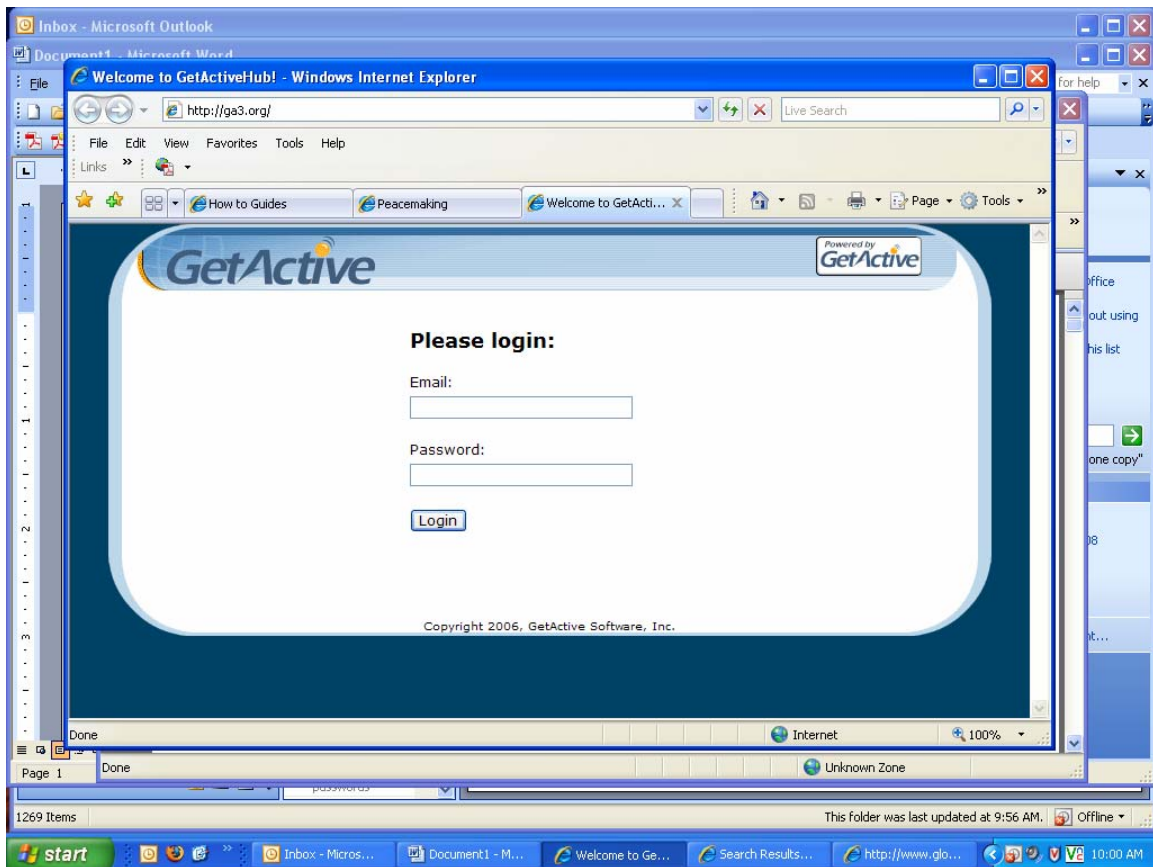
