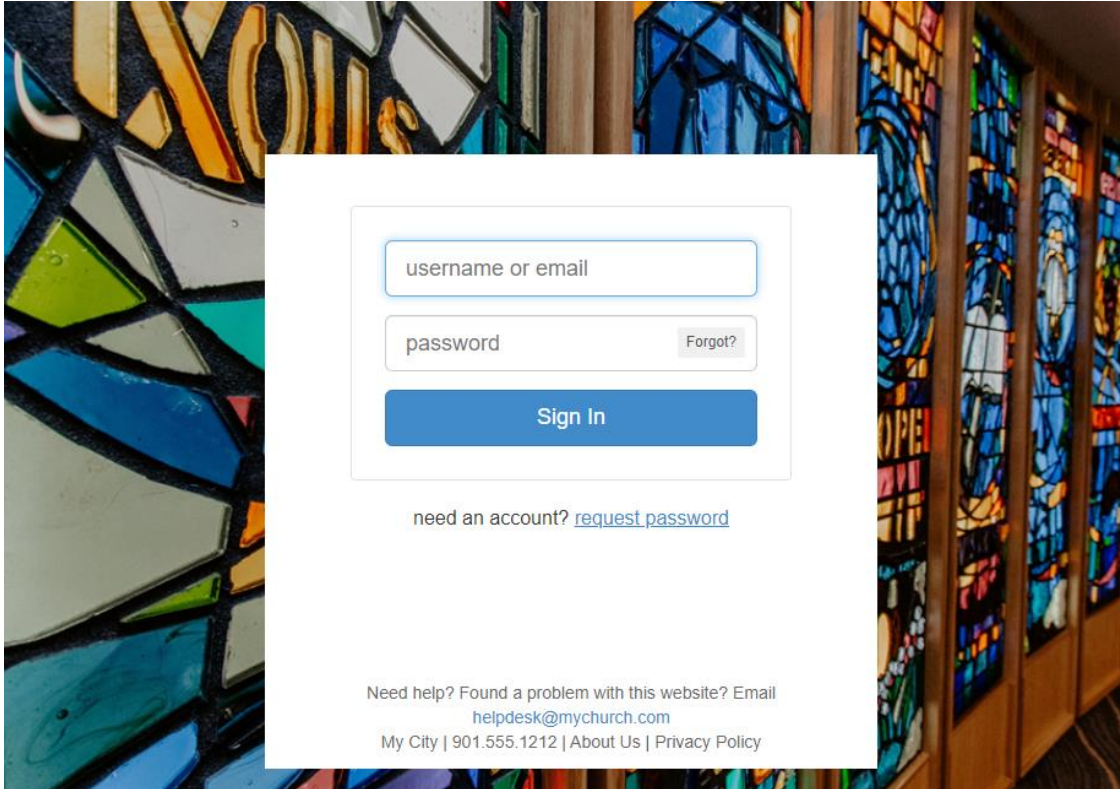
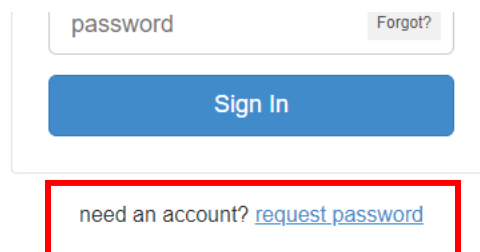


## How to access the minutes of Church Council meetings, as well as your personal data, in TouchPoint, Countryside's member database

1. Click on this link – [my.countrysideucc.org/](http://my.countrysideucc.org/) – or type that address in your computer's browser and then press Enter.

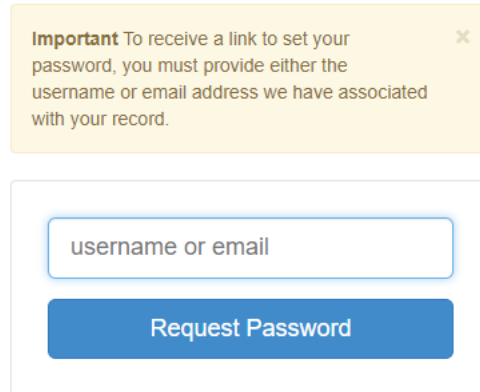


2. If you already have a password and can access your record in TouchPoint, proceed to number 4 below.
3. **If you are new to TouchPoint**, on the opening page there will be a *Need an Account? Request Password* link.



After clicking the link, you will be asked to enter the email address that is on your member record in TouchPoint.

### Request Password



**Important** To receive a link to set your password, you must provide either the username or email address we have associated with your record.

- If the system finds a record with an email address that matches the one you entered:
  - An email will be sent to you with your username and a one-use link.
  - That link will take you to a page where you will create a password.
  - Once that is done, you will be instructed to proceed to your record by clicking the logo.
- If you did NOT receive an email as described above, that means one of the following:
  - There is not a record in the database with the email address you provided.
  - Your record does not have your date of birth on file. You will need to contact the church office to have your date of birth added to your record.
  - You are younger than 16 years old and are not permitted to set up your own account.

4. **When your record in TouchPoint opens**, you will see the following headings on a horizontal row of tabs under your name and address:

- Personal
- Involvement
- Profile
- Giving
- Communications
- Resources

The screenshot displays the TouchPoint interface. At the top, there is a horizontal row of tabs: Personal, Involvement, Profile, Giving, Communications, and Resources. The Resources tab is selected and highlighted. Below this row, there are three sub-tabs: Church Council Minutes, Annual Reports, and Live Events. The Church Council Minutes sub-tab is selected. Underneath, there is a dropdown menu labeled 'Minutes' which is expanded. It shows two main sections: '2023 Church Council Minutes' and '2022 Church Council Minutes'. The 2023 section contains four items: '2023\_0119\_Church Council minutes.pdf', '2023\_0219\_Church Council Minutes - Special Meeting.pdf', '03 March 2023\_0323\_Church Council Minutes.docx', and '04 April 2023\_0420\_Church Council Minutes.docx'. The 2022 section is titled 'Minutes of the Church Council' and contains a list of dates from 2022-01-20 to 2022-07-21, each followed by a PDF file name.

5. **To access Church Council minutes**, click on the **Resources** tab. The minutes are in order by date, oldest to newest. Scroll to the minutes you would like to see and click on the blue title. The minutes will be downloaded onto your computer or phone and there should be a pop up for you to click on once the download is completed.