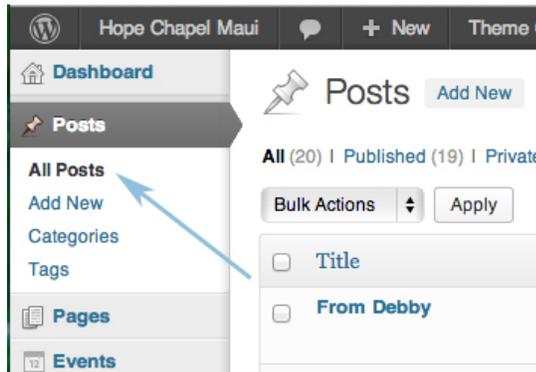
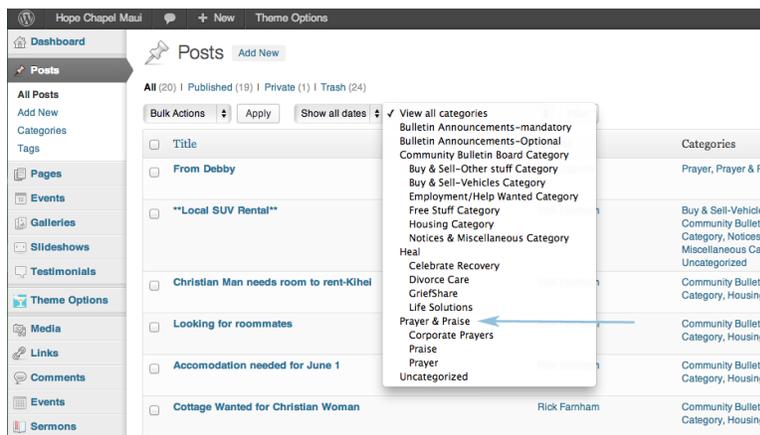
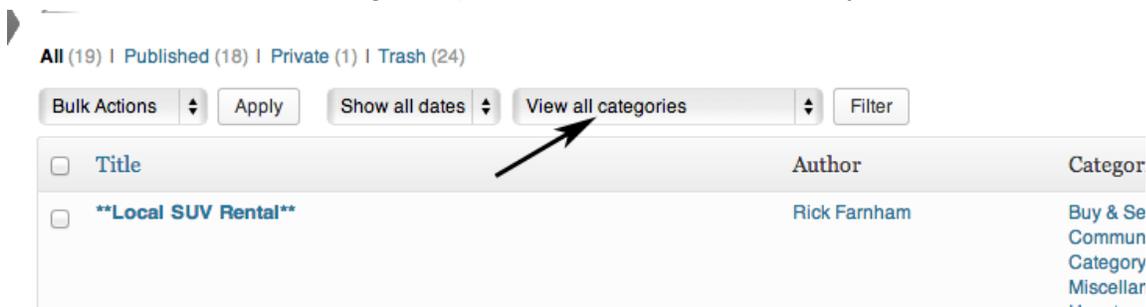


