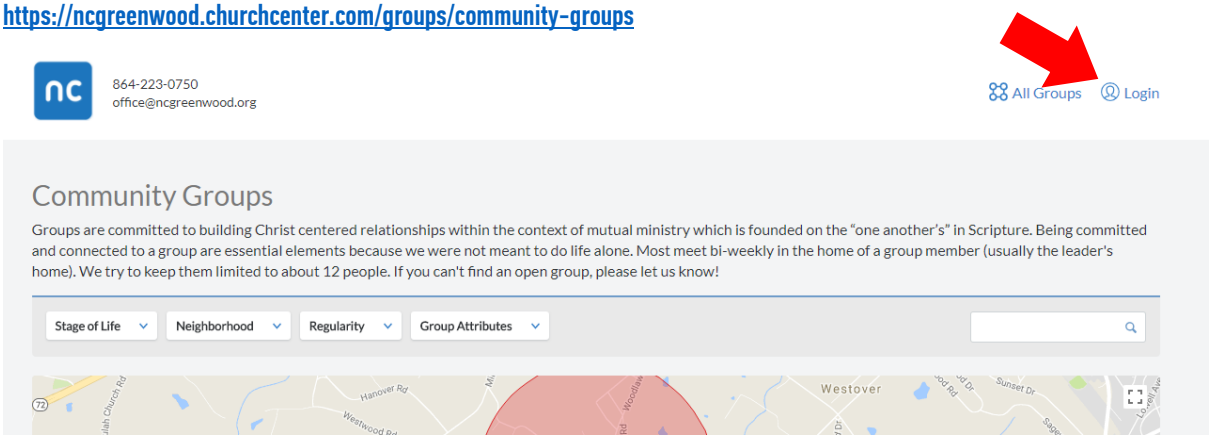
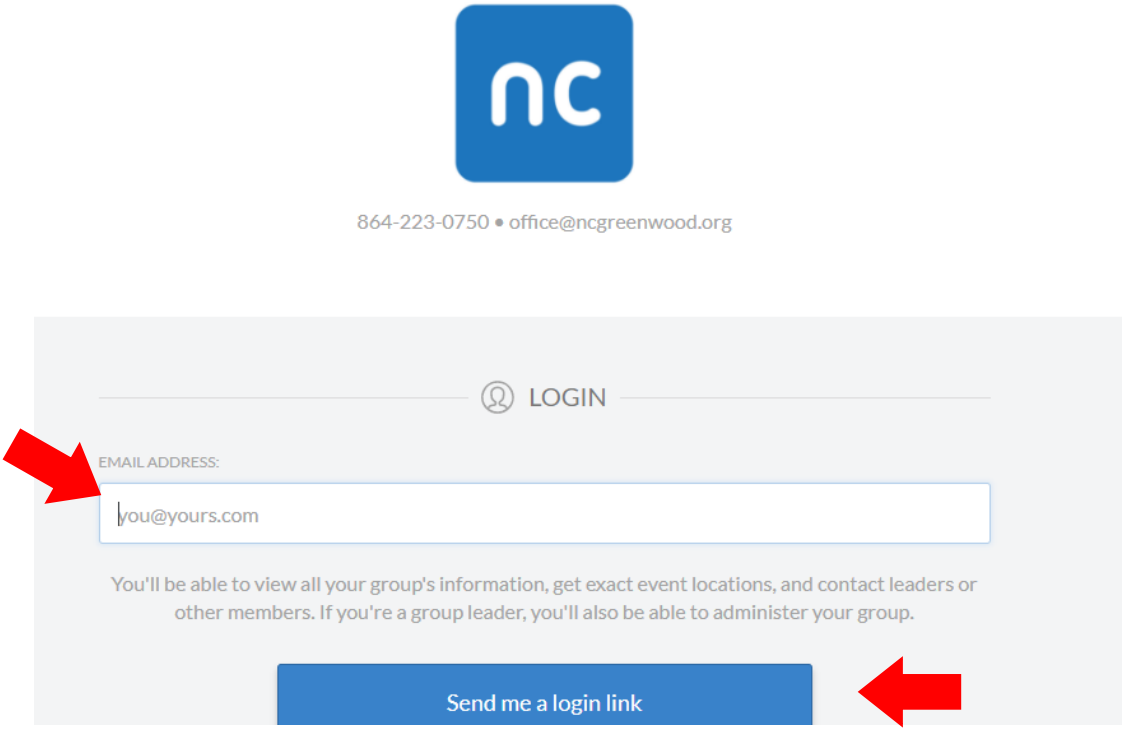
How to set up calendar for 40 Days of prayer

Go to

https://ncgreenwood.churchcenter.com/groups/community-groups



Click on the "Login" button



Enter your email address and click on "Send me a login link"

