



TouchPoint University's Online Curriculum ensures your team is able to maximize their ministry using the tools available in TouchPoint. Each session is 1 hour in duration and is conducted privately between a TouchPoint Trainer and your team. We share our computer screen using Zoom so you can easily follow along. We also record each session and make it available to you the same day. Additionally, TouchPoint University offers a selection of Free Courses. Each free course is 1/2 hour in duration.

Group	COURSE	COURSE DESCRIPTION	WHO WOULD BENEFIT	PREREQUISITES
CORE CLASSES	101 - TouchPoint Basics (Navigation & Home Page) & People Records	This course explores the Home Page, two different Navigation Components, and how to access/use Help. This webinar takes a deep-dive into a People Record and the People Menu. We also review two different ways to Search for People.	All Staff	-
	102 - Organizations & Adding A People Record	This training looks top-to-bottom at an Organization, Creating an Organization, and two different ways to Search for Organizations. We also review Adding a Person In Context.	All Staff	101
	103 - Search Builder Basics & Blue Toolbar	This training covers one of TouchPoint's most unique and robust features. We explore Building Searches in Search Builder, Saving Searches, and Accessing Saved Searches. Additionally, we look in-depth at the Blue Toolbar.	All Staff	101, 102
FUNDAMENTAL FEATURES	201 - Email & SMS	We take a look at the various places to access the Communication options. Then we look at Sending and Tracking Emails as well as Configuring and Sending Text Messages.	All Staff	101, 102, 103
	202 - Tasks & Contacts	Are you looking for a more efficient way to stay organized with Ministry? In this course, we define Tasks & Contacts (Ministry/Outreach Opportunities) and discover how to assign them and take action on those assigned to us.	System Admin Department Heads Admin Assistants Pastoral Care Team	101, 103
	203 - Resources	Resources allow the church to communicate/provide information to the audience they set. In this course, we explore creating a variety of different Resources and configure who is able to view them.	System Admin Department Heads Admin Assistants	101, 102
ATTENDANCE	301 - Check-In/Attendance & Adding A People Record	We walk through how to set up and use TouchPoint Check-In and how to Record Individual & Headcount Attendance. Additionally, we also look at Adding a Person In Context.	System Admin Department Heads Admin Assistants	101, 102
	302 - Attendance Reports	This course details Reports associated with Recording Attendance.	System Admin Department Heads Admin Assistants	101, 102, 103, 301
ADVANCED LEARNING	401 - Organizations Deep Dive	Do you want to learn more about one of the building blocks of TouchPoint? This training focuses on Parent-Child Orgs, Sub-Groups, Copying Organization Settings, the Members Only Page, Directories, and Additional Searching Options related to Organizations.	System Admin Department Heads Admin Assistants	101, 102, 103
	402 - Search Builder Deep Dive	Can't get enough Search Builder? This training covers more complex Searches from within Search Builder. Additionally, this training also explores Creating Status Flags.	System Admin Department Heads Admin Assistants	101, 102, 103
	403 - Small Groups	This course focuses on one particular type of Organization--the Small Group. We look at the Small Group Finder itself and create a Map for the User to locate Small Groups that meet off-campus.	System Admin Department Heads Admin Assistants	101, 102, 103, 201, 301
	404 - Annual Promotion	Are you preparing for promotion? We explore the Two Methods for Annual Promotion. You can decide which works best for your church.	System Admin Department Heads Admin Assistants	101, 102
ONLINE REGISTRATIONS	501 - Online Registration	This is our basic course regarding Online Registration. We walk through all of the settings that relate to Registrations. We also Create an Online Registration (using Join Org), Email it to Recipients, and then Register for the Event.	System Admin Department Heads Admin Assistants	101, 102, 103, 201
	502 - Volunteer Calendar Management	In this training, we look at setting up and managing the Volunteer Calendar. The Volunteer Calendar is a special type of Online Registration.	System Admin Department Heads Admin Assistants Volunteer Coordinator	101, 102, 103, 201, 301, 501
	503 - VBS	We cover best practices with VBS. This course will help you Prepare for VBS, Navigate through it (with Check-In/Attendance and Volunteer Calendar Management), and help you wrap up from the eventful week. This course reviews the Online Registration settings on each of the Organizations involved in VBS.	System Admin Department Heads Admin Assistants	101, 102, 103, 201, 301, 501, 502
	504 - Mission Trips	This course explores the ins and outs of Mission Trips--including Management, Registration, Communication, and Funding. The Mission Trip is a special type of Online Registration.	System Admin Mission Trip Coordinator	101, 102, 103, 201, 501
	505 - Online Registration Deep Dive	In this course, we Create an Online Registration (using User Selects) and Register for the Event. This course also addresses some Frequently Asked Questions relating to Online Registrations	System Admin Department Heads Admin Assistants	101, 102, 103, 201, 501

