

How to set up calendar for 40 Days of prayer

Go to

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



864-223-0750
office@ncgreenwood.org

 All Groups  Login

Community Groups

Groups are committed to building Christ centered relationships within the context of mutual ministry which is founded on the "one another's" in Scripture. Being committed and connected to a group are essential elements because we were not meant to do life alone. Most meet bi-weekly in the home of a group member (usually the leader's home). We try to keep them limited to about 12 people. If you can't find an open group, please let us know!

Stage of Life | Neighborhood | Regularity | Group Attributes

Map showing various streets and a red circle highlighting a specific area.

Click on the "Login" button



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 LOGIN

EMAIL ADDRESS:

you@yours.com

You'll be able to view all your group's information, get exact event locations, and contact leaders or other members. If you're a group leader, you'll also be able to administer your group.

Send me a login link

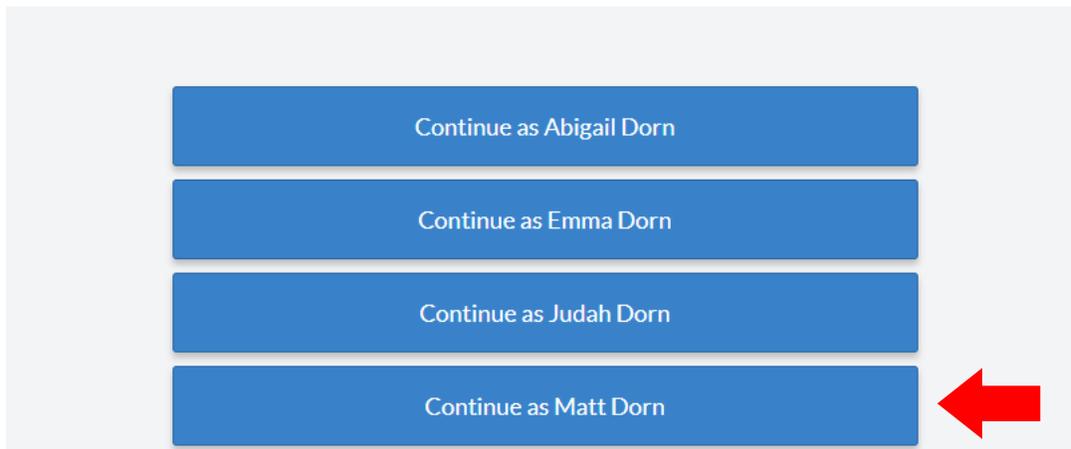
Enter your email address and click on "Send me a login link"

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



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



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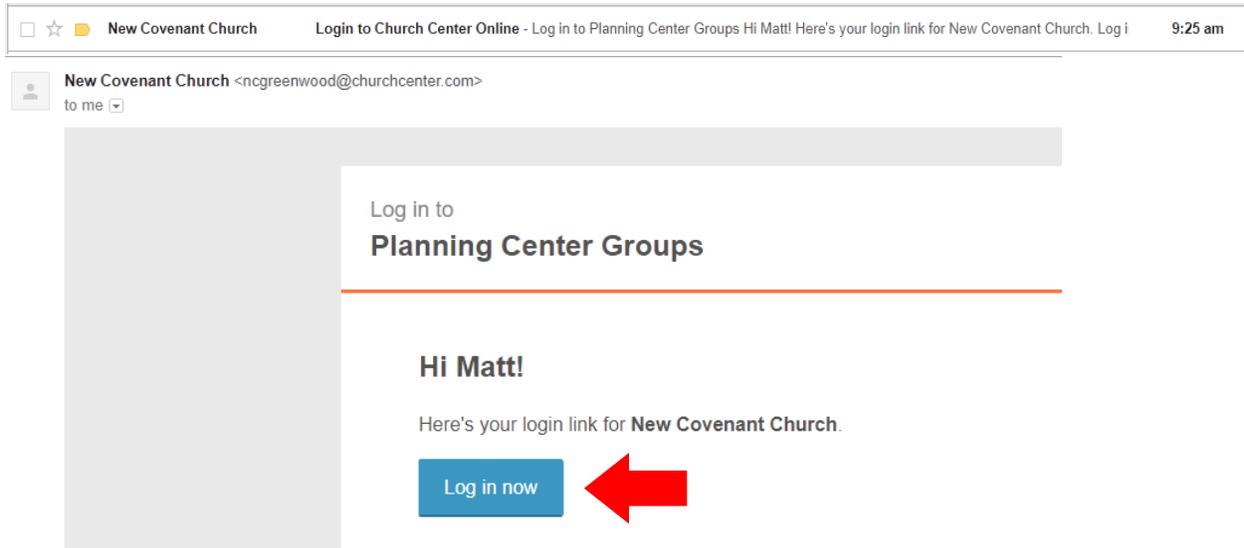


Check your inbox!