How to type up Prayer and Praises

1. Login to the website login area using your username and password.
2. Go to Posts/All Posts

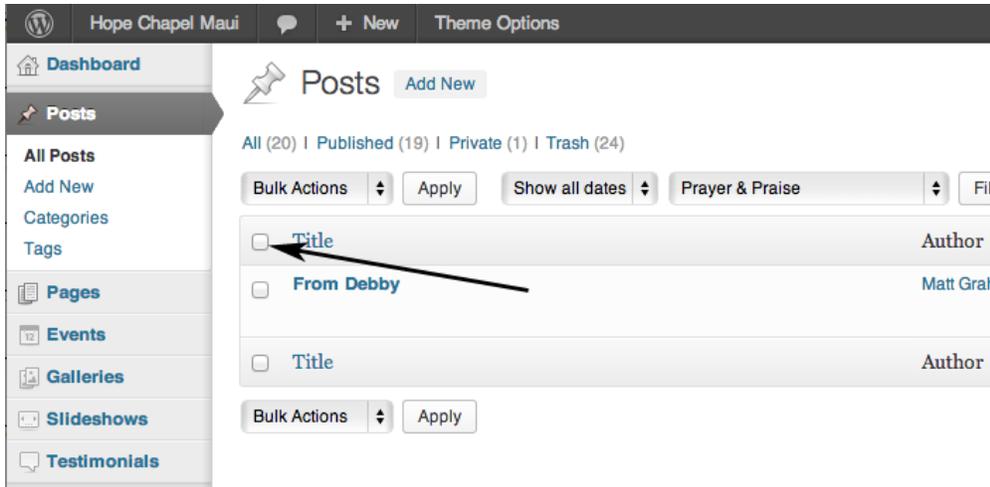


3. Under the "View all Categories pull-down menu, choose "Prayer and Praise" and then "filter".

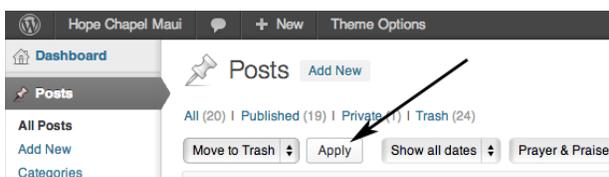
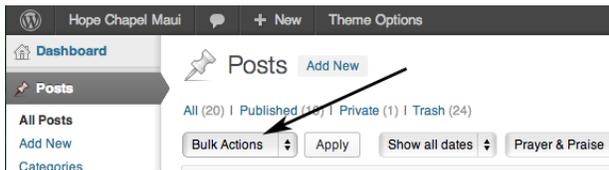


4. Click on the "select all" box. This selects all of the previous prayer and praises.

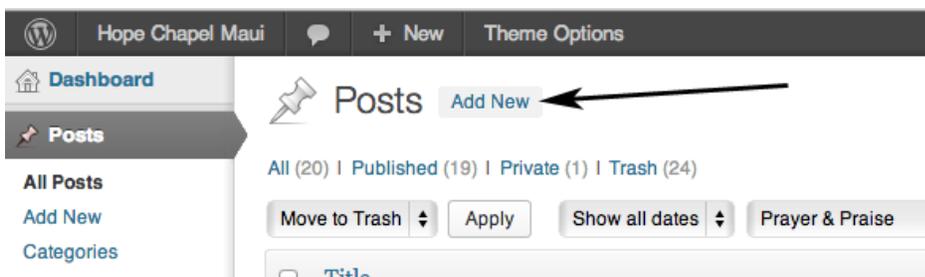
How to type up Prayer and Praises



5. Choose “Bulk Actions”, “Move to Trash”, then “Apply”. This deletes all of last weeks prayers and praises.



6. Now select “Add New” to start Typing your first prayer or praise.



7A. TITLE: Enter the name of the person sending in the request in the title area. If no name, use

How to type up Prayer and Praises

“Anonymous”.

