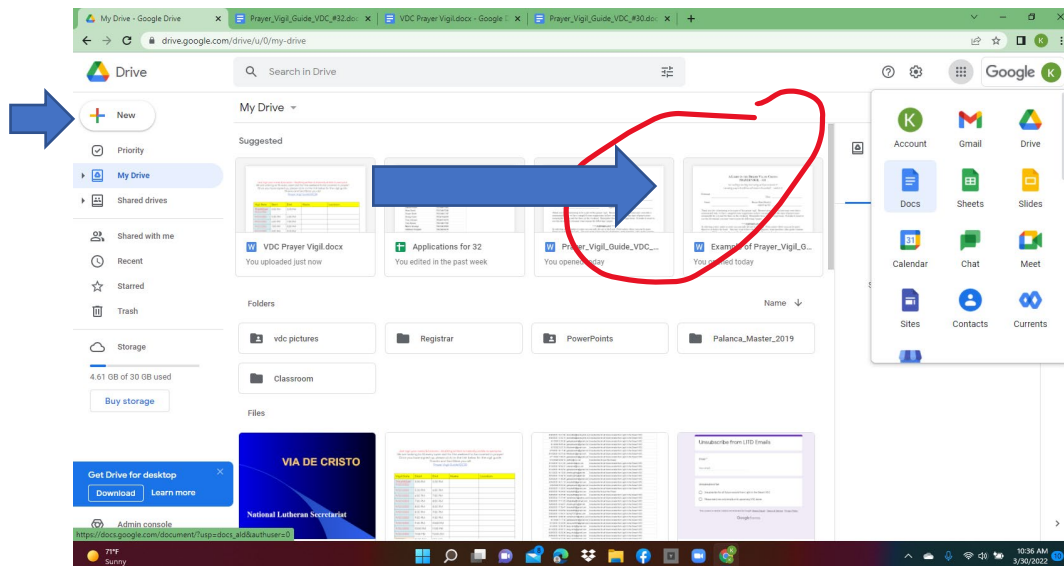


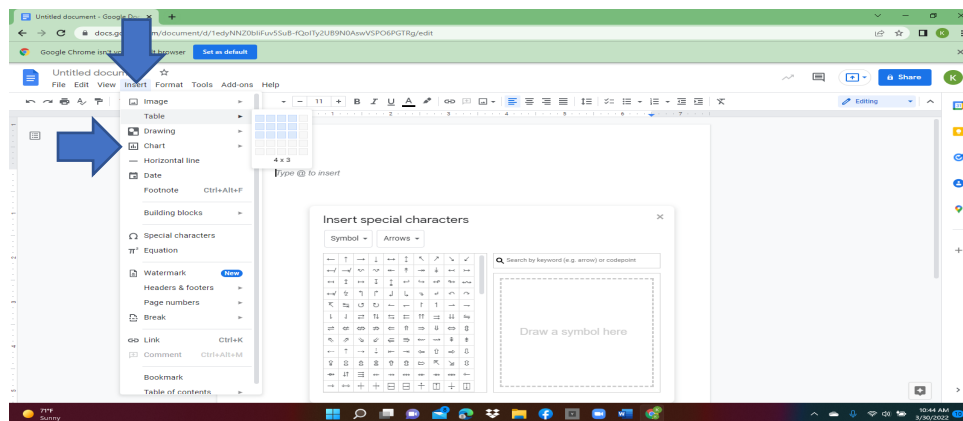
# Creating a shared Google Doc for Prayer Vigil

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.