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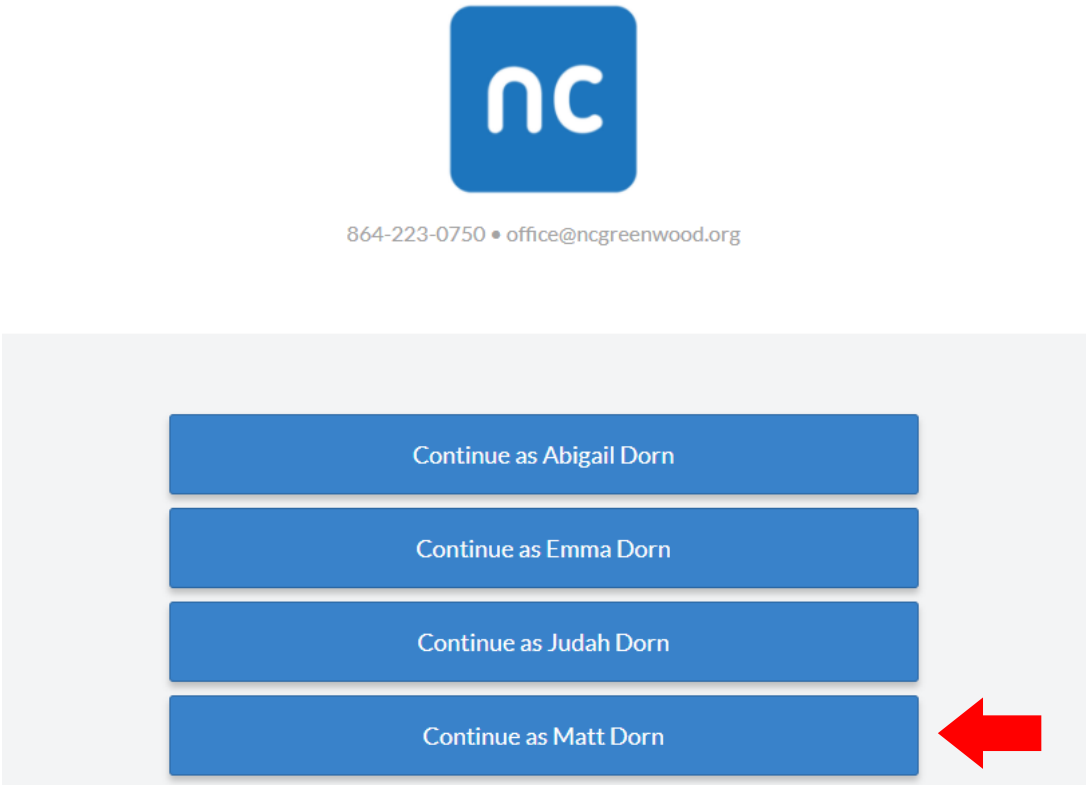
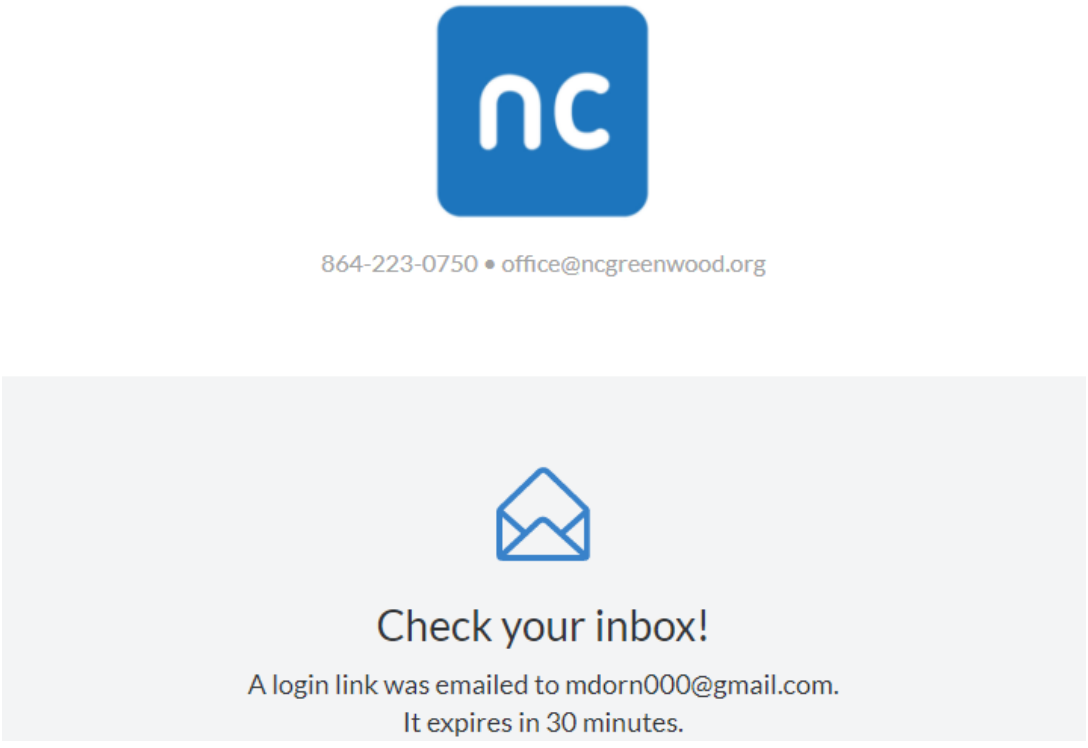
If the system recognizes your email you will be given this message.



Just click the appropriate "Continue as…" button to receive the login link.



