Address Line 1
1234 TCPC street

Address Line 2

City Name
Lexington

State Code
KY - Kentucky ⬍

Zip Code
40515

Country
United States ⬍

From Date 📅

To Date 📅

Resident Code
Local - Fayette

Primary Address
True

☐ Bad Address Flag

Cancel   Clear   Submit

Please edit as needed. When finished click the blue submit button.

The USPS address check will now appear
You may have a screen showing the following:

Edit Address ✕

Family Address Edit Personal Address

Address Not Validated
NOT FOUND

Address Line 1
1234 TCPC street

Address Line 2

City Name
Lexington

State Code
KY - Kentucky ⬍

Zip Code
40515

Country
United States ⬍

From Date 📅

To Date 📅

Resident Code

☐ Primary Address

☐ Bad Address Flag

Cancel   Clear   Use this Address Anyway   Submit

Check to make sure you have entered your address correctly. If you have, then press "use this address anyway"

Now you will see:

Address Saved ✕

Success! The address was successfully saved.
1234 TCPC street
Lexington, KY 40515

Close

Look at the tab called **Personal.** Click the edit button on the right side. You will now be able to update your General information, communication (this section is where you see boxes for those who wish to be unlisted), and your Employment/School information.

TC Church
🏠 1234 TCPC street, Lexington, KY 40515 ✎
Rapid Run ✎ | Primary Adult ✎ | Communicant

Personal | Involvement | Profile | Ministry | Emails | System
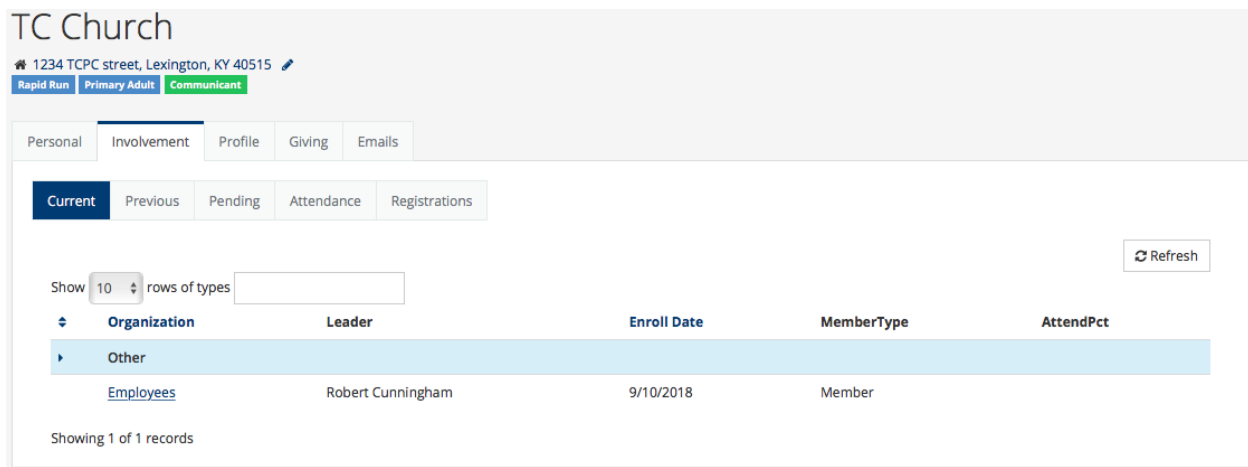
General ✎ Edit

Title	First Name	Middle Name	Last Name	Suffix
Rev.	TC		Church	

Goes By	Alt Name	Former Name	Gender
			Male

Marital Status	Birthday	Wedding Date	Deceased Date
Married	1/9/1990		

Communication

Primary Email	Alt Email

Home Phone	Work Phone	Cell Phone
		Do not call
		n/a

When you have finished this section make sure to click the blue button "**save changes**".