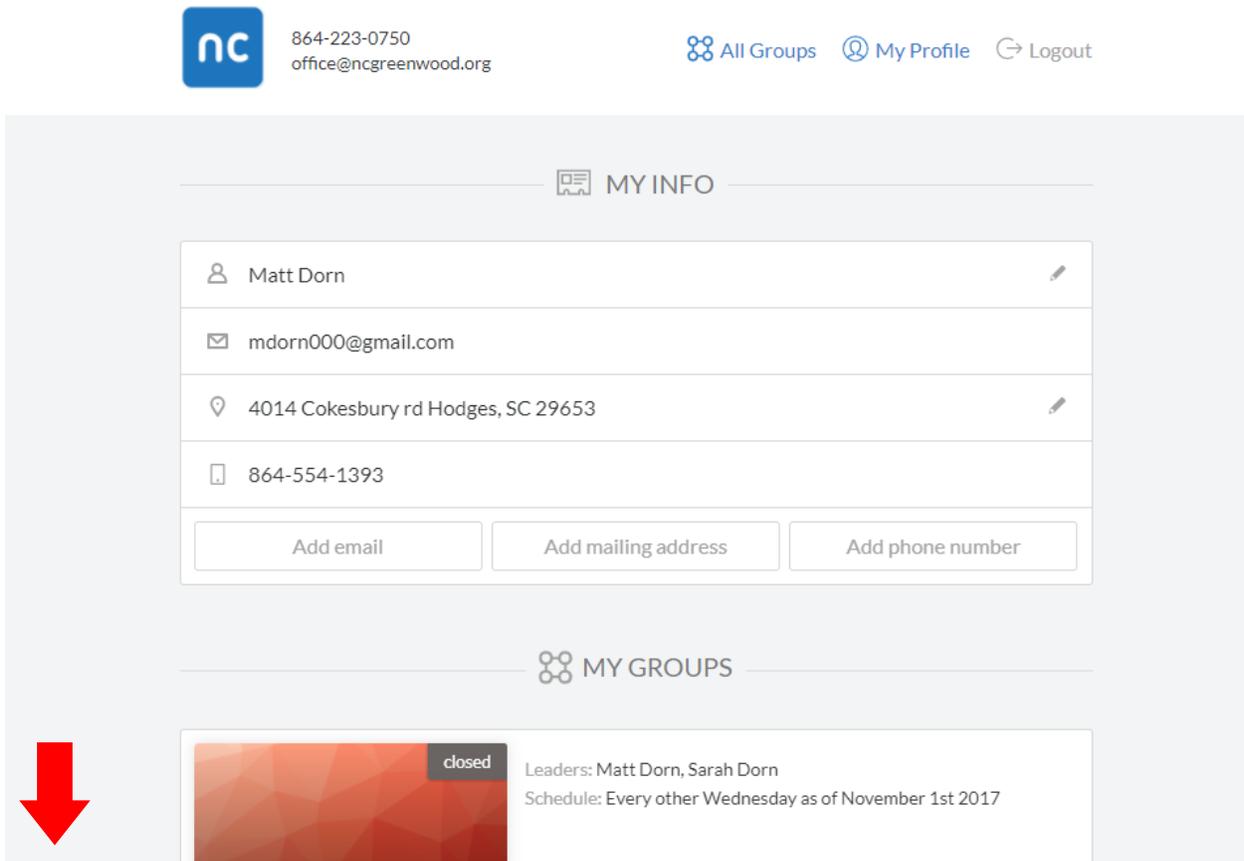
A login link was emailed to mdorn000@gmail.com.
It expires in 30 minutes.