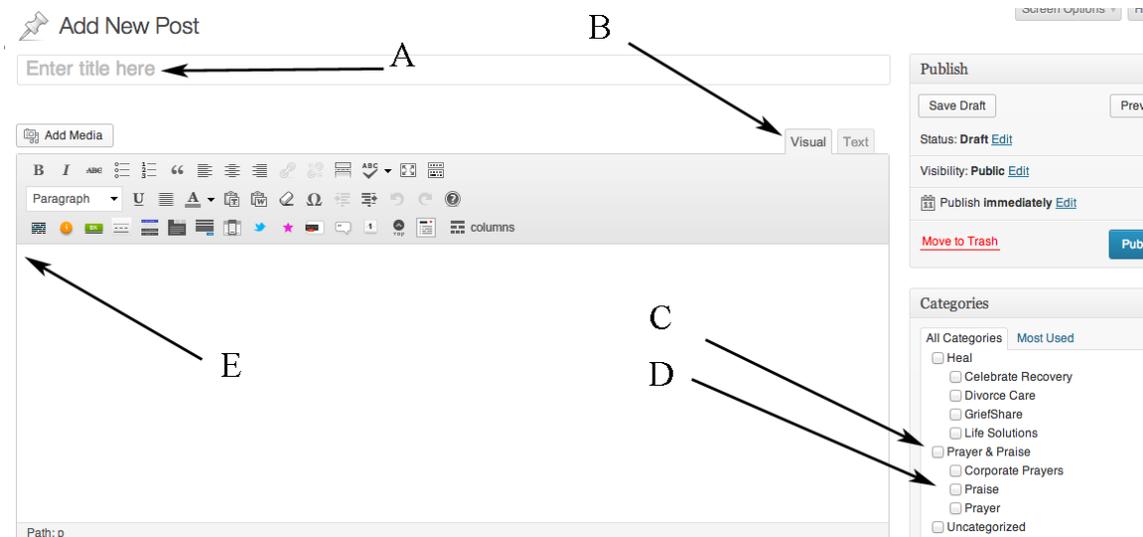
7B. Make sure you are on the visual tab.

7C. CATEGORIES: Click the “Prayer and Praise” box in the category area. You’ll need to scroll down to get to these.

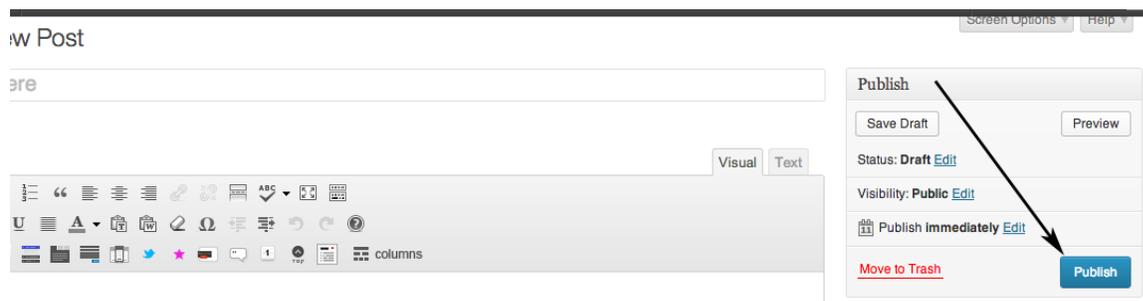
7D. Also Click either the “Prayer” or “Praise” box, depending on which you are typing up. (Don’t worry about the corporate prayers box; these are handled by staff.)

7E. TEXT AREA: Type the body of the prayer or praise here. Remember to:

- i. Add “Praise God for” and “Please pray for” if needed (No incomplete sentences.)
- ii. Feel free to correct spelling, grammar, and word usage, to improve meaning and readability.
- iii. If the item is very personal in nature (specific crimes, abuse or sins mentioned), feel free to not use last names, use initials only, or other means to protect the identity of those in the prayer. You may also generalize subject matter that is inappropriate. (example: change “Please pray for my son’s wife, who is wicked and trying to ruin my son’s life, and get him to take drugs” to “Please pray for my son’s marriage”.)
- iv. If the item is too long/detailed, feel free to shorten or summarize.



8. When done with the first praise or prayer, click on blue “Publish” button, located on the upper right, to save.



9. Repeat steps 6-8 for each prayer and praise, including any electronic prayers we send you.

How to type up Prayer and Praises

10. When you're done, please send an email to hope@hopechapelmaui.com, letting us know you've finished.

That's it! Thanks so much for being a part of this ministry. You facilitate 100's of prayers going up to God each week! If you have questions or problems, feel free to contact the volunteer coordinator at 879-3853, x.260.