## Prayer Vigil (Prayer Clock)

We have numerous open slots on the Prayer Clock's. Please follow the steps below to sign up for as many time slots as you would like.

If you have problems, please send an email to <u>scecommunications@gmail.com</u>.

Prayer Clock Procedures

1. Go to the website, www.suncoastemmaus.com

- Scroll down to the Prayer Vigils for the current walks.
- Click on the Prayer Clock of your choice.
- This re-directs you to the Ministry Manager (Upper Room Emmaus support system).

2. Click on Login

- If you have logged in previously click log-in and use your e-mail address and your password. (If you receive an invalid password massage see PASSWORD below)
  - You will be taken to the Prayer Vigil.
- Note: If you have never logged in to Ministry manager you will need to register. Use your e-mail address as the log-in and create a password. Once you are logged in you will be taken to your personal page.
  - Please log out and exit the web browser.
  - Please begin at Step 1.
  - You will be taken to the Prayer Vigil.

**3.** Select your time by clicking on the Select button

- A window will open showing your name and the prayer time.
  - Hit the SAVE button to confirm.
  - Hit the CLOSE button to discard.
- Repeat this step until you have filled the time slots that you wish to serve.
- 4. Exit out of Ministry Manager

PASSWORD:

- On the Ministry Manager home page: <u>https://ministrymanager.upperroom.org/</u>
  - Below the LOG IN button, there is a Forgot Password? Button.
  - Click on the Forgot Password? Button and enter your email address.
  - Follow the instructions.
- If you encounter issues, please email <a href="mailto:scecommunications@gmail.com">scecommunications@gmail.com</a>
  - Provide the email you want to use for the Ministry Manager.