



IT Training-Auxiliary Leaders (Room Requests)

December 8, 2019



Purpose

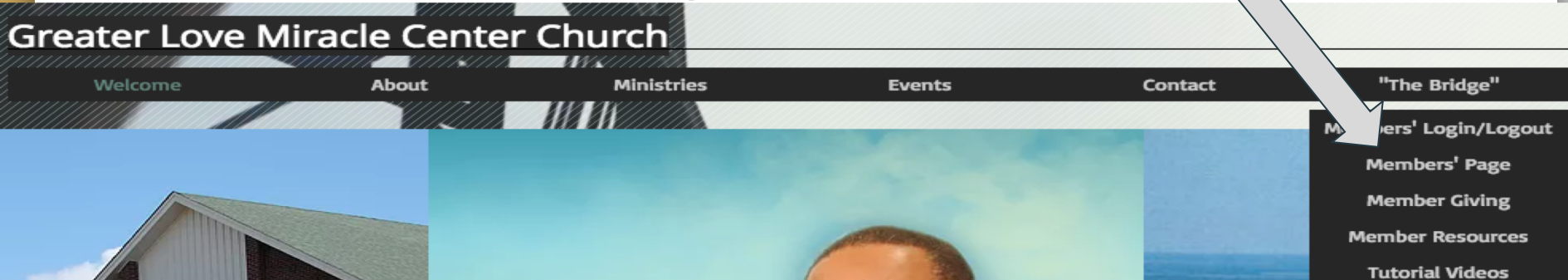
- Inform and Assist
- Help with communication between auxiliaries, to auxiliary members, to the entire congregation and the greater community.

Purpose

- To prevent multiple meetings from being scheduled at the same time.

How to Submit a Request

- Go to church website:
glmccmemphis.org
- Go to “The Bridge” and select
“Members’ Page”.



How to Submit a Request

- Input login information.

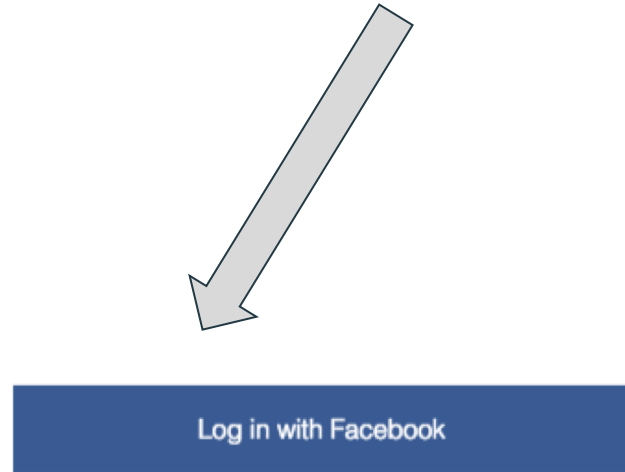


Email

Password

☐ Remember Me [Forgot password?](#)

OR



How to Submit a Request

- Scroll down until you see this and click on the link:

ANNOUNCEMENT REQUESTS

In order to have an announcement presented or posted in the church, it will need to be approved by the Pastors and then go through a process that you can access here:

<https://fs22.formsite.com/GLMCC/announce/index.html>

Additionally, auxiliary leaders can access the following page to find out more information:

[Auxiliary Leaders](#)



How to Submit a Request

- You'll see the following page:

Greater Love Miracle Center Church

Welcome

About

Ministries

Events

Contact

"The Bridge"

Auxiliary Leaders Page

Everything that you need as an auxiliary leader is listed here.
You can access the [announcements](#) form and the [meeting space](#) request form by clicking on their names.

◀ DECEMBER 2019 ▶							Timezone: GMT -06:00
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4	5	6	7	
Christmas Dinner Paper Ticket Sale Christmas Dinner Online Ticket ...							
8	9	10	11	12			



Chat with us!



How to Submit a Request



Meeting Space Request Form

Thank you for accessing the Meeting Space Request Form. This form allows you to reserve the four main spaces within the church for meetings after service or non-service times: the sanctuary, the multipurpose room next to the fellowship hall (also called the green room or TV room), the fellowship hall, the 1st floor classroom (the room next to Min. Alisha's office) and the kitchen (which is **ONLY** for selling. Selling in the kitchen still has to be confirmed by Sis. Wyzadie). It is based on a first come, first served basis, and there is only one group meeting in each location. All reservations must be made at least 2 weeks in advance.