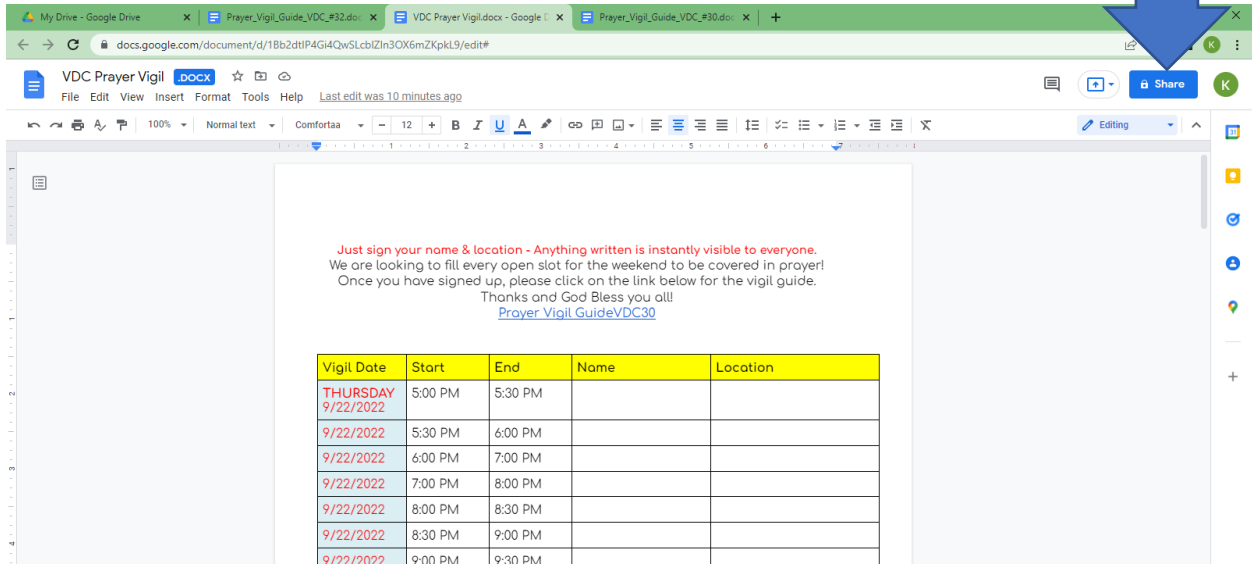


3. Add instructions (EXAMPLE)

**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.

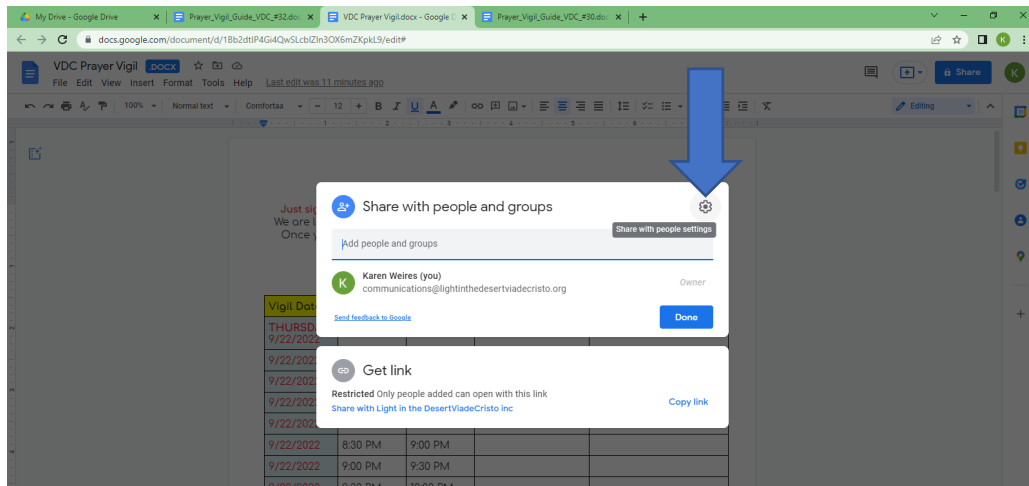
## 5. Click on Share



Just sign your name & 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!  
[Prayer Vigil GuideVDC30](#)

Vigil Date	Start	End	Name	Location
THURSDAY 9/22/2022	5:00 PM	5:30 PM		
9/22/2022	5:30 PM	6:00 PM		
9/22/2022	6:00 PM	7:00 PM		
9/22/2022	7:00 PM	8:00 PM		
9/22/2022	8:00 PM	8:30 PM		
9/22/2022	8:30 PM	9:00 PM		
9/22/2022	9:00 PM	9:30 PM		

