

## WELCOME TO THE PRAYER REQUEST TUTORIAL

We appreciate your interest in sharing your prayer requests and praises with our church family. We have seven different prayer groups, one meeting each day of the week, to lift up your prayers and praises to our Lord and Savior Jesus Christ.

The prayer request form is relatively simple. Here is an explanation of each of the features:

### *ANONYMOUS:*

You have the choice whether to keep yourself anonymous with your message. If you choose to remain anonymous, you may skip the name fields altogether.

### *FIRST/LAST NAME:*

This is where you type your first and last names. This field is required if you did not choose "anonymous".

### *REQUEST/PRAISE:*

This field is where you can type your message, request, or praise. Please note the system monitors the length of the message and often rejects messages that are several lines in length. We suggest if you have several requests or praises to send, please send just one at a time. After you submit one, you can return to the request form and submit messages until you are completed.

### *LEVEL OF URGENCY:*

You can select one or more of these to further clarify what it is you are sending.

#### *GENERAL*

This is for general prayer requests that have no urgency attached.

#### *TIME SENSITIVE*

This indicates that the request is time dependent

#### *EXTREMELY URGENT*

This indicates that the request is urgent and needs immediate prayer

#### *PRAISE*

This indicates that you are presenting a praise to the Lord

#### *UPDATE*

This indicates you are presenting an update on a previous submission.

### THIS NEXT SECTION PERTAINS TO GROUP LEADERS ONLY:

If you have volunteered to be a prayer group leader, your email will be part of a distribution list of all group leaders. Whenever a prayer request or praise is sent through the website, all group leaders will receive that message. You only need to send it out to the members of your immediate prayer group. There is no need to re-send it through the website. That only causes duplicate messages, delays, and backups. Thank you.