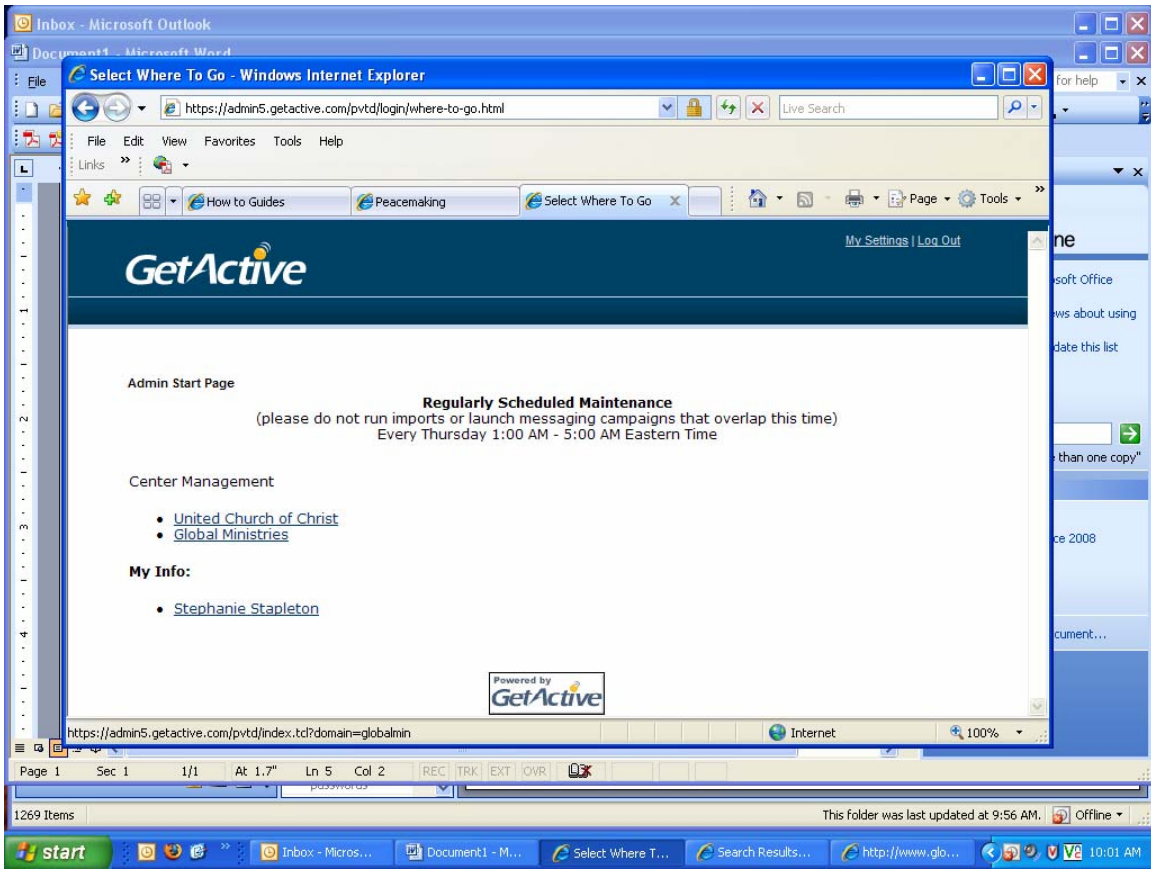