Next you can select the next tab called **Involvement**

For those of you involved with Small groups, Women's Bible Study or have a child in the nursery, etc., you will discover that you can click the organization you are a member of.
If you click the organization name, you may be directed to a page that is similar to this one:

Employees

Employees

This means you are a member of that organization.
But, you do not have access to the other members. *(Only those who are tagged as Org Leaders may have access to the organization's members contact information) They do not have access to any church records.*

Next, you will see the tabs called: **Current, Previous, Pending, Attendance** and **Registrations**.
Current refers to the organization you are currently a member of.
Previous refers to the organizations that you were a previous member of.
Attendance is for those organizations who take attendance (Children's Sunday School takes attendance)

IF you have an allergy or medical condition, please click the **Registration** tab. Next, click the edit button.

Registration History

General

Mother's Name		Father's Name		Shirt Size

Custody Issue	Ok Transport	Coaching Interest	Member Here	Active In Another Church
False	False	False	False	False

Emergency Contact

Emergency Contact	Emergency Phone

Medical

Doctor	Doctor's Phone	Health Insurance	Policy Number

Tylenol	Advil	Robitussin	Maalox
False	False	False	False

Allergies

Please update this page for those who have allergies.

Click the save changes button before exiting the page.

The next tab is your church membership information, called **Profile**.

Member

Member Profile

Church Membership

Member Status	How Joined	Join Date
Communicant	Profession of Faith	

Prev Church

Decision

Type	Date
Not Applicable	

Letter Status

Letter Status	Letter Requested	Letter Received
Non Applicable		

Baptism

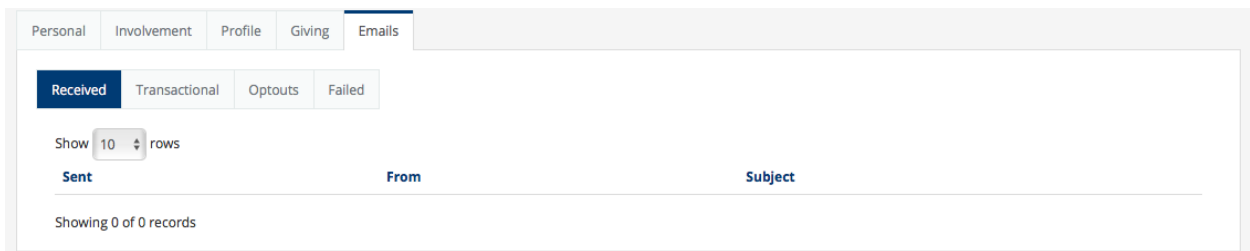| Type	Status	Date	Scheduled

This page is editable by the staff and pastors only.

If you would like to look into your giving statements, click the "**Giving**" tab.
Here you may click the contributions and the statements buttons. This is where you may make an online contribution.
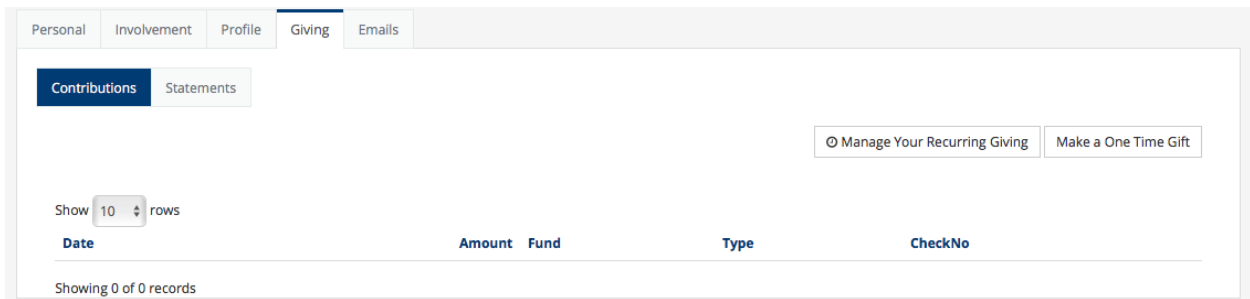
The last tab is "**Emails**".

This page will display any emails that have been sent to you through the touchpoint database system.

After you have finished updating and editing your MyData page, please log out.

If you have questions regarding touchpoint, please contact touchpoint@tcpca.org

(This email does not go to the Touchpoint company, rather the TCPC staff member who assists with our membership database.)