## 6. Click on the **Settings** button to set share parameters and be sure editing is **ON**.



Share with people and groups

Share with people settings

Add people and groups

Karen Weires (you)  
communications@lightinthedesertviadecristo.org  
Owner

Send feedback to Google

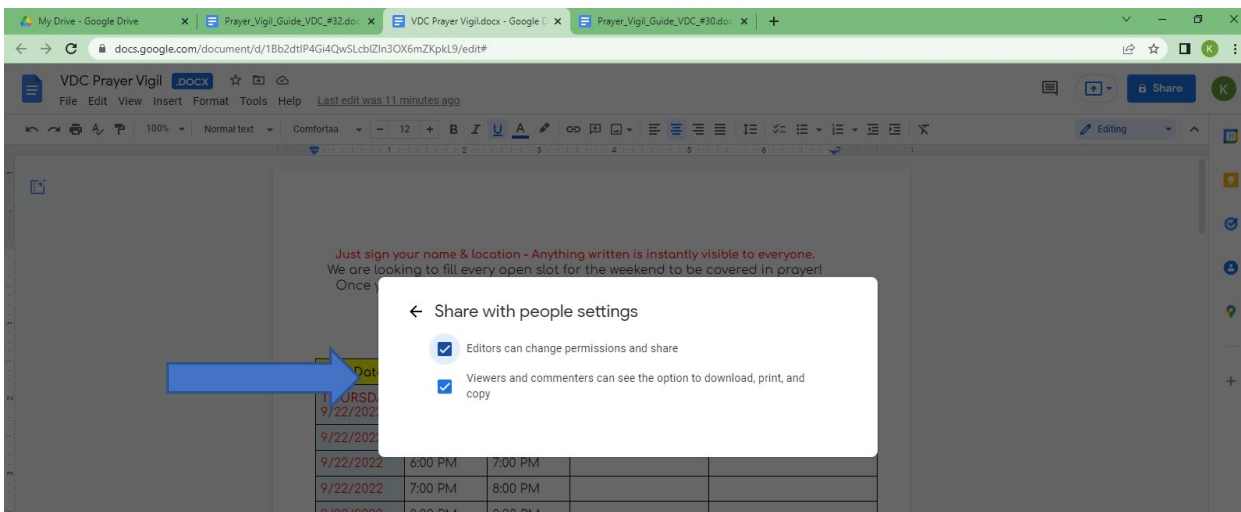
Done

Get link

Restricted Only people added can open with this link  
Share with Light in the DesertViadeCristo Inc

Copy link

## 7. Be certain that **BOTH** boxes are checked under sharing



Share with people settings

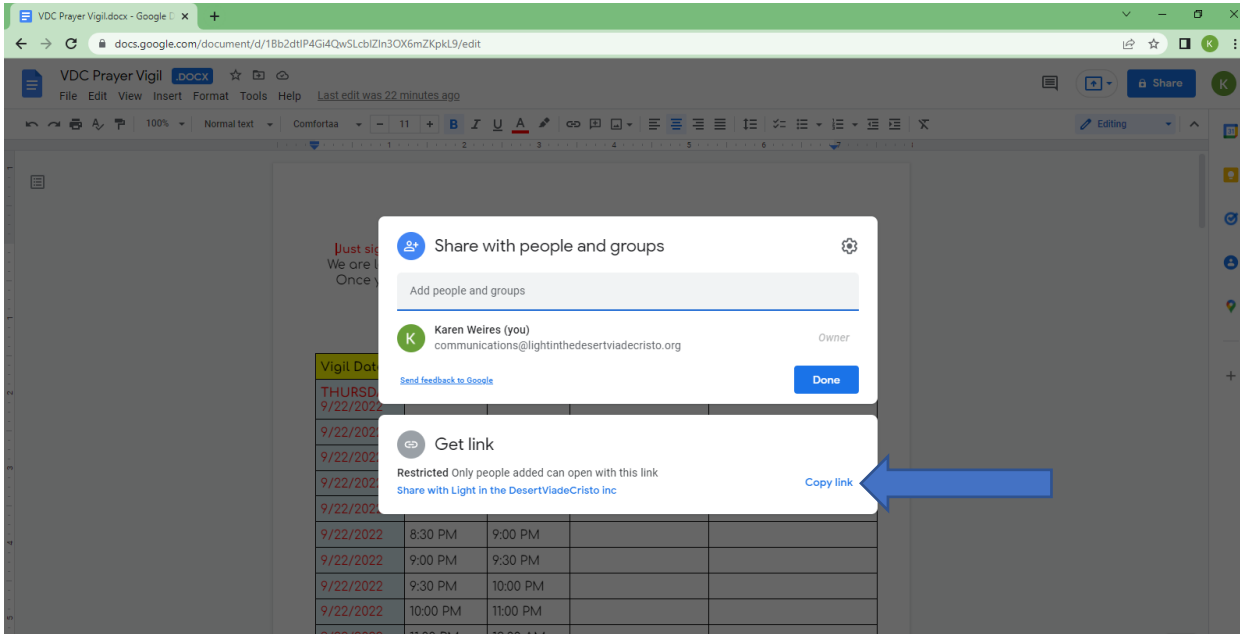
- Editors can change permissions and share
- Viewers and commenters can see the option to download, print, and copy

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.

**Karen Weires**

VP Outreach

outreach@viadecristo.org

National Lutheran Secretariat