Creating A New Weekly Prayer

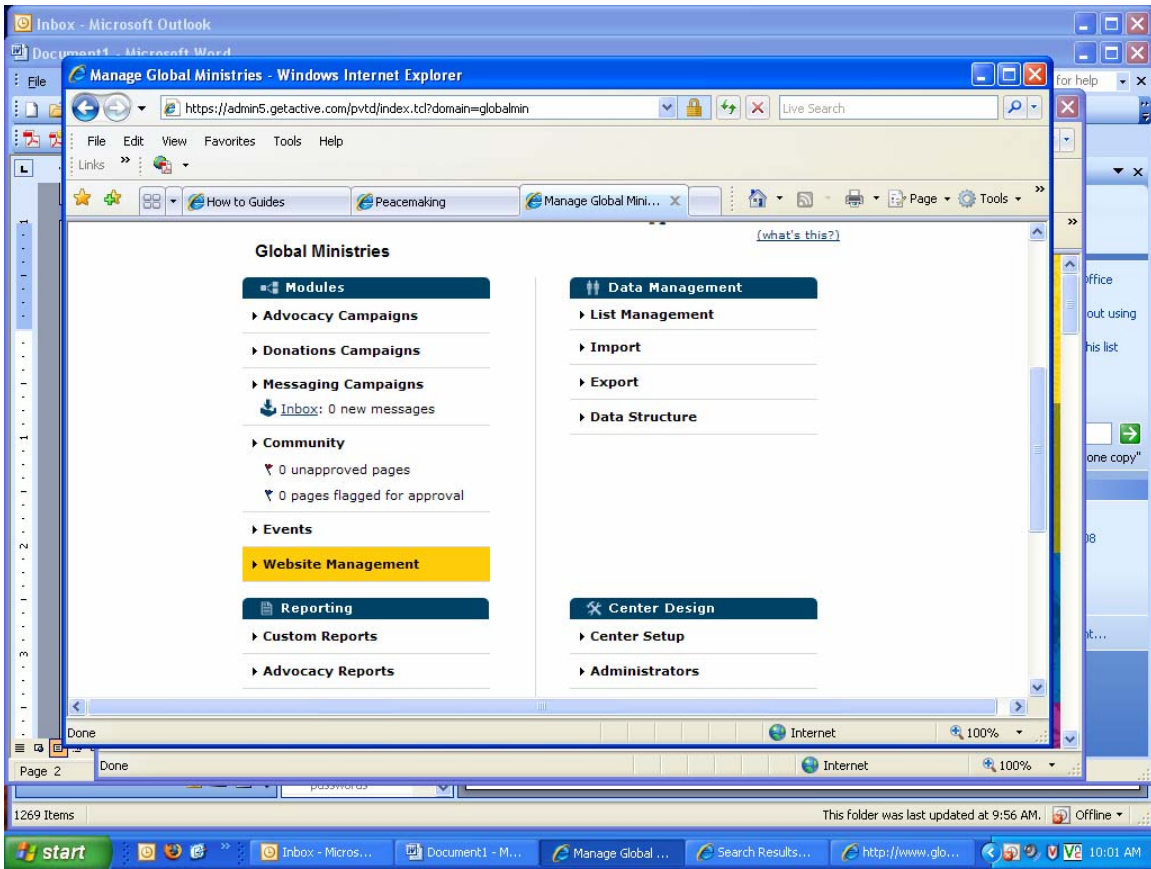
Log in to www.ga3.org



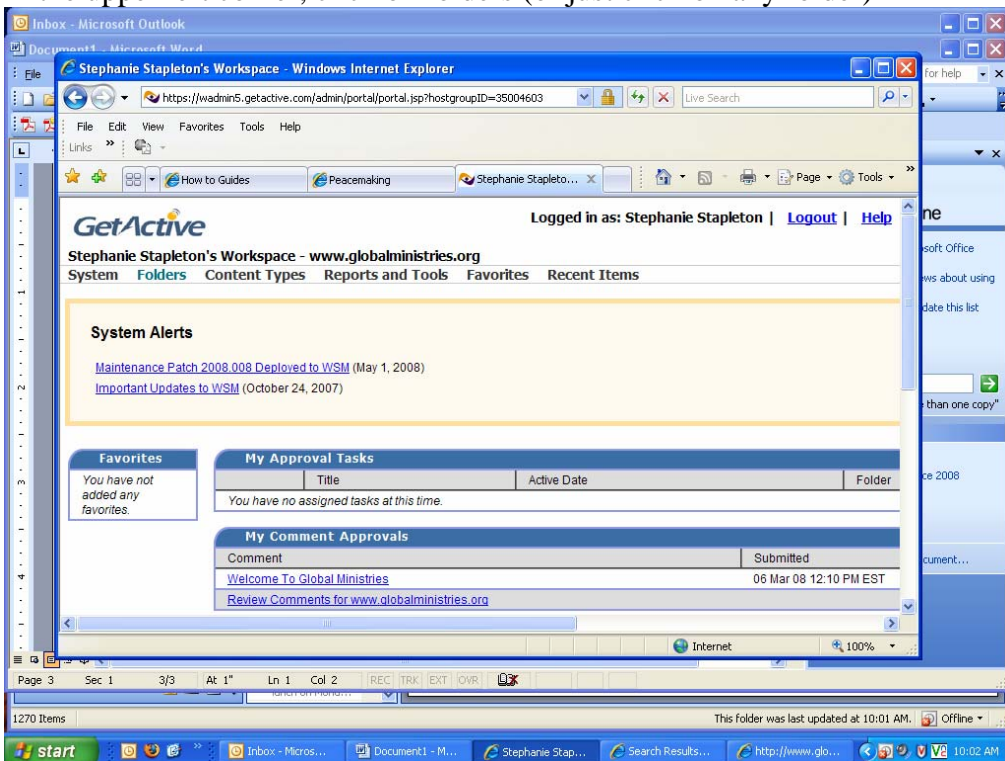
Select Global Ministries



Select Website Management

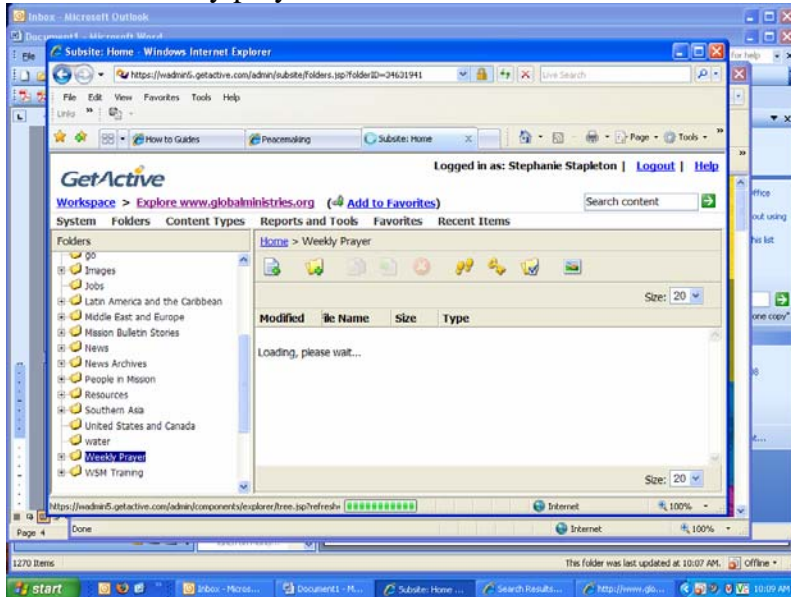



