

INSTRUCTIONS FOR USING 2019 PRAYER CALENDAR

Go to the 2019 Prayer Calendar at: <https://teamup.com/ks95a5987e63631562>

A. SIGNING INTO THE CALENDAR FOR SPECIFIC DAYS:

1. *To get to the right month*, at the top of the calendar, click on the arrows to the right or the left of “Today” until the right month appears.
2. *To sign into a specific date*, once you have gotten to the right month, simply click on the date you wish to pray.
3. *Where it says, “Enter the event title...”* type your full name and an active email. (The email is for the purpose of receiving a reminder and also to receive very occasional notes and updates.)
4. *Be sure the date in the “From”* is correct. The “To” will automatically show the same date.
5. *Be sure to click on “Save”.*

B. TO SIGN FOR ADDITIONAL DAYS:

1. After completing steps 1-5, in the same box, right click on your name in the orange box. A drop down box should appear.
2. Click the arrow beside “copy to” and move the calendar to the month you want and click on the date. This will enter your information of that date.
3. You can sign up this way for as many dates as you wish.

C. IF YOU WANT TO PRAY ON THE SAME WEEK DAY FOR THE ENTIRE YEAR:

1. *Click on any date to open the sign in box.*
2. *Where it says, “Enter the event title...”* type your full name and an active email.
3. *In the “From” box, enter the date of when you wish this to begin.*
4. *Click the “Repeats” box.*
5. *Click “Weekly”.*
6. *Click on box(s) by the specific day(s) you wish to pray.*
7. *Click on the arrow in the box to the right of “and continuing”, then click “until” in the drop down box and enter “12/31/2019”.*
8. *Click “done”.*
9. *Click “save”.*
10. *Check Calendar to be sure information was loaded correctly.*

C. SIGNING INTO THE SAME DATE AS SOMEONE ELSE:

1. *Follow step #1 in the Section A.*
2. *Go to the date you wish to sign in and below the other person’s name click anywhere in the blank area.*
3. *Follow steps 2-5 in Section A.*

ACCESSING THE FOCUSES FOR PRAYER

To access the prayer focuses go to: <http://www.miefree.org/prayer.html>