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

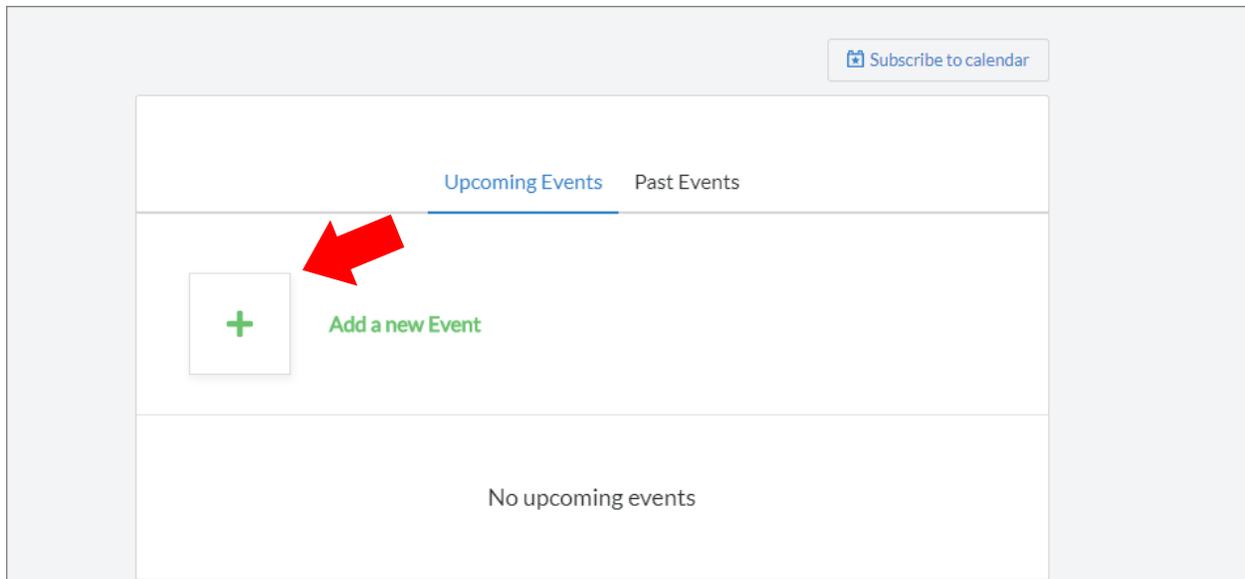


Click the "Log in now" button. This should direct you to your new profile page for community groups as shown below.



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.

A screenshot of the event creation form. At the top, there is a green header bar with the text "Editing as Matt Dorn (mdorn000@gmail.com)", a "Cancel changes" button, and a "Save changes" button. Below the header, there is a navigation bar with the "nc" logo, contact information "864-223-0750" and "office@ncgreenwood.org", and links for "All Groups", "My Profile", and "Logout". The main form area has a light pink background. On the left, there is a calendar widget showing "DEC" and "28". A red arrow points down from the calendar to the "EVENT NAME" field. The "EVENT NAME" field is a large white text box. Below it, there are three input fields: "DATE:" with "12/28/2017", "START TIME:" with "10:00 am", and "END TIME:" with "12:00 pm". At the bottom, there is a checkbox labeled "This is a multi-day event" which is currently unchecked.

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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Editing as Matt Dorn (mdorn000@gmail.com) Cancel changes Save changes