Basic Information

First Name *

Last Name *

Auxiliary/Department *

How to Submit a Request

- Make sure to include all of your info so that you can be contacted about any questions.

Basic Information


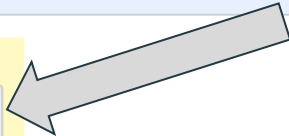
First Name *
Abasi

Last Name *
McKinzie

Auxiliary/Department *
McKinzie

Phone Number *
9015686060

Email Address *
mckah01@hotmail.com



NEXT >>

How to Submit a Request


- First, you will choose a date that will be at least two weeks out.


33% Complete

Meeting Information

Please, remember that meetings must be scheduled at least two weeks in advance.

Date of Meeting *





December 2019

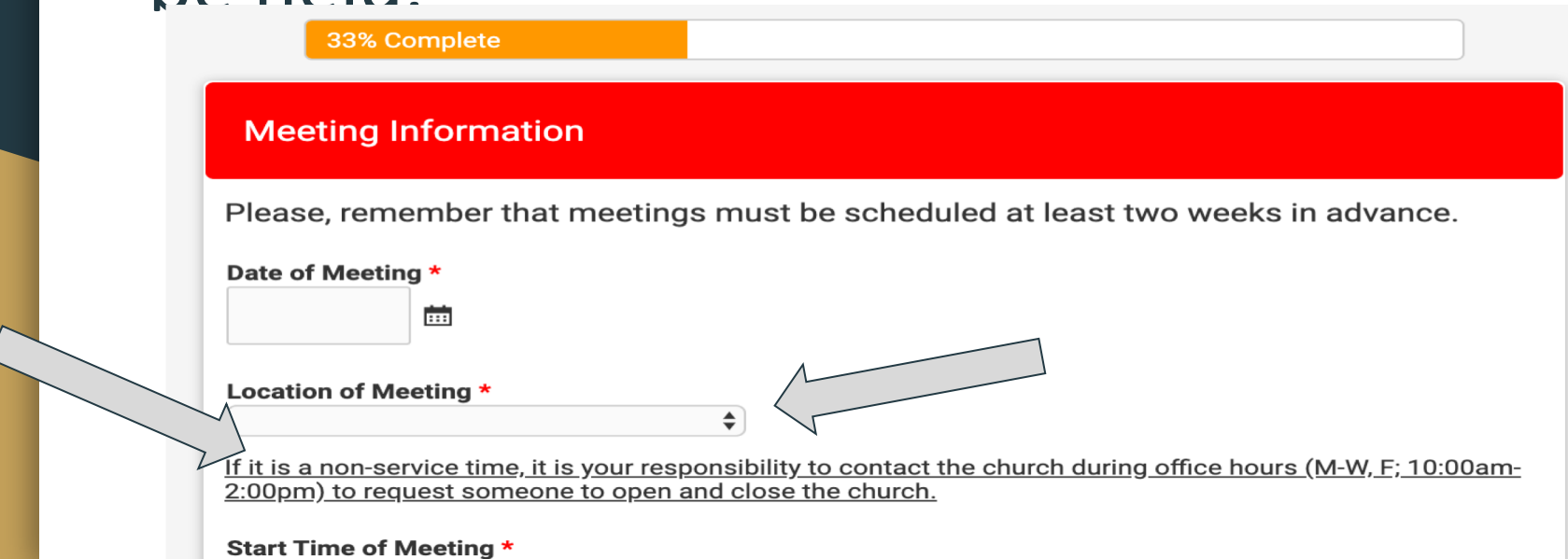
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

End Time of Meeting *

responsibility to contact the church during office hours (M-W, F; 1
n and close the church.

How to Submit a Request

- Make sure to select where the meeting will be held.




33% Complete

Meeting Information

Please, remember that meetings must be scheduled at least two weeks in advance.

Date of Meeting *



Location of Meeting *

If it is a non-service time, it is your responsibility to contact the church during office hours (M-W, F; 10:00am-2:00pm) to request someone to open and close the church.