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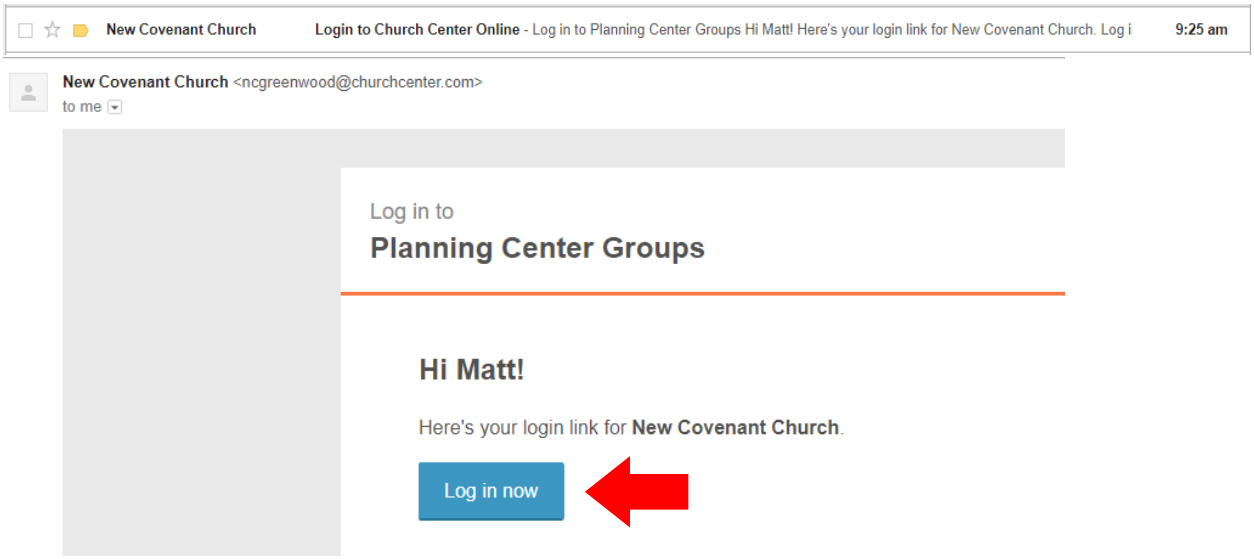
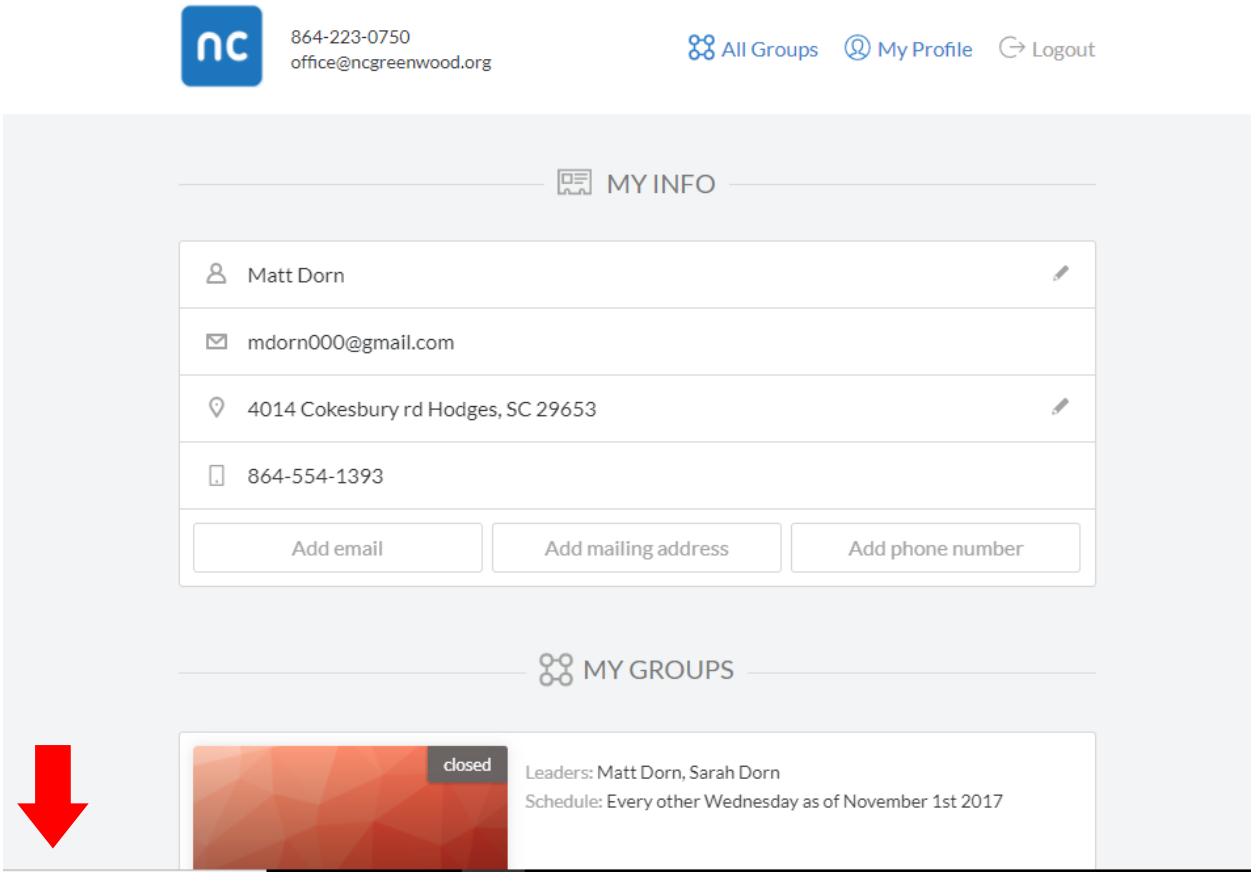
Check your inbox for the link. It should look something like the following below.



Click the "Log in now" button. This should direct you to your new profile page for community groups as shown below.



Create a schedule for your group by scrolling down to the "Upcoming Events" Section and click "Add a new Event" button.

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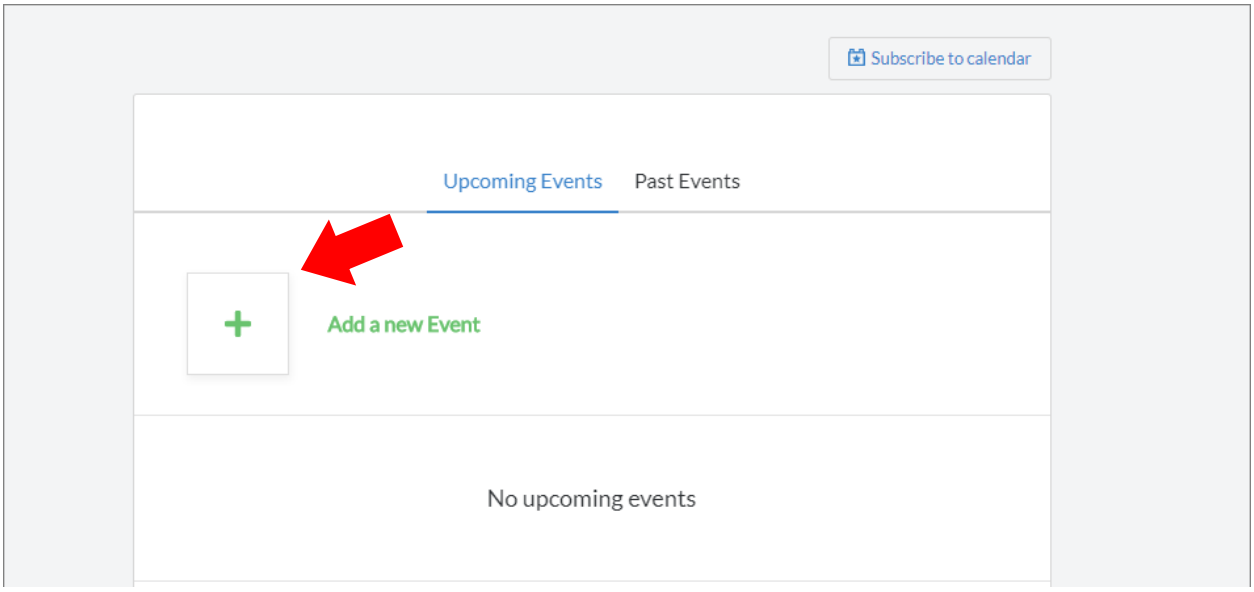
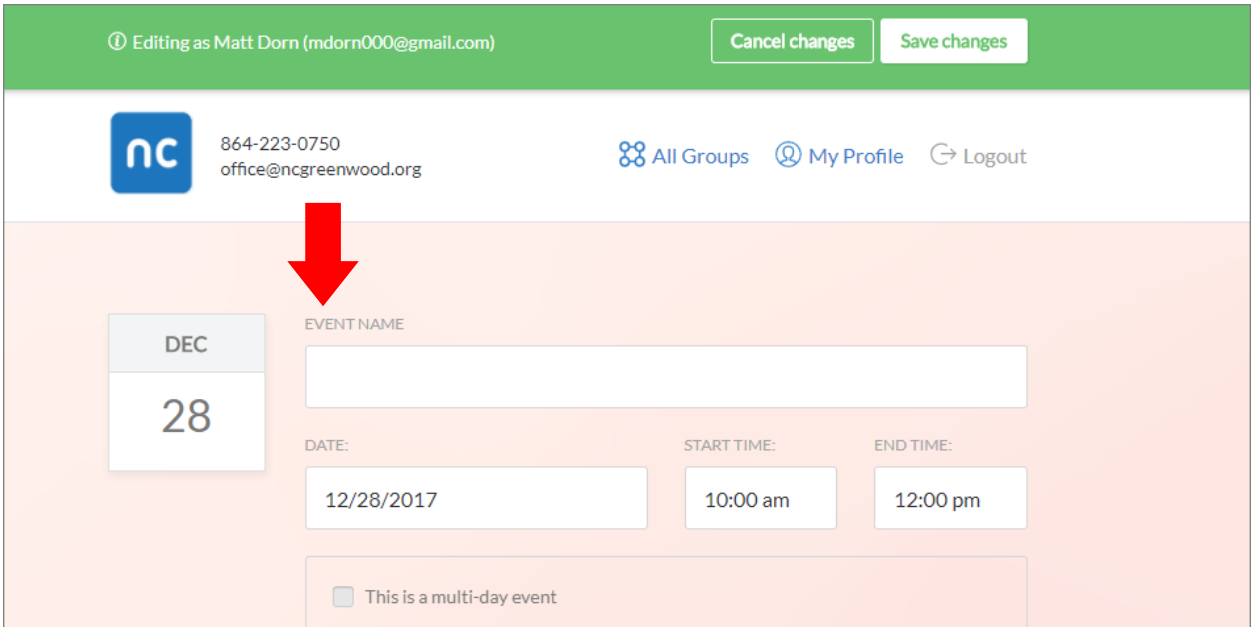