JAN
10

EVENT NAME
Community Group Night- 40 Days of prayer

DATE: 1/10/2018 START TIME: 6:45 pm END TIME: 8:30 pm

This is a multi-day event

REPEAT: Weekly REPEAT UNTIL (REQUIRED): 1/17/2018

EVENT DESCRIPTION

B *I* ~~S~~ [Link](#) **¶** " " < >

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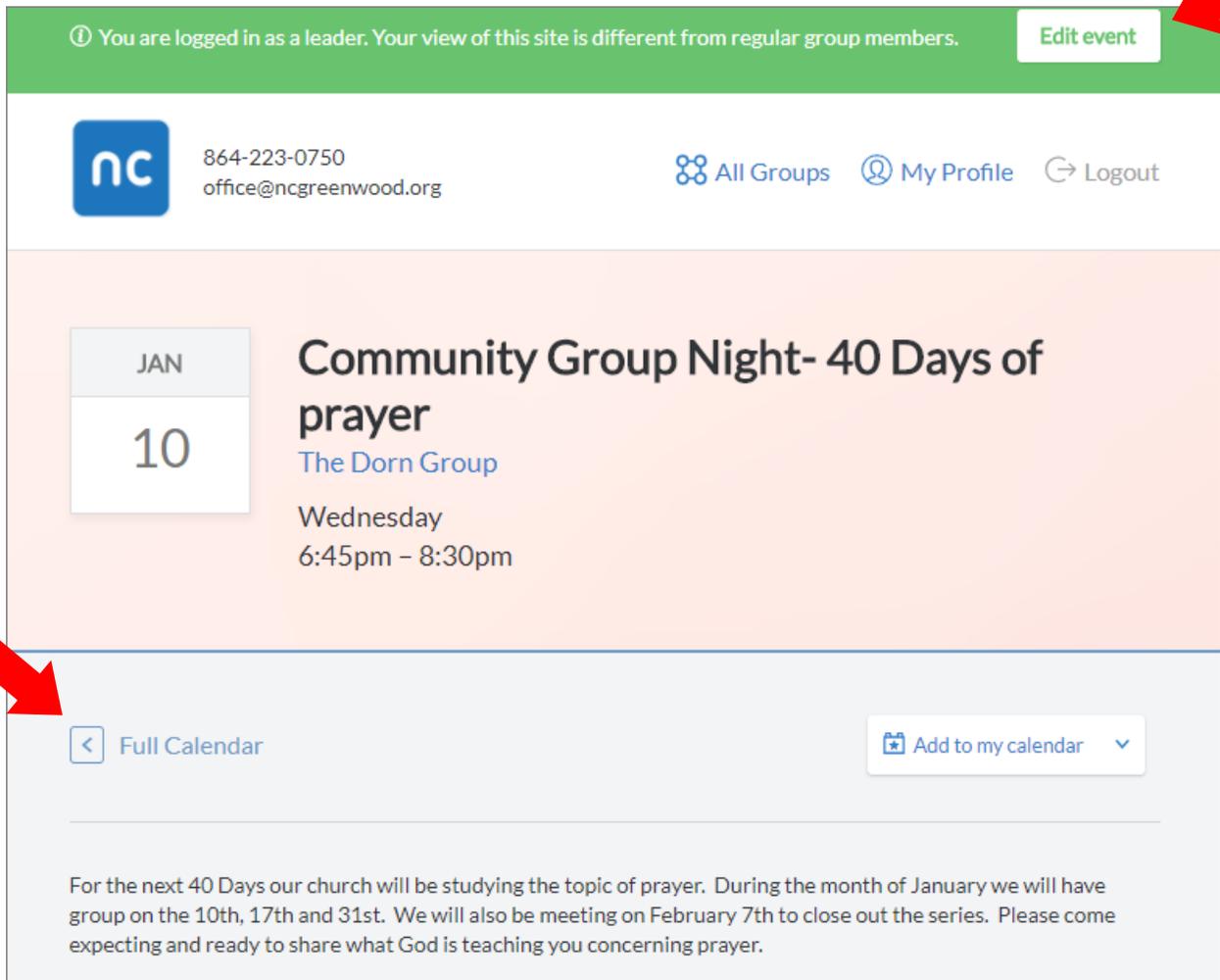
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For the next 40 Days our church will be studying the topic of prayer. During the month of January we will have group on the 10th, 17th and 31st. We will also be meeting on February 7th to close out the series. Please come expecting and ready to share what God is teaching you concerning prayer.

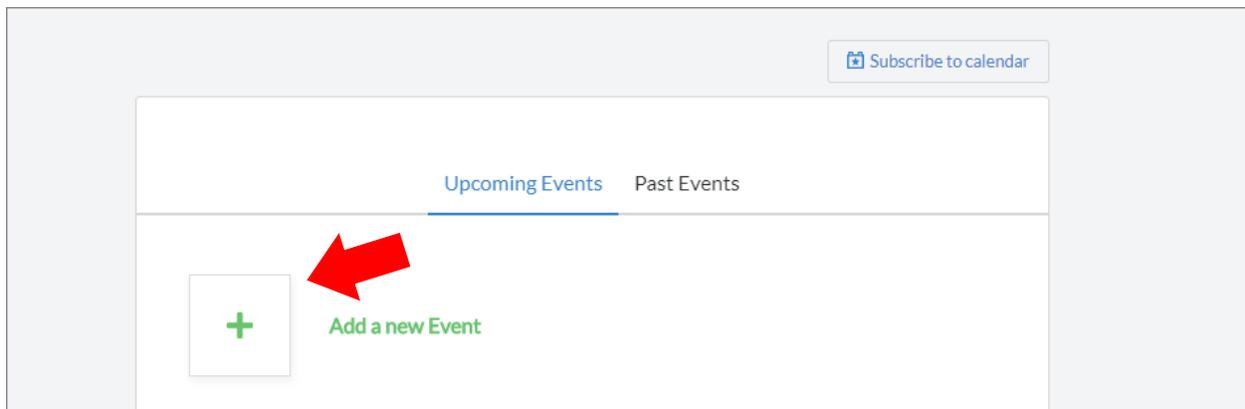
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You have created your Event, Congrats!!! If you need to make any changes, you can click on the “Edit event” button. Click on the “Full Calendar” button to take you back to your main page to create another event.