In the upper left corner, click on folders (or just click on any folder)



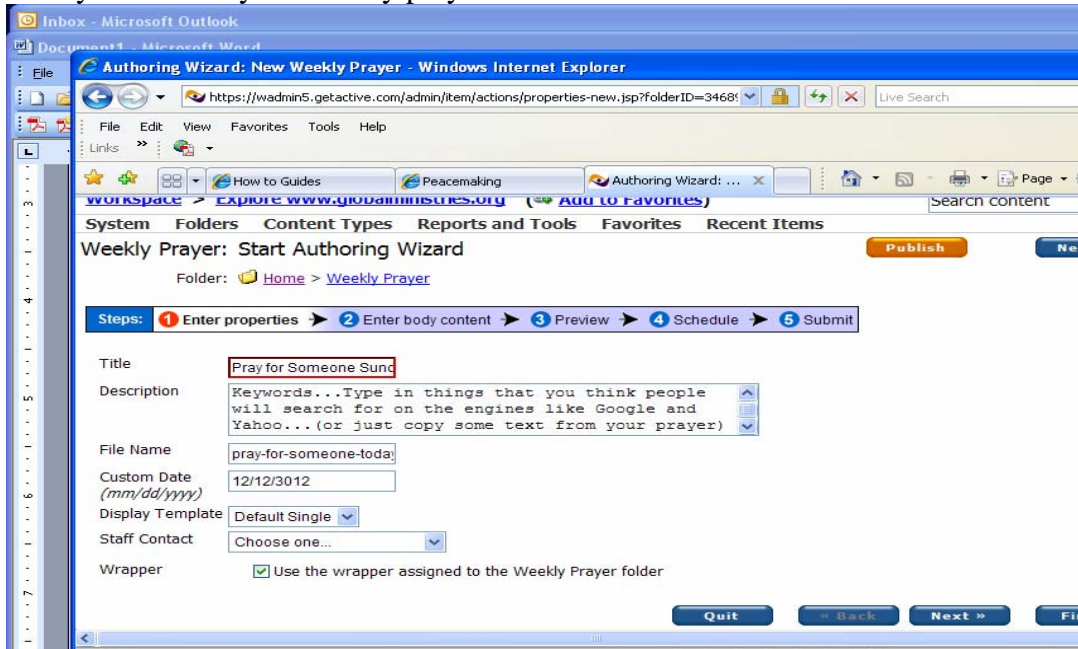
You will probably get “you do not have permission to access this folder”—That’s OK—