Create an Event name and set the appropriate dates of the event.



You also have the option of setting a repeat of the same event. For the example, below we are starting the group event on January 10th and that meeting will reoccur again on the 17th and then stop repeating. I would have to add another event to my calendar to set future events. Be sure add any descriptions to let individuals know about these upcoming events on the calendar. Once you are done be sure to click "Save changes" button.

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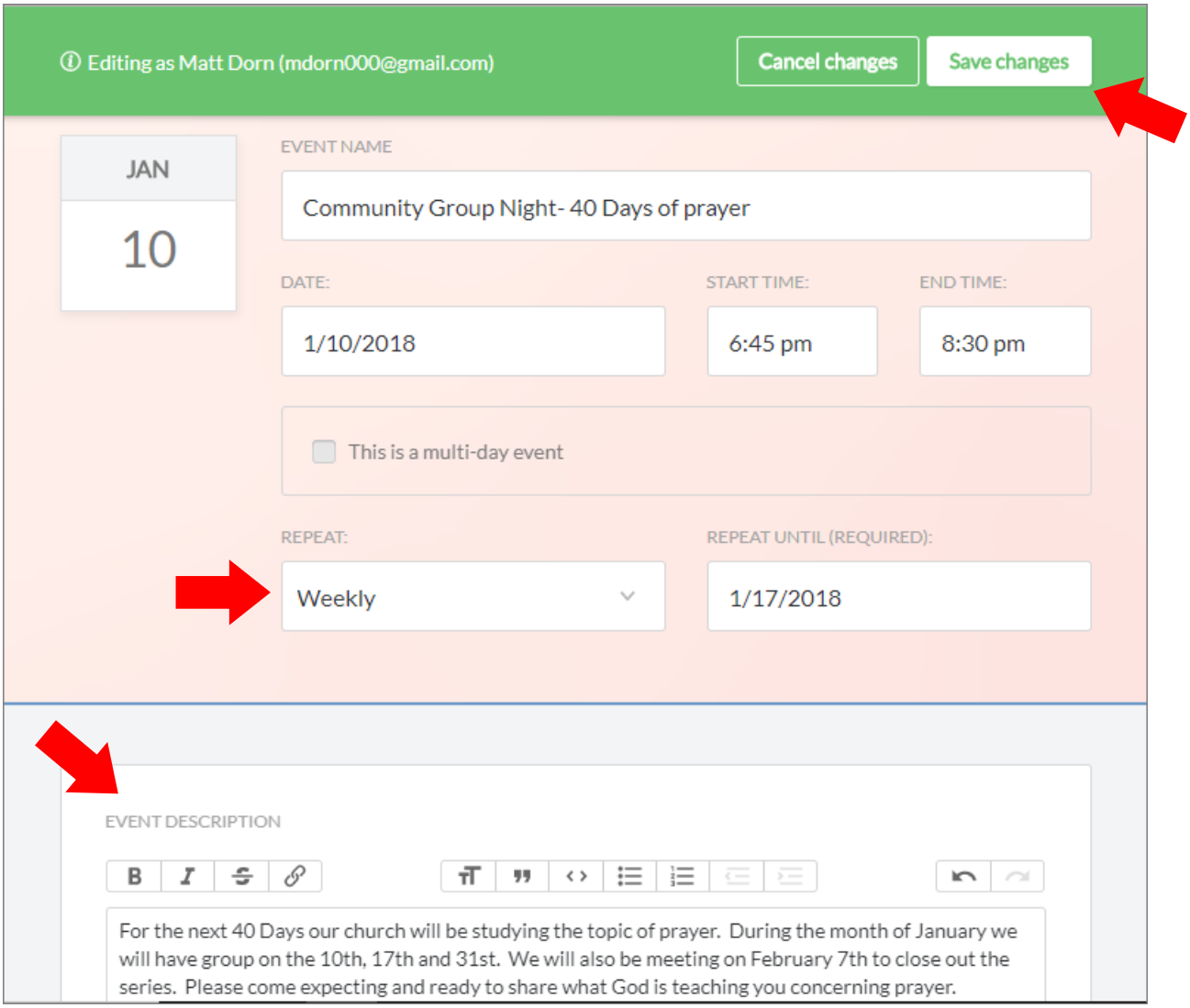

