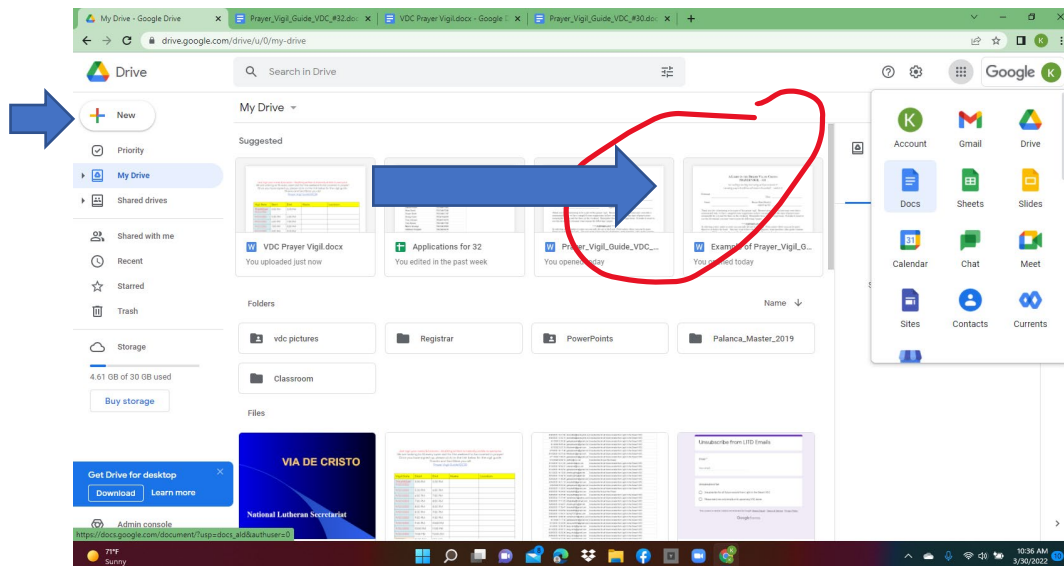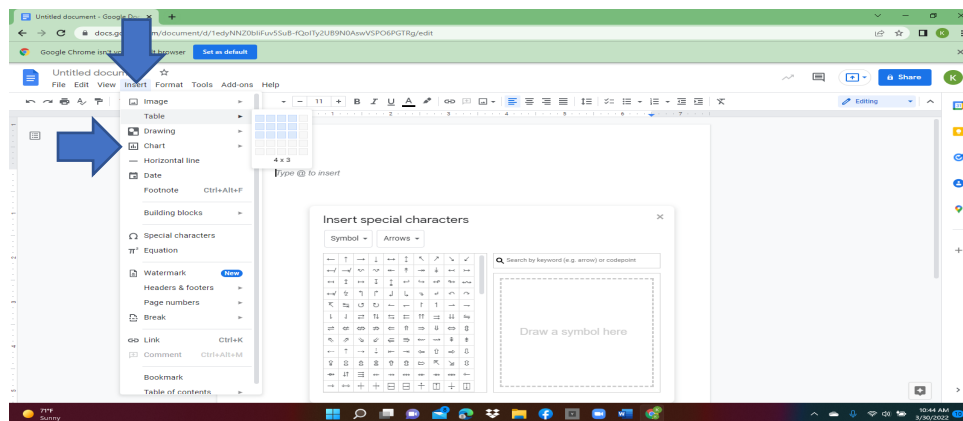# Creating a shared Google Doc for Prayer Vigil

1. Create a Google Document using the **Google Docs** app.
   From Google, get to Docs, and click on the + **New** icon to create a new document.