This screenshot shows the top navigation bar with a green background. On the left, it says "You are logged in as a leader. Your view of this site is different from regular group members." On the right, there is a white button labeled "Edit event" with a red arrow pointing to it. Below the navigation bar is a white header area with the "nc" logo, contact information (864-223-0750, office@ncgreenwood.org), and links for "All Groups", "My Profile", and "Logout". The main content area has a light orange background and features a calendar widget for January 10th. To the right of the calendar, the event title "Community Group Night- 40 Days of prayer" is displayed, along with the group name "The Dorn Group", the day "Wednesday", and the time "6:45pm - 8:30pm". Below this is a grey bar with a "Full Calendar" button (with a left arrow) and an "Add to my calendar" button (with a calendar icon and a dropdown arrow). A red arrow points to the "Full Calendar" button. Below the grey bar is a text block: "For the next 40 Days our church will be studying the topic of prayer. During the month of January we will have group on the 10th, 17th and 31st. We will also be meeting on February 7th to close out the series. Please come expecting and ready to share what God is teaching you concerning prayer."

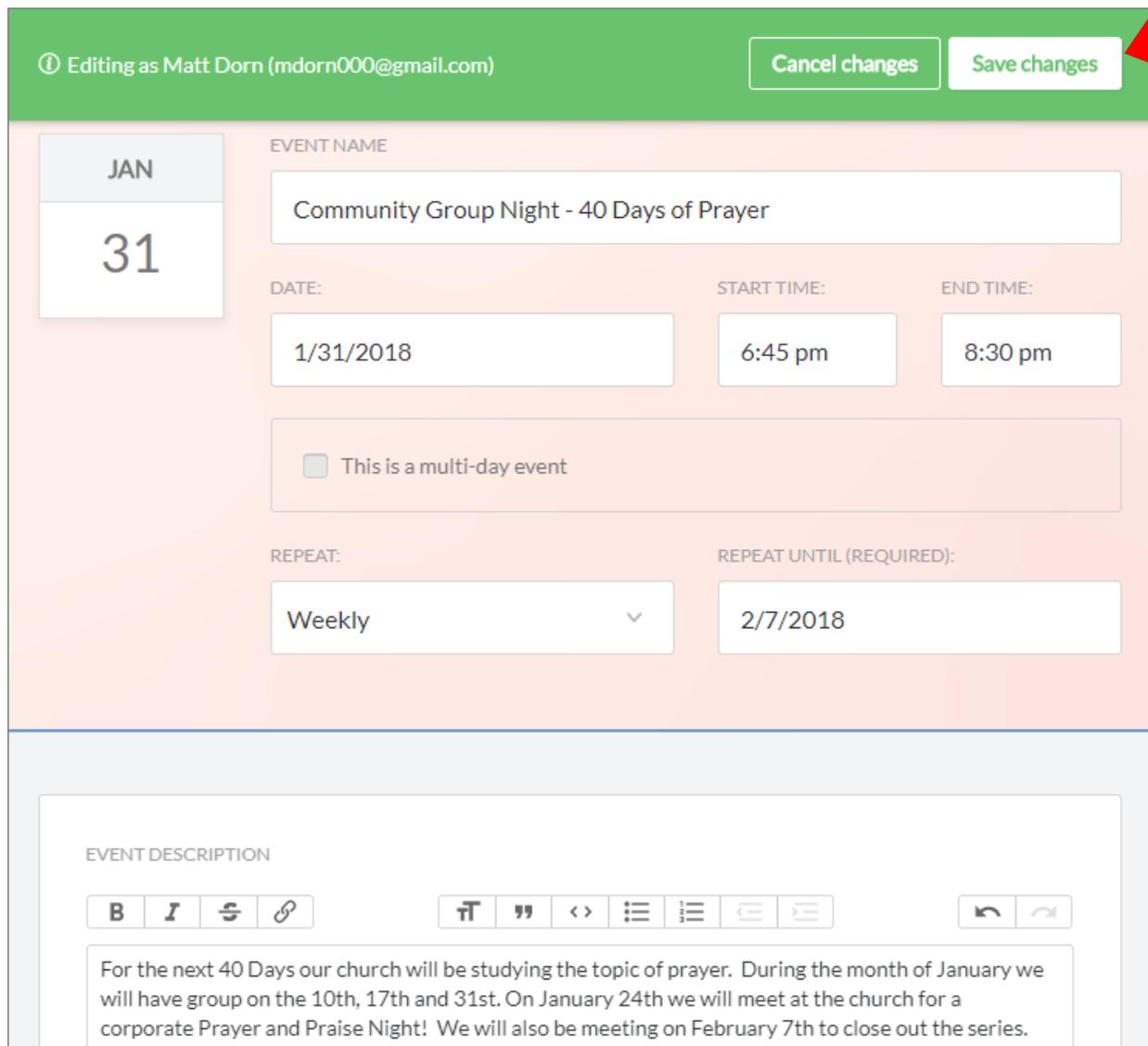
Now I want to add another reoccurring event for the 40 days of prayer. Click on the “Add a new Event” button.