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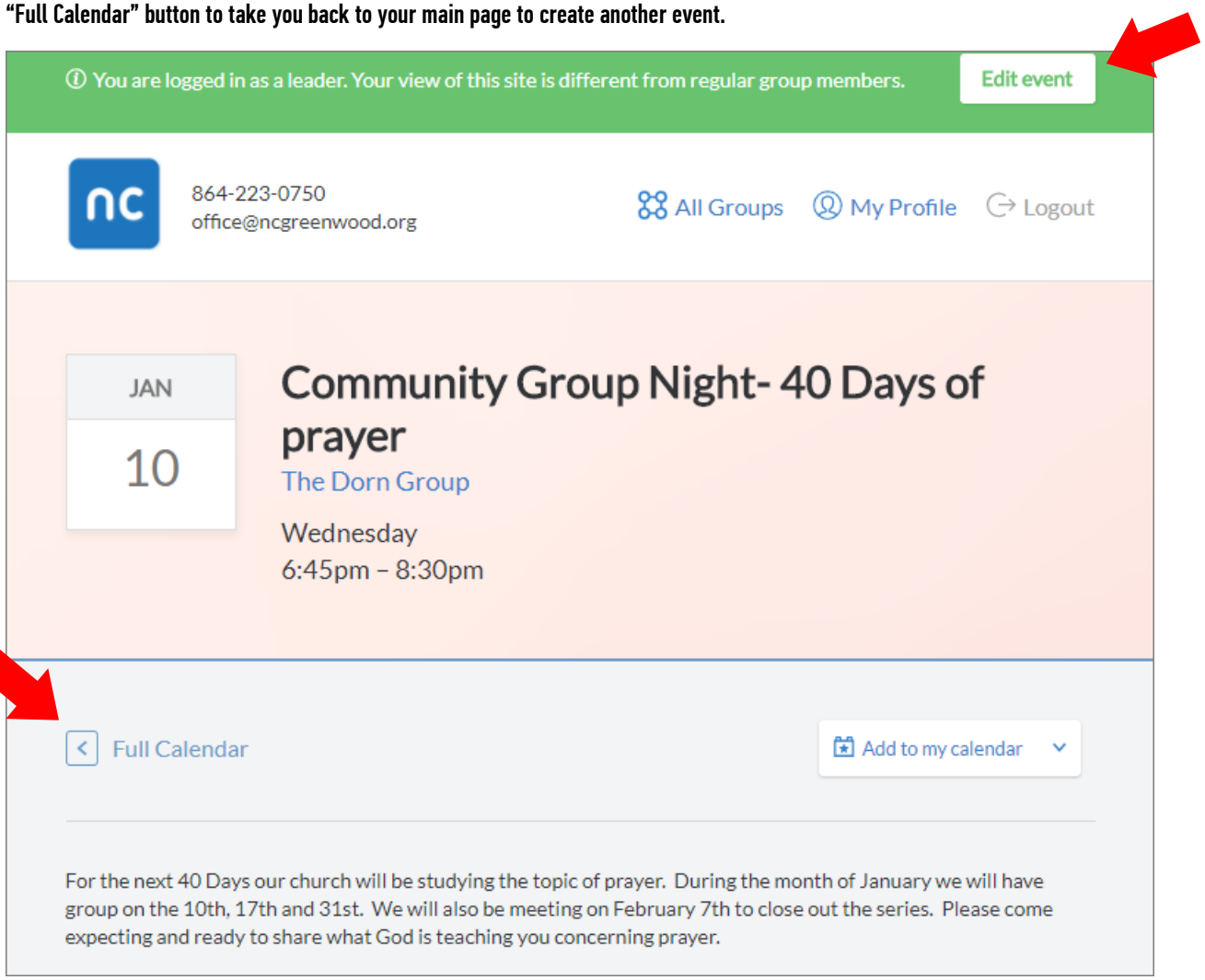
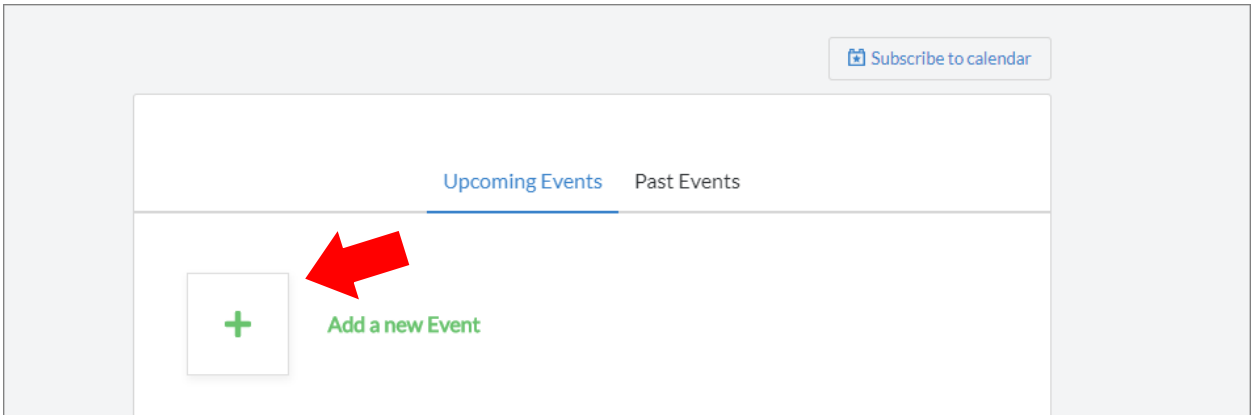
You have created your Event, Congrats!!! If you need to make any changes, you can click on the "Edit event" button. Click on the "Full Calendar" button to take you back to your main page to create another event.



Now I want to add another reoccurring event for the 40 days of prayer. Click on the "Add a new Event" button.