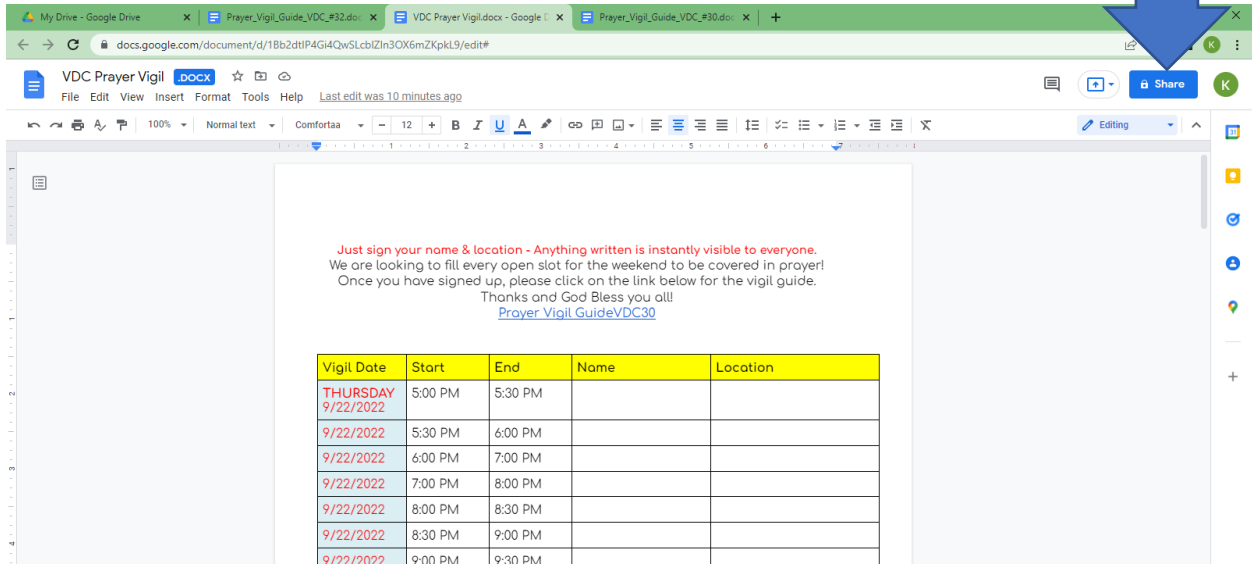2. **Insert** a **chart** with at least four columns.

3. Add **instructions** (EXAMPLE)

   Just sign your name and location. Anything written is instantly visible to everyone.
   We are looking to fill every open slot for the weekend to be covered in prayer.
   Once you have signed up, please click on the link below for the **vigil guide**.
   Thanks and God Bless you all!

4. **Label** the columns: "Vigil Date", "Start", "End", "Name","Location" and/or any other information that you wish to gather. Add the dates and times into the chart as below.
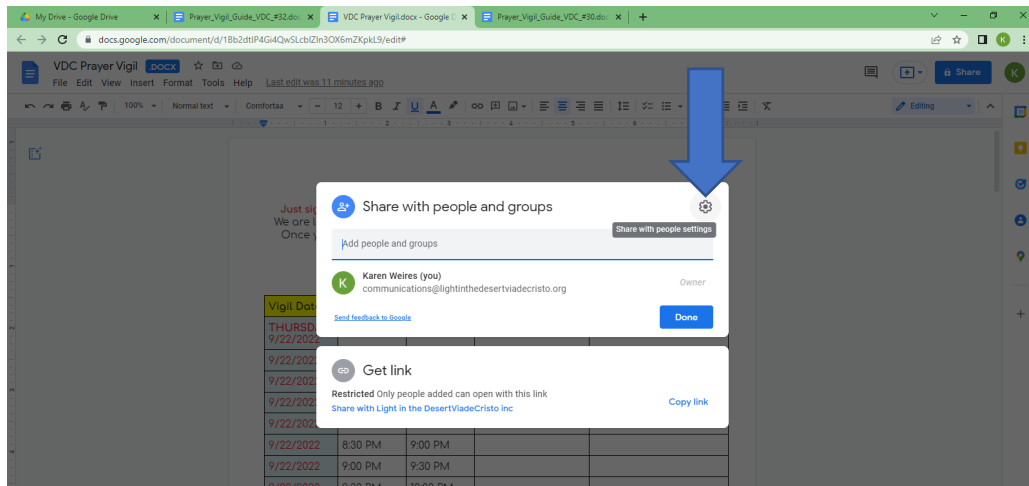
5. Click on **Share**

