

Central Alabama Walk to Emmaus 72 Hour Prayer Vigil Work area instructions

The 72 Hour Prayer Vigil is an important part of the Walk to Emmaus. It serves two purposes; To insure that the entire Walk is bathed in Prayer from beginning to end and to demonstrate Agape love to the pilgrims by showing them that people love them enough to pray for them at all hours of the day and night throughout their Emmaus experience.

Sign up for the 72 Hour Prayer Vigil is done through Sign Up Genius. As soon as possible, go to the Sign Up Genius website at www.signupgenius.com and login using the following information:

Email: CAEWPrayer@gmail.com

Password: Sent by email from the 72hr Prayer Vigil Board Rep.

Once you've logged in, the list of Sign Ups is displayed. Click on the Duplicate icon to create a copy of a past Sign Up. On the Duplicate a Sign Up page, select the Sign Up to copy and type a New Title. Leave the New Status as Unpublished and click Create Copy. On the next page, click Back to Sign Ups Page to return to the Sign Up list.

Click the Edit icon to edit the new Sign Up. On the General Details tab, edit the necessary fields as appropriate for the Walk and then click the Update button. On the Theme tab, select the theme you want to use and click the Update button. On the Dates/Times tab, click the Edit box for each date/time slot ONE DAY AT A TIME and click the Edit Selected button. It is very important that you only select the slots for a single day as you can only change the dates on a group of slots to a single date.

On the Edit Multiple Date/Time Slots page, select Yes in the Update Data column for the Date field and enter the appropriate date in the Content box or click the calendar icon to select the desired date from a pop-up calendar. Once everything is filled out, click the Update button to continue. Repeat the process for the remaining days of the Walk and then click Update when you are finished.

On the Slots tab, leave the information as-is and click the Update button to continue. On the Settings tab, leave the information as-is and click the Update button to continue. On the Preview tab, verify that the Sign Up looks the way you want it to and click Proceed to Invite & Publish to continue. Click Edit Further to go back and make changes.

On the Invite/Publish tab, you can send email invitations to people if you wish to. You should send an invitation to yourself so you can have the link to the Sign Up to forward to the CAEC webmaster. At this point, you can click either of the Take My Sign Up Live buttons to make the Sign Up live or you can click Save as Draft for Later if you want to keep it offline and make changes later.

You can print the list by selecting the Tools button on the main Sign Up page and clicking Print a Sign Up. A new window will open with the Prayer Vigil time slots listed. If the list you wish to print is for public display, click Print Settings at the top of the page and deselect the Email and Phone fields so that personal information is not printed. Next, click Print Report to print the Sign Up.

You can print the list at any time and take a copy with you to cluster dinners, your reunion group, etc. It is also a good idea to take a small pad of Post-it notes so that as people sign up in person, they can take a reminder note home with them. If people sign up in this way instead of using the website, however, you will have to enter their information into the online Sign Up yourself.

The Sign Up Genius web site will send confirmation and reminder emails to each person who signs up as well as a confirmation email to CAEWPrayer@gmail.com. You can receive these confirmation emails by going to www.gmail.com and logging in using the credentials provided previously. You can add this account to your phone or computer email clients in order to more easily receive updates.

Once the prayer vigil is online, go to www.caew.org (our community website) and email our webmaster (at the bottom of the homepage) to let him know that the prayer vigil is posted and he will link it to our community website and post it on the community Facebook page. That makes it even easier for people to find it and sign-up.

As the Walk approaches, you will need to prepare a poster for the Walk listing the Prayer Vigil participants. Feel free to include the symbol for the Walk on the poster (consult the Lay Director) but don't go overboard. The focus is on the fact that people are constantly praying for this walk. The poster MUST be at camp, delivered to the Assistant Lay Directors, by Send-off (Wednesday night).

If you have any questions or problems, please contact the Board Rep in charge of the 72hr Prayer Vigil area. Thank you for your willingness to serve the Lord!