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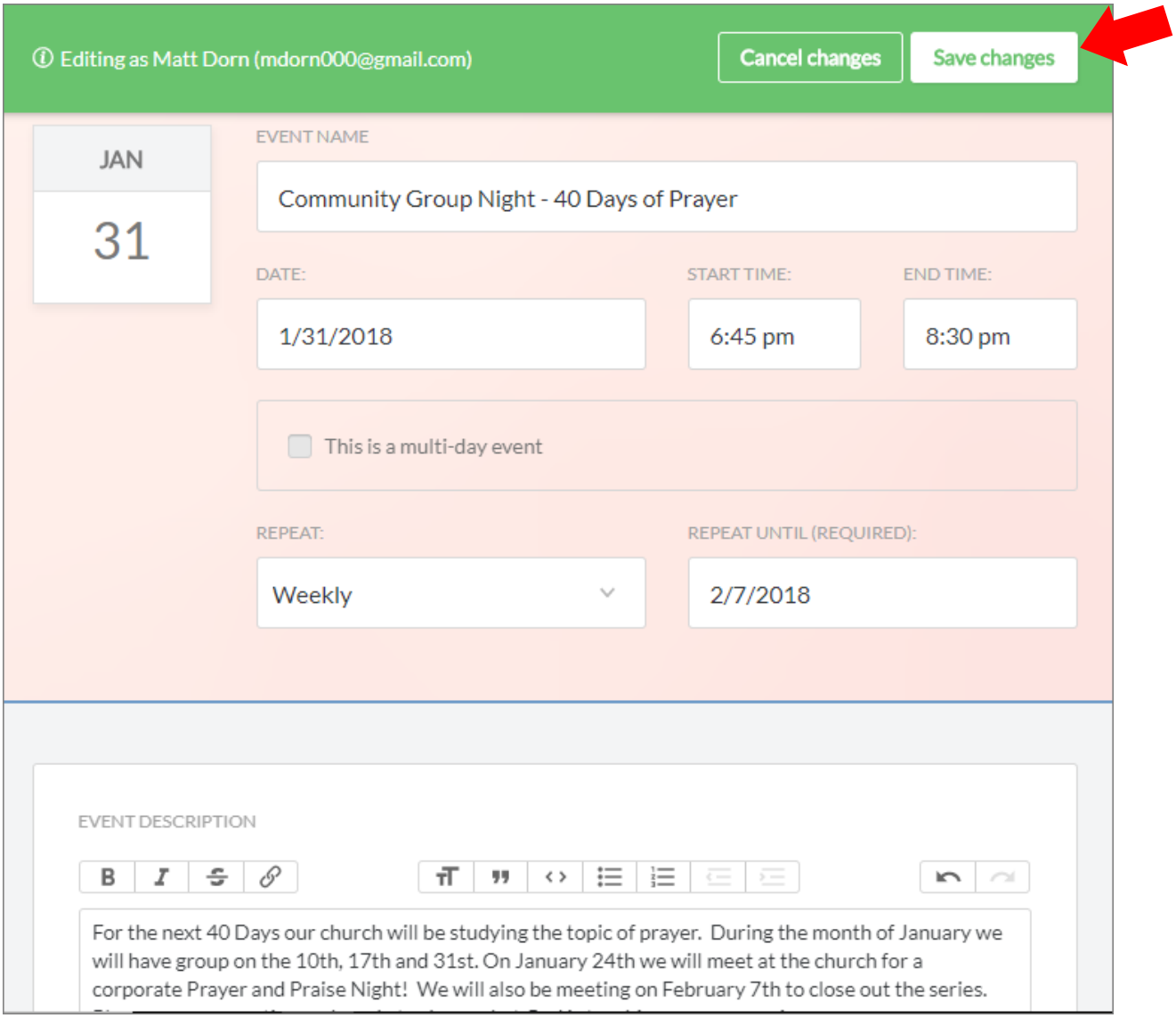
Create the Event name, date and repeat until 2/7/2018. Be sure to add a description below and click the "Save changes" button when you are finished.



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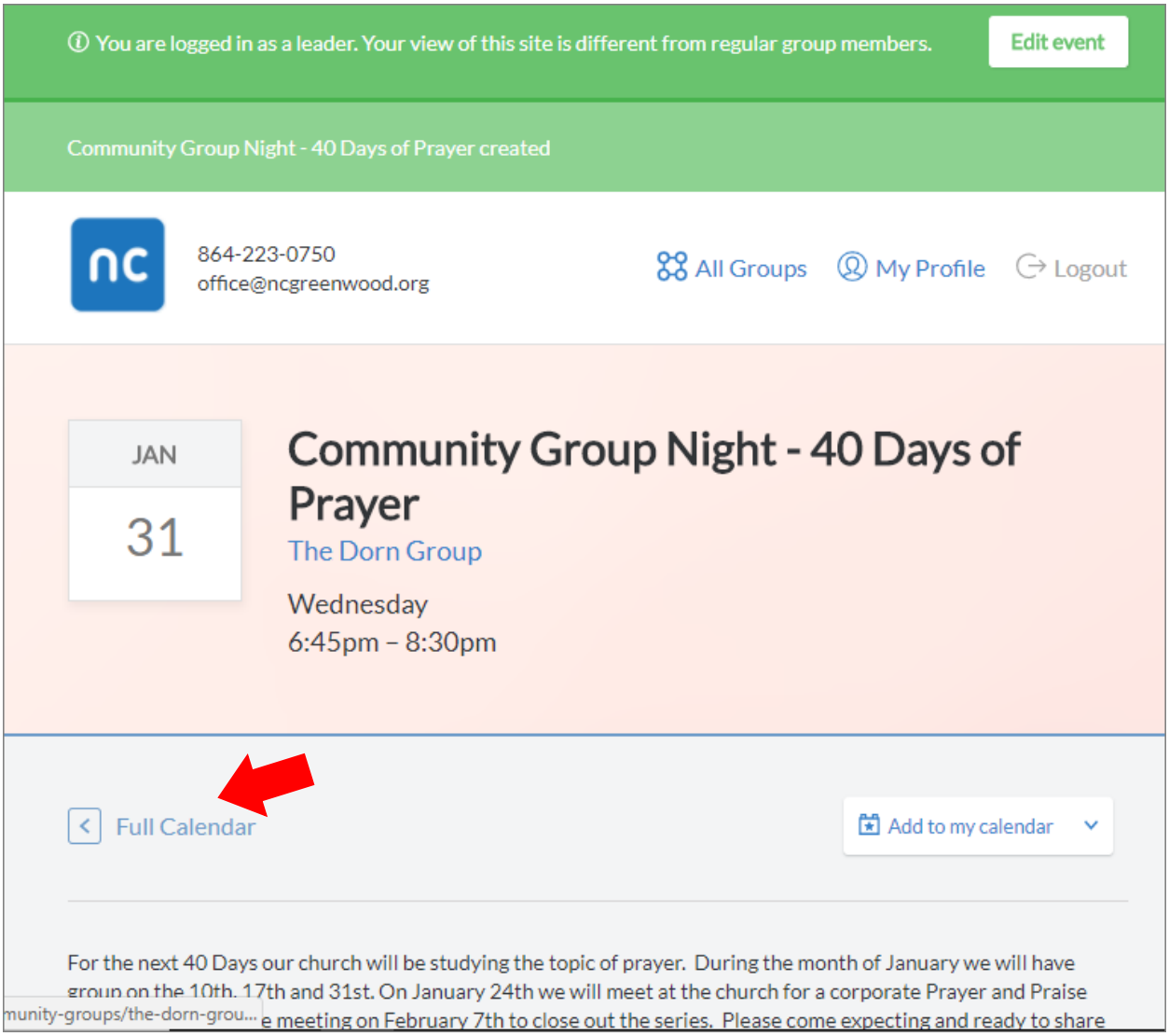
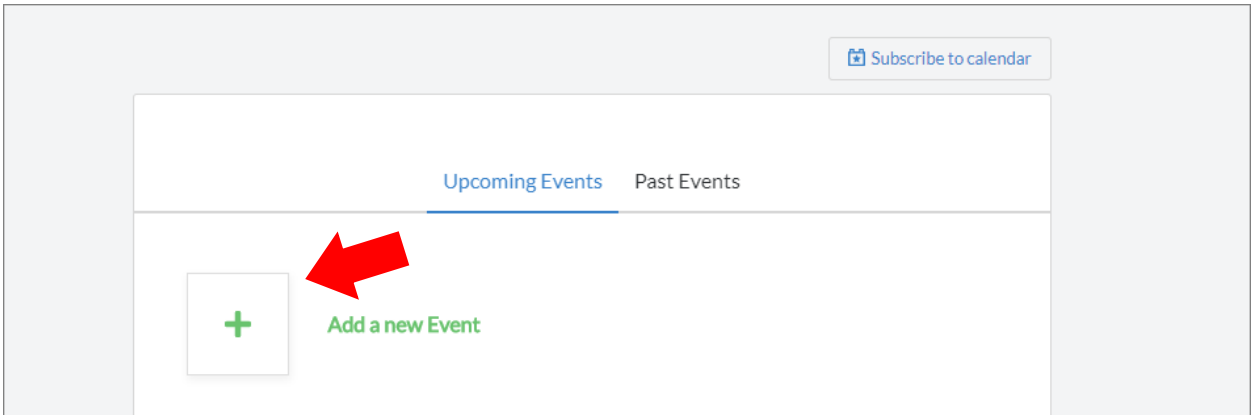
Congrats! You've just added another event to your calendar. We want to add one final event so that our calendars are set up for remainder of our group meetings. Click on the "Full Calendar" button.



