

**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 – <https://countrysideucc.tpsdb.com/> – 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.
  - If the system finds a record with an email address that matches the one you entered, you will be sent an email with your username and a one-use link. The 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
  - Ministry
  - Giving
  - Communications
  - Resources
  - System
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 smaller print version of the title. The minutes will be downloaded onto your computer – click the title of the minutes in the **lower left corner of your screen** to open the document.