

Welcome to myHighpoint

1) Set up your MyHighpoint account

If you haven't already done so, please create an account. Go to my.highpoint.church. Click the request password link at the bottom - Do not enter anything in username or email.

2) Enter in the email address that we have on file for you.

3) Go to your email and find the email from mailer@tpsdb.com. Click the link to create your password.


4) Click Return to home and log in using your email and newly created password.

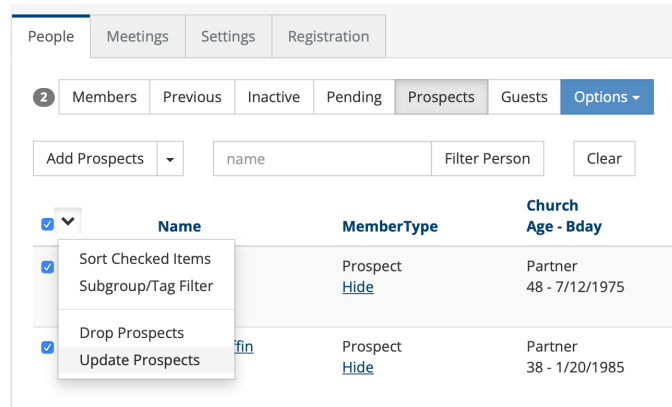
- **TIP:** Add my.highpoint.church to your Home Screen for quick access. The app is still in development, this will create a shortcut until the app is available.

Find your Group

In MyHighpoint, your group is called an Involvement. From your MyHighpoint Dashboard in the Involvements box, click the group you lead. *Note: anytime you want to return to the dashboard simply click MyHighpoint in the top left corner of your screen.

Update your Group

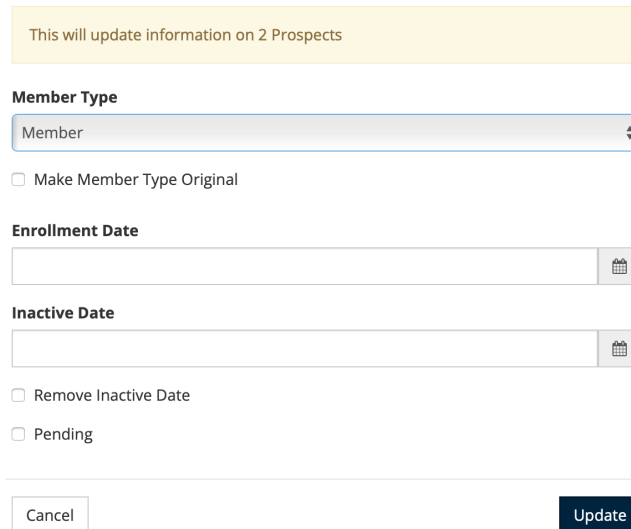
When people register for a group they populate in the People > Prospects tab. Once you know they will be attending or they have attended your group, click the box next to their name (or the one in the header row to update all) then click  Update Prospects.



The screenshot shows the 'People' section with tabs for 'Meetings', 'Settings', and 'Registration'. Below these are sub-tabs for 'Members', 'Previous', 'Inactive', 'Pending', 'Prospects', 'Guests', and 'Options'. A search bar with 'Add Prospects' and 'Filter Person' is present. A table lists prospects with columns for 'Name', 'MemberType', and 'Church Age - Bday'. A dropdown menu is open over the 'Update Prospects' option in the table.

| | Name | MemberType | Church Age - Bday |
|-------------------------------------|------|----------------------|-------------------|
| <input checked="" type="checkbox"/> | | Prospect | Partner |
| | | Hide | 48 - 7/12/1975 |
| <input checked="" type="checkbox"/> | | Prospect | Partner |
| | | Hide | 38 - 1/20/1985 |

Change Member Type to Member, then click Update > OK > close.



This will update information on 2 Prospects

Member Type
Member

Make Member Type Original

Enrollment Date
[Calendar icon]

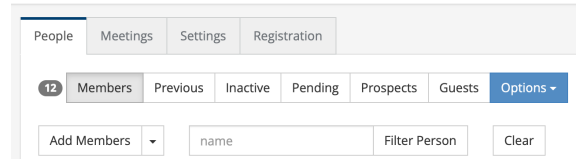
Inactive Date
[Calendar icon]

Remove Inactive Date
 Pending

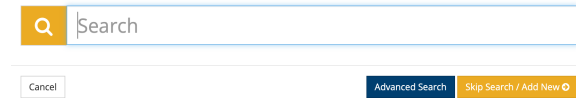
Cancel Update

Add/Drop a member

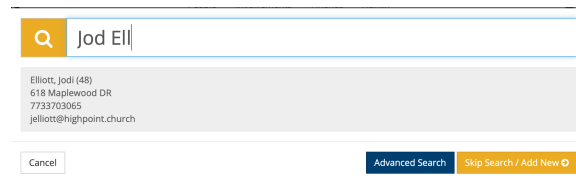
To add a new member to your group go to the People > Member > Add Member



This brings up a search box.



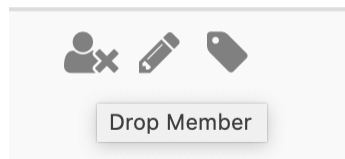
Enter the name or first 3 letters of first and last name. Click on the name you want to add.



Click Another Search if you want to add more people or Commit and Add when you have added everyone.

To drop (remove) someone from your group, click the person with the x icon on the right side under Actions in the row of the person you are trying to remove.

Actions



Email your group

To email your group from MyHighpoint, click the envelope icon in the blue toolbar on the top right of your screen and choose Email all current Members.

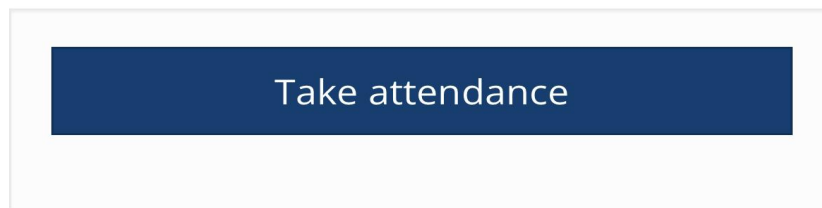
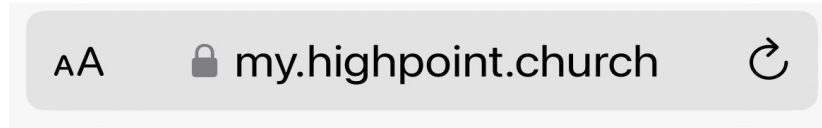


This will take you to the Emails Template page. Select your email template. Enter Subject in Subject Line. Click in the textbox under the header to bring up the editor. Type your message, Save and Send.

Take attendance







You will receive a text message every week 15 min before your meeting time from 630-864-6481 with a link to take attendance. Click the link from the message. It will open up my.highpoint.church.

Click Take Attendance



Check the box next to the names of those who are present. It will auto-save for you.

ATTENDANCE LIST

| Members 6 | Guests 0 | Headcount 0 |
|---------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Elliott, Jodi Leader | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Filatov, Yelena Member | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Maher, Kelly Member | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Nelson, Monique Member | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Novak, Carol Leader | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Smith, Bethany Member | | |