This screenshot shows the "Full Calendar" page. At the top right, there is a "Subscribe to calendar" button. Below it are two tabs: "Upcoming Events" (which is active) and "Past Events". In the main content area, there is a white square button with a green plus sign and the text "Add a new Event" next to it. A red arrow points to this 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.



The screenshot shows a web interface for creating a calendar event. At the top, a green bar contains the text "Editing as Matt Dorn (mdorn000@gmail.com)", a "Cancel changes" button, and a "Save changes" button. A red arrow points to the "Save changes" button. Below this bar is a light pink form area. On the left is a calendar widget showing "JAN" and "31". The main form fields are: "EVENT NAME" with the text "Community Group Night - 40 Days of Prayer"; "DATE:" with "1/31/2018"; "START TIME:" with "6:45 pm"; "END TIME:" with "8:30 pm"; a checkbox labeled "This is a multi-day event" which is unchecked; "REPEAT:" with a dropdown menu set to "Weekly"; and "REPEAT UNTIL (REQUIRED):" with "2/7/2018". Below the pink area is a grey area for the "EVENT DESCRIPTION". It features a rich text editor with icons for bold, italic, underline, link, text color, background color, bulleted list, numbered list, indent, and outdent, along with undo and redo buttons. The description text reads: "For the next 40 Days our church will be studying the topic of prayer. During the month of January we will have group on the 10th, 17th and 31st. On January 24th we will meet at the church for a corporate Prayer and Praise Night! We will also be meeting on February 7th to close out the series."

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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.

① You are logged in as a leader. Your view of this site is different from regular group members. [Edit event](#)

Community Group Night - 40 Days of Prayer created

 864-223-0750
office@ncgreenwood.org [All Groups](#) [My Profile](#) [Logout](#)

JAN
31

Community Group Night - 40 Days of Prayer

The Dorn Group
Wednesday
6:45pm – 8:30pm

[Full Calendar](#) [Add to my calendar](#)

For the next 40 Days our church will be studying the topic of prayer. During the month of January we will have group on the 10th, 17th and 31st. On January 24th we will meet at the church for a corporate Prayer and Praise meeting on February 7th to close out the series. Please come expecting and ready to share

Click on the "Add a new Event" button.