6. Click on the **Settings** button to set share parameters and be sure editing is **ON**.
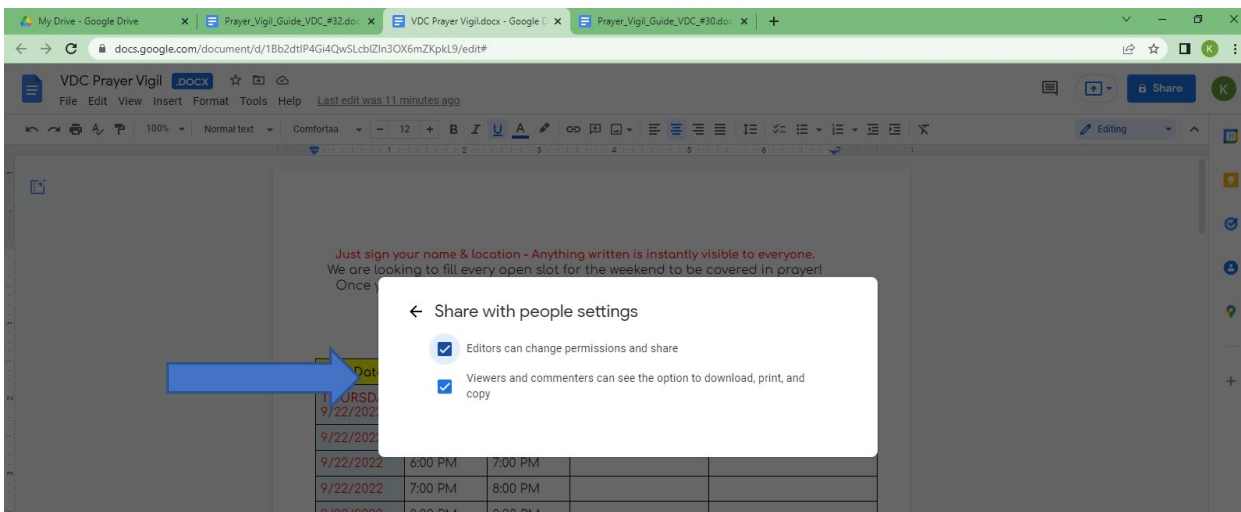
7. Be certain that **BOTH boxes** are checked under sharing

almost done…

8. Return to **Share** and click on "**copy link**"

9. **Share the link** with your audience.
   Anyone with the link can go in and add their information.
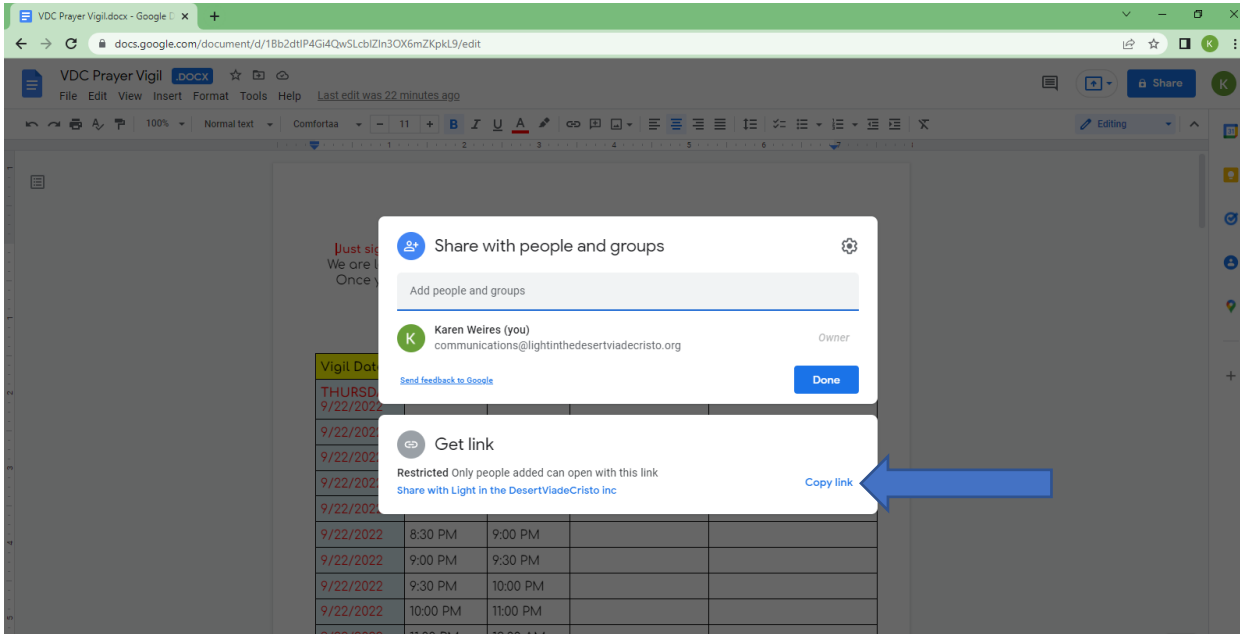
All done.

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National Lutheran Secretariat