

## INCEDO DAILY PRAYER TEXTS and PRAYER EMAIL INFORMATION

Thanks so much for your willingness to co-ordinate our daily prayer texts during the coming month.

Please take a few moments to prayerfully consider how each day the prayer text can creatively reflect an aspect of Incedo's core values: *People... Jesus... Service... Charity... Creativity...*

***Please also provide opportunities for Incedo members to share their prayer requests.***

The 'How to do' Information:

Sending the **prayer request email** (i.e. The one to tell people to send in their prayer items)

Retrieving this info and pasting it into the website **Prayer page**

Putting the info into the **daily texts**.

Sending out the **prayer update email** (i.e. The one that lists all the thanks/requests)

### A. SENDING REQUEST FOR PRAYER REQUESTS/THANKS EMAIL

If you are sending the Prayer request email, you first go into our Incedo website. Ie [http://private.incedo.org.nz/prayer/send\\_email.asp](http://private.incedo.org.nz/prayer/send_email.asp) (Note the underscore \_ between send and email!)

You may wish to log on first to the private part then add your user id and password number then add the prayer /send\_email.asp

Once on this page click **LIVE** - at the top LHS (if you don't it **won't** send anything – even though it looks like it has!!)

Also tick in the **REMINDER** box – 2<sup>nd</sup> line down

After the “*dear and name stuff*”, write your email asking for prayer info to be sent in and by when.

Tick the **SEND** box at bottom left of page. (Press submit at the bottom of the page.)

Next screen will show how many emails have been sent.

### B. RETRIEVING PRAYER EMAILS and PUTTING IN PRAYER PAGE

To retrieve this info go In the webmail (<http://private.incedo.org.nz/mail/am> ) the user name is “**prayer@incedo.org.nz**” The password is ‘**time**’ Now you can go to cut and paste from the email inbox to the members ‘prayer page’.

To do this keep the webmail inbox open but minimise and open the members ‘prayer’ page by either <http://private.incedo.org.nz/prayer> or once in the <http://private.incedo.org.nz> click on prayer on left-hand margin.

I cut and paste – ie. Highlight and copy from email and paste into prayer page. Each person's prayer requests/praise you can put in as one block or separate out – depending how much info is there.

Click on **ADD** - then chose prayer type – request, thanks etc , then who it is from or area it is from, then paste in prayer info. Sometimes needs refining.

You will need to choose an end date from the calendar below (Usually a week.)

Then finally click on **CREATE**.

To make amends click on the pen and paper icon on left of info and add or delete what you want. You will need to click **modify** after making changes or **delete** if you want to remove it .

### C. DAILY TEXTS

To add to the daily text page you will need to cut and paste again or chose in your own words (to make it fit!) [www.incedo.org.nz/private/prayer/dailytxt.asp](http://www.incedo.org.nz/private/prayer/dailytxt.asp)

On RHS is the number of characters you have left. IF you exceed 160 characters, the message will self-destruct and not be sent out.

While you can change the format – i.e take out the 3x3 part and add specific prayer, it's up to you re format 'style'.

Mal adds the Bible reading part.

**ALWAYS** click on **submit** at the bottom left of page before closing. Otherwise changes will not be saved.

### D. SENDING PRAYER UPDATE EMAIL

If sending the Prayer email to everyone so they can see the current thanks and requests go into our Incedo website. Ie [private.incedo.org.nz/prayer/send\\_email.asp](http://private.incedo.org.nz/prayer/send_email.asp)

You may wish to log on first to the private part then add your user id and password number then add the prayer /send\_email.asp

Once on this page click **LIVE** - at the top LHS (if you don't it **won't** send anything – even tho it looks like it has!!)

Also tick in the **PRAYER** box – 2<sup>nd</sup> line down

Tick the **SEND** box at bottom left of page.

This automatically e-mails all the current requests and praises that you have copied and pasted onto the Incedo prayer page.

Next screen will show how many emails have been sent.

THANK YOU!