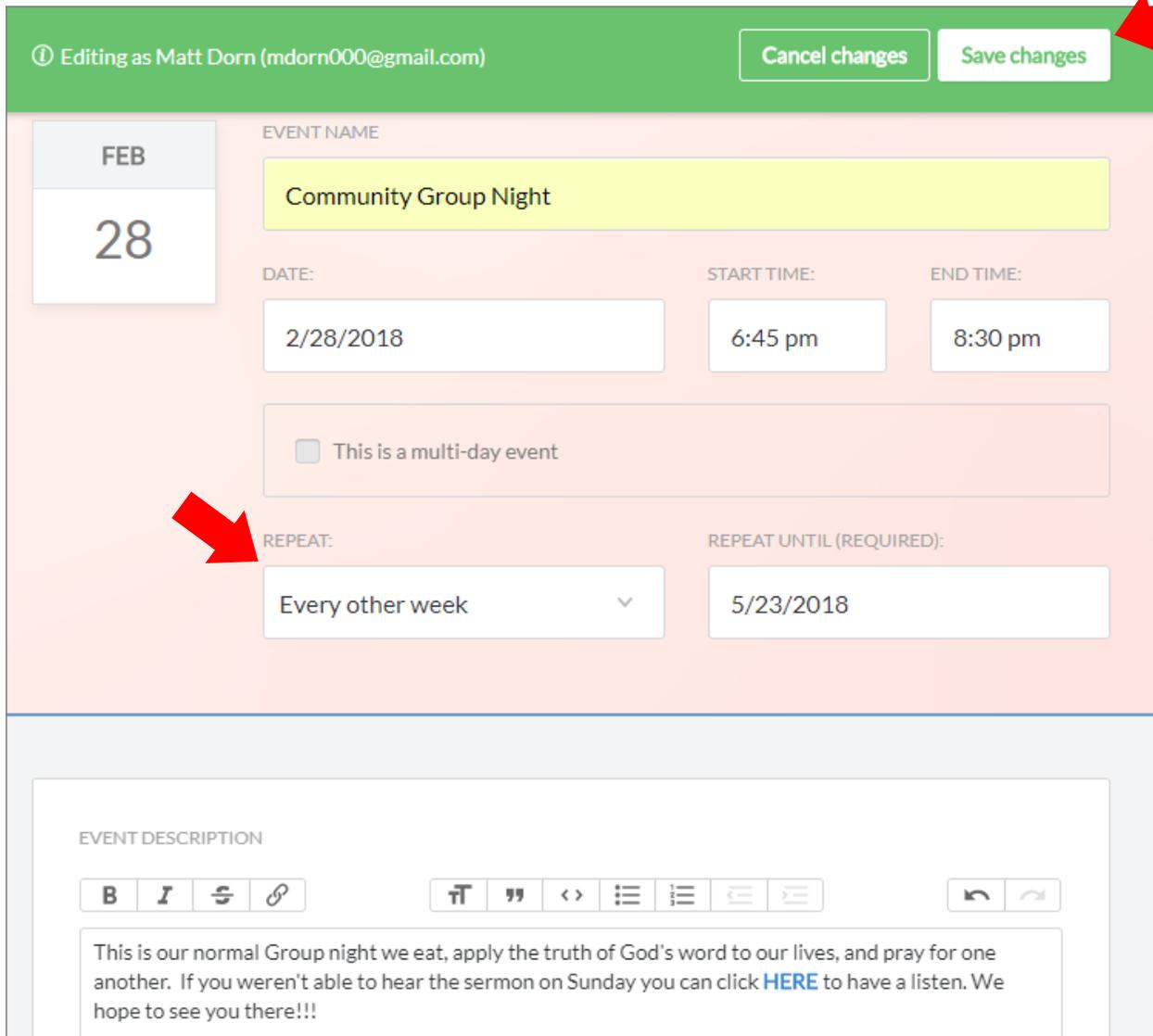
[Subscribe to calendar](#)

Upcoming Events Past Events

[+](#) Add a new Event

How to set up calendar for 40 Days of prayer

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.



The screenshot shows a web interface for creating a calendar event. At the top, a green header bar contains the text "Editing as Matt Dorn (mdorn000@gmail.com)" and two buttons: "Cancel changes" and "Save changes". A red arrow points to the "Save changes" button. Below the header, a calendar widget shows "FEB" and "28". The main form area is light pink and contains the following fields:

- EVENT NAME:** A yellow text box containing "Community Group Night".
- DATE:** A text box containing "2/28/2018".
- START TIME:** A text box containing "6:45 pm".
- END TIME:** A text box containing "8:30 pm".
- Multi-day event:** A checkbox labeled "This is a multi-day event" which is currently unchecked.
- REPEAT:** A dropdown menu showing "Every other week". A red arrow points to this dropdown.
- REPEAT UNTIL (REQUIRED):** A text box containing "5/23/2018".

Below the main form is a section for the **EVENT DESCRIPTION**. It features a rich text editor with various icons for text formatting (bold, italic, underline, link), alignment, and list creation. The description text reads: "This is our normal Group night we eat, apply the truth of God's word to our lives, and pray for one another. If you weren't able to hear the sermon on Sunday you can click [HERE](#) to have a listen. We hope to see you there!!!".