Go to the weekly prayer folder



Click on the  to add a new weekly prayer...click “New Weekly Prayer”

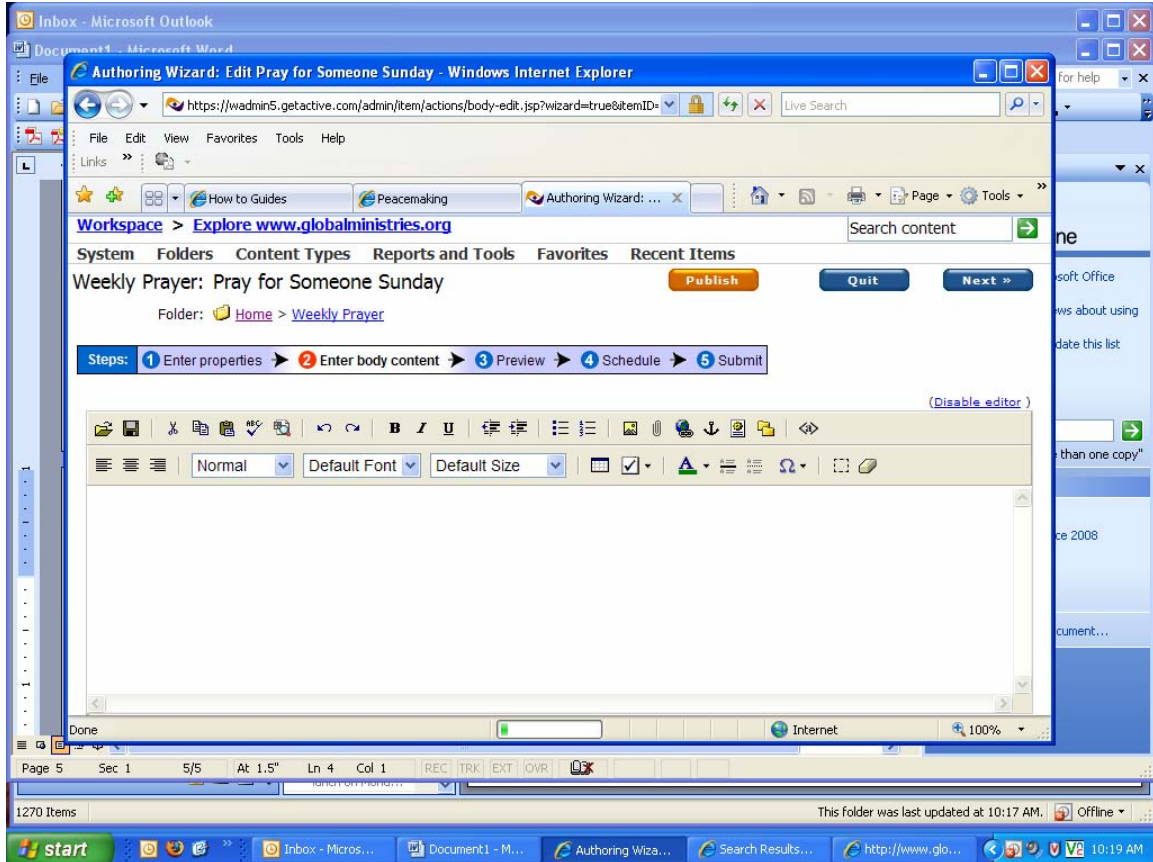
Now you will tell your weekly prayer who he is.



Title: Pray for someone on Sunday **Description:** For keywords **Filename:** This is your URL (you may shorten it) **Display Template:** you can just ignore that **Custom Date:**


Tell your prayer how old he is (when he was created) **Staff Contact:** Select the one you feel is necessary (or don't select anything)

Click Next



Enter your story. Note you won't have to enter "Pray for Someone today" again because it is already going to show up at the top of the page.

Add any images you feel are necessary. (use the little yellow square with the picture of

the mountain) add  your picture...it shouldn't be more than 350 pixels wide. I have already created a folder for you called MainPic where you can add your images 😊

Click Next or publish and follow any prompts... Your done, you can notify Marcy so she can change the front page.