Click on the "Add a new Event" button.



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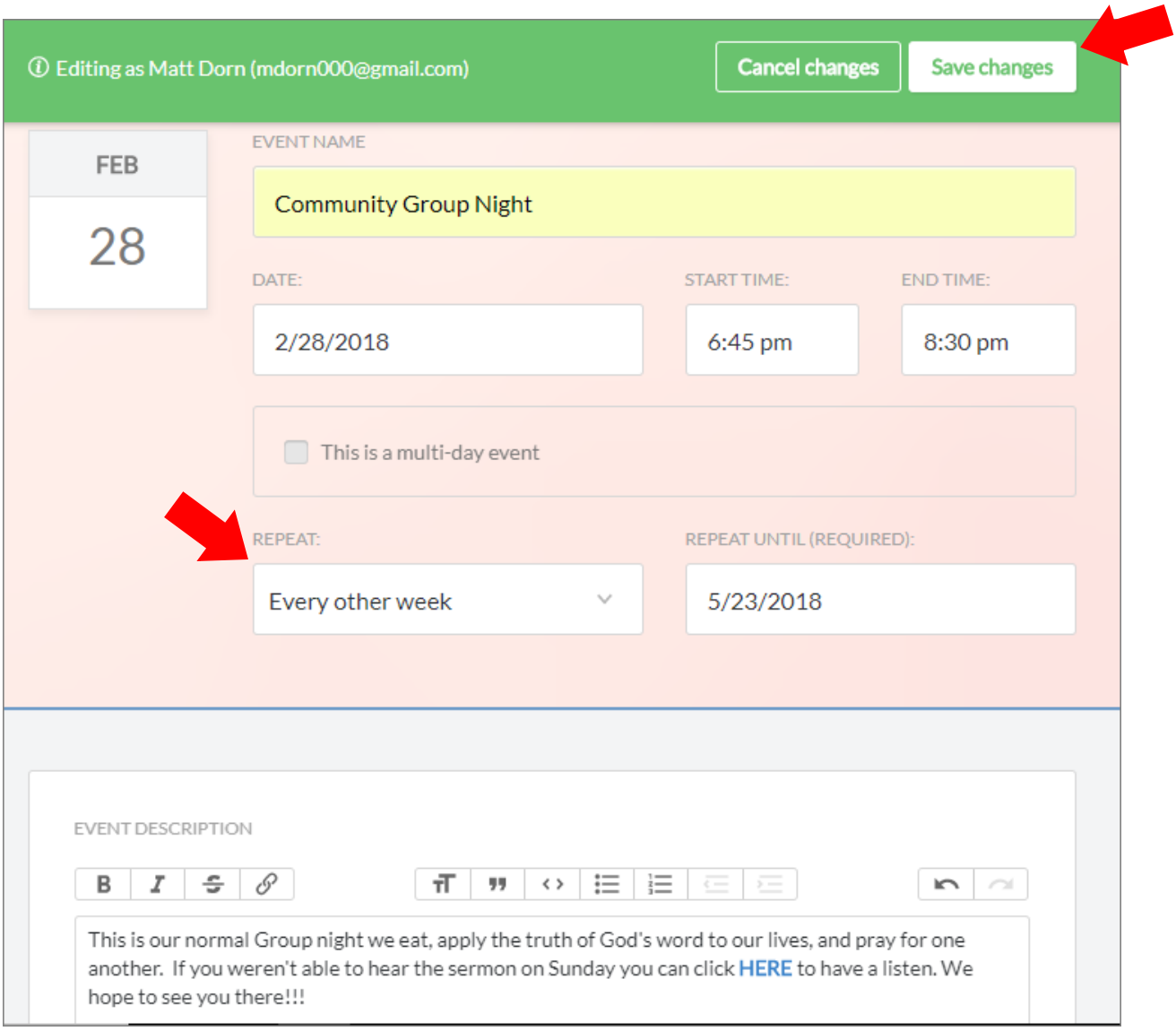
Create the Event name, date and repeat option to "Every other week" until 5/23/2018. Be sure to add a description below and click the "Save changes" button when you are finished.