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① You are logged in as a leader. Your view of this site is different from regular group members. [Edit event](#)

Community Group Night created

 864-223-0750
office@ncgreenwood.org

[All Groups](#) [My Profile](#) [Logout](#)

FEB

28

Community Group Night

The Dorn Group

Wednesday
6:45pm – 8:30pm

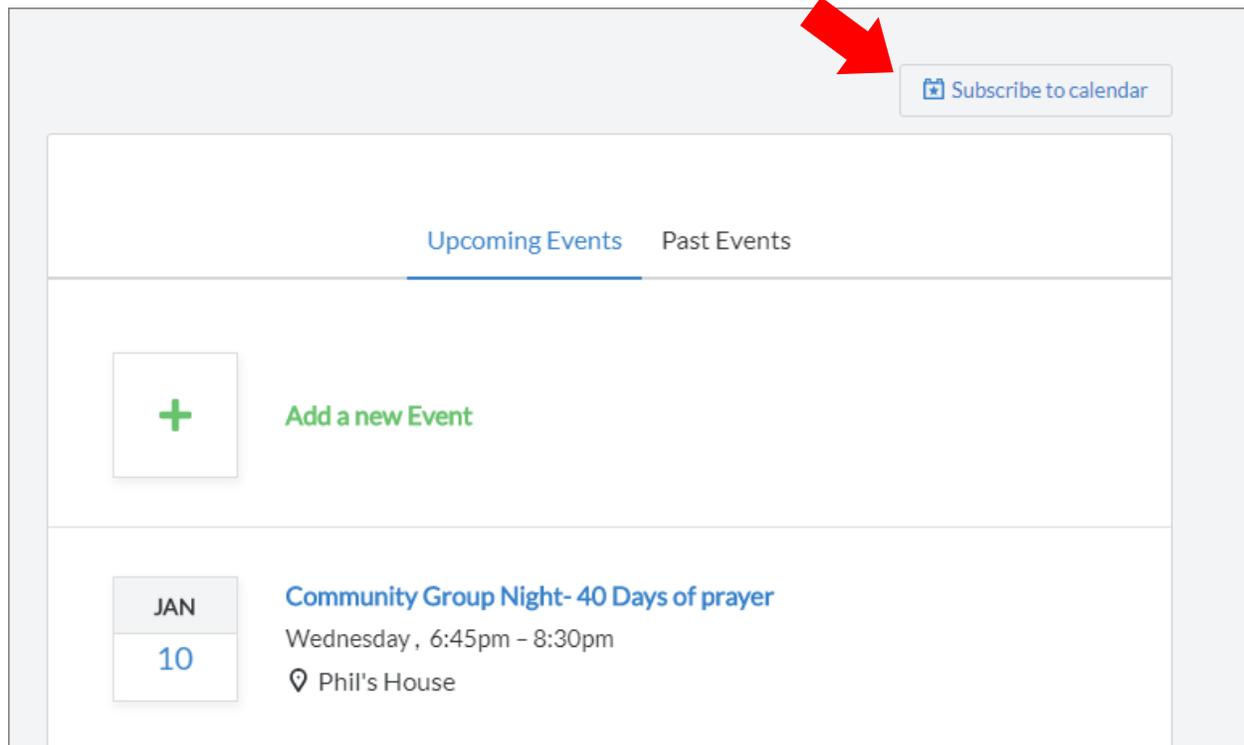
[Full Calendar](#) [Add to my calendar](#)

This is our normal Group night we eat, apply the truth of God's word to our lives, and pray for one another. If you weren't able to hear the sermon on Sunday you can click [HERE](#) to have a listen. We hope to see you there!!!

Go back to you full calendar.

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We can sync our group calendar to our inbox or mobile calendar by clicking on the "Subscribe to calendar" button



The screenshot displays a calendar interface. At the top right, there is a button labeled "Subscribe to calendar" with a calendar icon. A red arrow points to this button. Below the button, there are two tabs: "Upcoming Events" (which is selected and underlined) and "Past Events". In the "Upcoming Events" section, there is a green plus sign in a box followed by the text "Add a new Event". Below this, there is a calendar card for January 10th. The card shows "JAN" in a grey box, "10" in a white box, and the event details: "Community Group Night- 40 Days of prayer", "Wednesday, 6:45pm - 8:30pm", and "Phil's House" with a location pin icon.