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WORKSHOPS	601 - Organizations Workshop	Would you like some assistance with getting an Organization setup? In this training, we create an Organization as requested by your Church and configure the settings to ensure it suits your needs.	System Admin Department Heads Admin Assistants	101, 102, 401
	602 - Search Builder Workshop	Want more practice with Search Builder? We Create Custom Searches and Status Flags (in your database) as requested by your Church.	System Admin Department Heads Admin Assistants	101, 102, 103, 402
	603 - Online Registration Workshop	In this training, we Create a Custom Online Registration requested by your Church.	System Admin Department Heads Admin Assistants	101, 102, 103, 201, 501, 505
LIMITED AUDIENCE	701 - Extra Values	Extra Values allow your church to store additional information inside of TouchPoint. This training covers Creating various types of Extra Values and Running Reports on them.	System Admin Department Heads	101, 102, 103, 202
	702 - Lay Leaders	This training is conducted through the eyes of a Lay Leader. Its purpose is for you to share the recording with your lay leaders. We explore the various features of TouchPoint for Lay Leaders to be more successful/efficient in their Ministry. We look at the Basics, Reports, Communication, Attendance, among others.	System Admin Lay Leaders	-
FINANCE	801 - Contributions & Adding A People Record	This training covers the Basics of Contributions. We Define Terms, Create and Manage Bundles, and Create Funds. We look at Manually Entering Contributions and Adding a Person In Context	Finance Team	101
	802 - Contribution Reports	This course goes hand-in-hand with Contributions; it focuses on the Reports associated with Contributions and other Finance-Related items.	Finance Team	101, 102, 801
	803 - Online Giving	This session overviews the Online Giving Settings in TouchPoint and within the Online Giving Organizations. We test One-Time and Recurring Giving and demonstrate how to make giving available for your audience. We look at Online Giving Reports and related Search Builder Conditions.	Finance Team	101, 102, 103/802, 801, 201
	804 - Managing Pledges	This training walks through setting up Funds with Pledges. We then take a look at the various types of Reporting available for reviewing Pledges.	Finance Team	101, 102, 103/802, 801
FREE COURSES	1001 - Congregation Implementation	This course looks at TouchPoint through the eyes of a Congregant. We will provide your church with a video and document to share with your Congregation so they will be ready to setup their own User accounts.	System Admin	101
	1002 - Managing People Records	This course is designed to explain the role of the New People Manager and equip that person to best do his/her job as New People Records enter TouchPoint.	System Admin New People Manager	101
	1003 - Church Membership Process	We focus on what happens behind the scenes through the progression of a person's Church Membership Status, from Just Added to Member.	System Admin	101
	1004 - Admin Menu	This course looks at Non-Finance Related aspects of the Administration Menu.	System Admin	101, 102
	1005 - Mobile App	We focus on using the Free TouchPoint Mobile App for People Search, Tasks & Contacts, and Recording Attendance. We also explore the additional Congregation Features that come with the Custom Branded Mobile App.	System Admin Department Heads Admin Assistants	101, 102, 103, 202, 301
	1006 - Scanning Checks into TouchPoint	We walk you through Using your Check Scanner for Contributions	Finance Team	801