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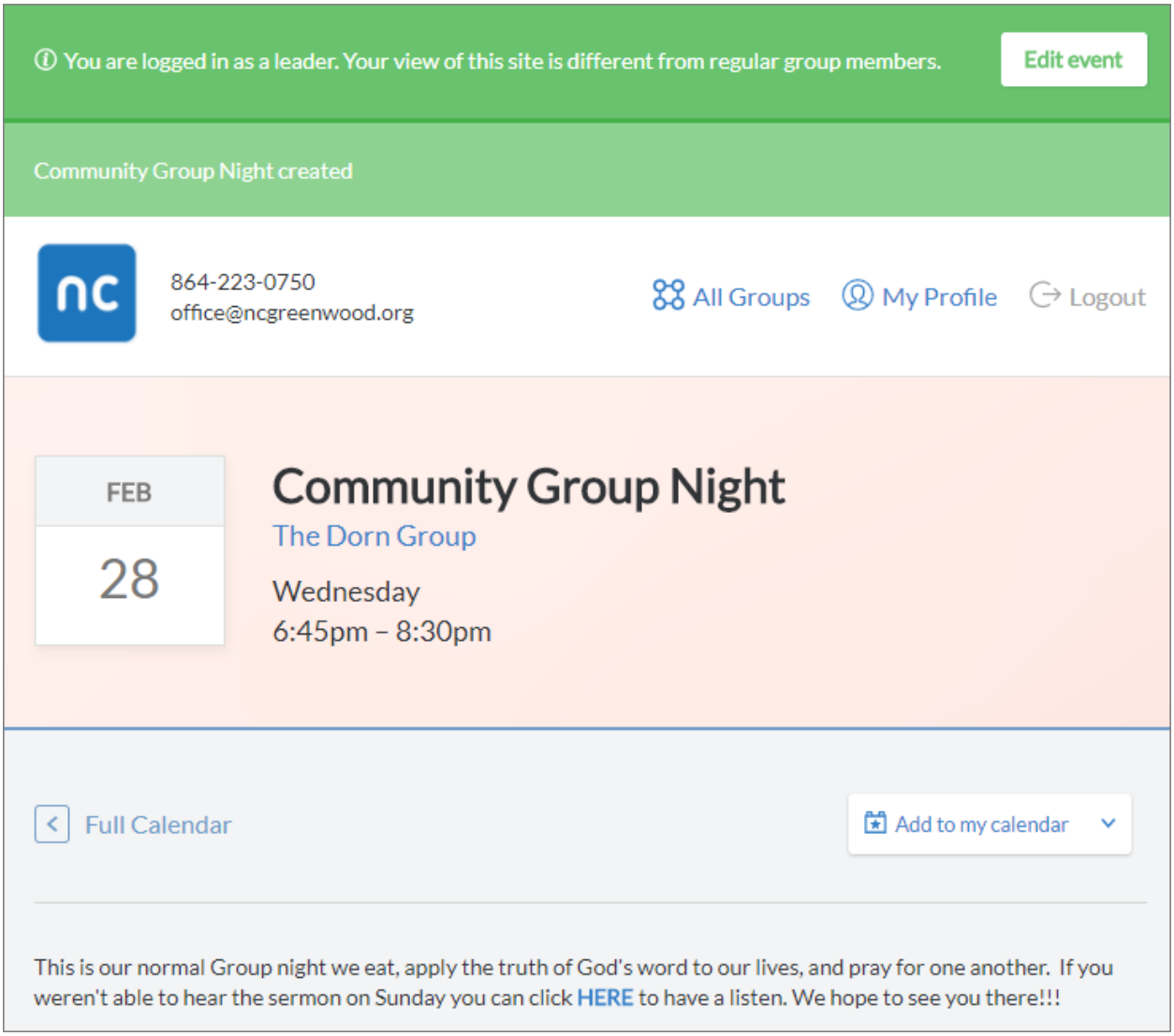

Go back to you full calendar.

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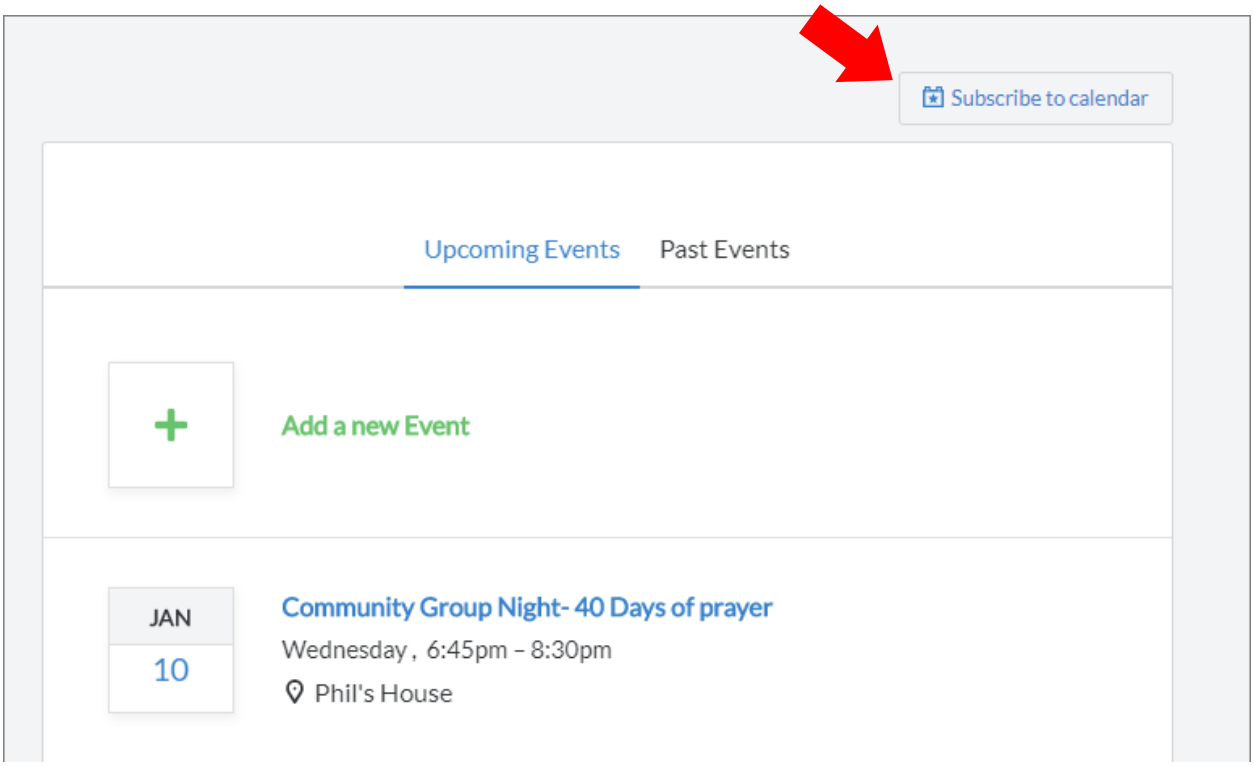
We can sync our group calendar to our inbox or moble calendar by clicking on the “Subscribe to calendar” button