Start Time of Meeting *

The screenshot shows a web form for submitting a meeting request. At the top, an orange progress bar indicates '33% Complete'. Below this is a red header section titled 'Meeting Information'. A note states that meetings must be scheduled at least two weeks in advance. The form includes fields for 'Date of Meeting' (with a calendar icon) and 'Location of Meeting' (a dropdown menu). Two large grey arrows point to these fields: one from the left pointing to the 'Location of Meeting' dropdown, and another from the right pointing to the same dropdown. Below the 'Location of Meeting' field is a disclaimer: 'If it is a non-service time, it is your responsibility to contact the church during office hours (M-W, F; 10:00am-2:00pm) to request someone to open and close the church.' The form also has fields for 'Start Time of Meeting' and 'End Time of Meeting' (partially visible at the bottom).

How to Submit a Request

- Here are the options for meeting locations with the seating capacity outlined.

Location of Meeting *



Sanctuary (Seating=100+)

Multipurpose Room (Seating=up to 20)

Fellowship Hall (Seating=up to 50)

1st Floor Classroom (Seating=up to 6)

Kitchen (ONLY for Selling)

End Time of Meeting *

How to Submit a Request

- Once you choose one of the meeting rooms, select the beginning time and end time for the meeting.



If it is a non-service time, it is your responsibility to contact the church during office hours (M-W, F; 10:00am-2:00pm) to request someone to open and close the church.

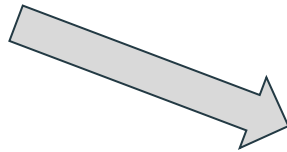
Start Time of Meeting *

End Time of Meeting *

In the "Comments" box below, please give a brief (1-2 sentences) statement explaining the purpose of the meeting. Also, you can give any information that is needed to

How to Submit a Request

- The times are in 30 minute increments.



If it is a non-service time, it is your responsibility to contact the church (before 2:00pm) to request someone to open and close the church.

Start Time of Meeting *

✓
7:00 AM
7:30 AM
8:00 AM
8:30 AM
9:00 AM
9:30 AM
10:00 AM
10:30 AM
11:00 AM
11:30 AM
12:00 PM
12:30 PM
1:00 PM
1:30 PM
2:00 PM

Meeting *

ments" box below, please give a brief (1-2 minutes) description of the meeting. Also, you can give any information about your request and to request any specific needs.

How to Submit a Request

- Please fill out the comments section with important set-up information.

In the "Comments" box below, please give a brief (1-2 sentences) statement explaining the purpose of the meeting. Also, you can give any information that is needed to consider with your request and to request any specific needs such as tables, chairs and audio/visual needs.

Comments *

This is our monthly IT meeting. We will need a projector and an extension cord.

<< PREVIOUS

NEXT >>

How to Submit a Request

- After you choose that you are finished, choose submit.



67% Complete

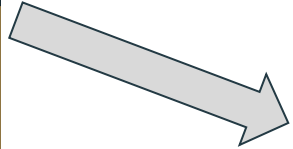
Thank you for your submission. You will be notified within 72 hours as to the status of your request.

<< PREVIOUS

SUBMIT

How to Submit a Request

- You will see this message to know that you have successfully submitted the request.



Success

Your form has been successfully submitted. Thank you for your time. You will be notified about the status of your request within 72 hours and be given further instructions, if necessary.

How to Submit a Request

- You should get a calendar invite for the time that you chose as one way of verifying that you have correctly reserved the space. This should be sent out within 72 hours of your submitted request unless there are questions.

How to Submit a Request

- Additionally, it should appear here on the main Auxiliary Leader page calendar.

Greater Love Miracle Center Church

[Welcome](#)[About](#)[Ministries](#)[Events](#)[Contact](#)["The Bridge"](#)

Auxiliary Leaders Page

Everything that you need as an auxiliary leader is listed here.
You can access the [announcements](#) form and the [meeting space](#) request form by clicking on their names.

◀ DECEMBER 2019 ▶							Timezone: GMT -06:00	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
1	2	3	4	5	6	7		
Christmas Dinner Paper Ticket Sale								
Christmas Dinner Online Ticket ...								
8	9	10	11	12				

[Chat with us!](#)

Questions?

- Thank you. You can always email contactus@glmccmemphis.org with any questions you may have.