

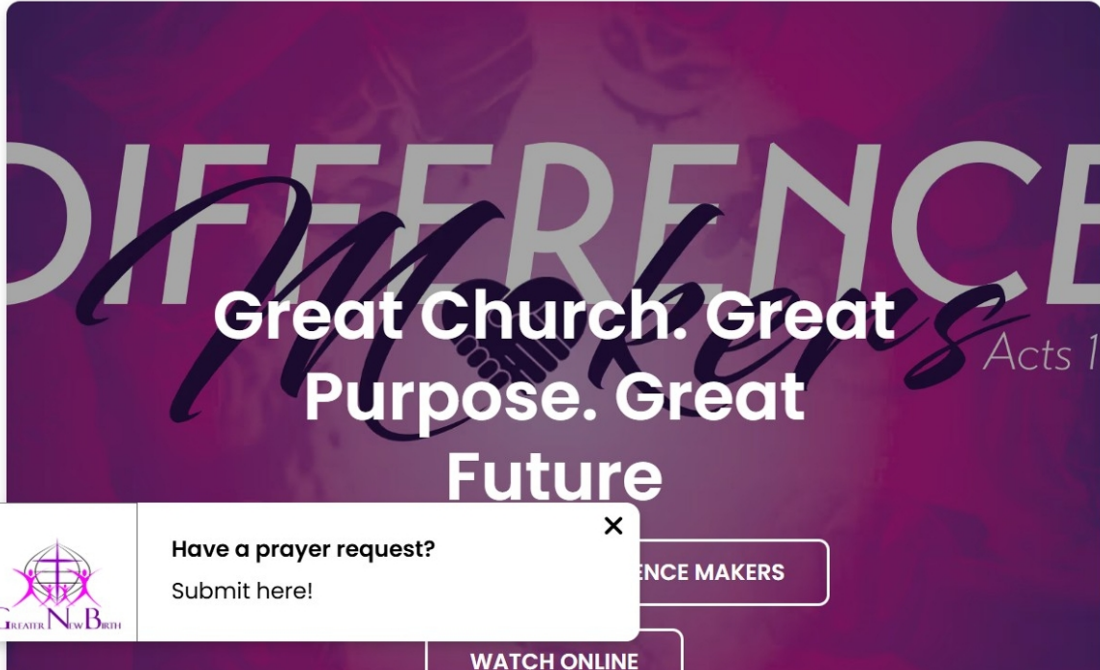
How To Submit A Print Request Form Online

1 Navigate to <https://www.greaternewbirthchurch.org/>



2

Click here.



Have a prayer request?

Submit here!

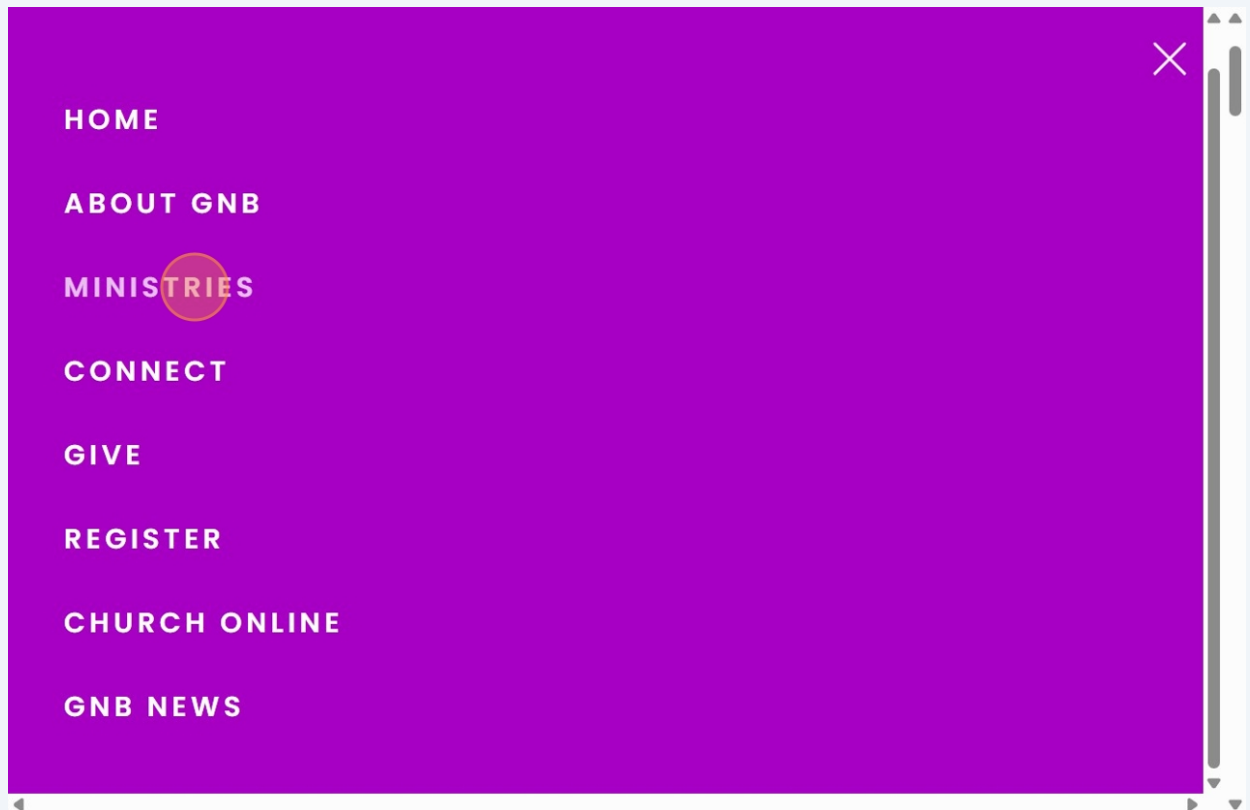


PRAYER REQUEST MAKERS

WATCH ONLINE

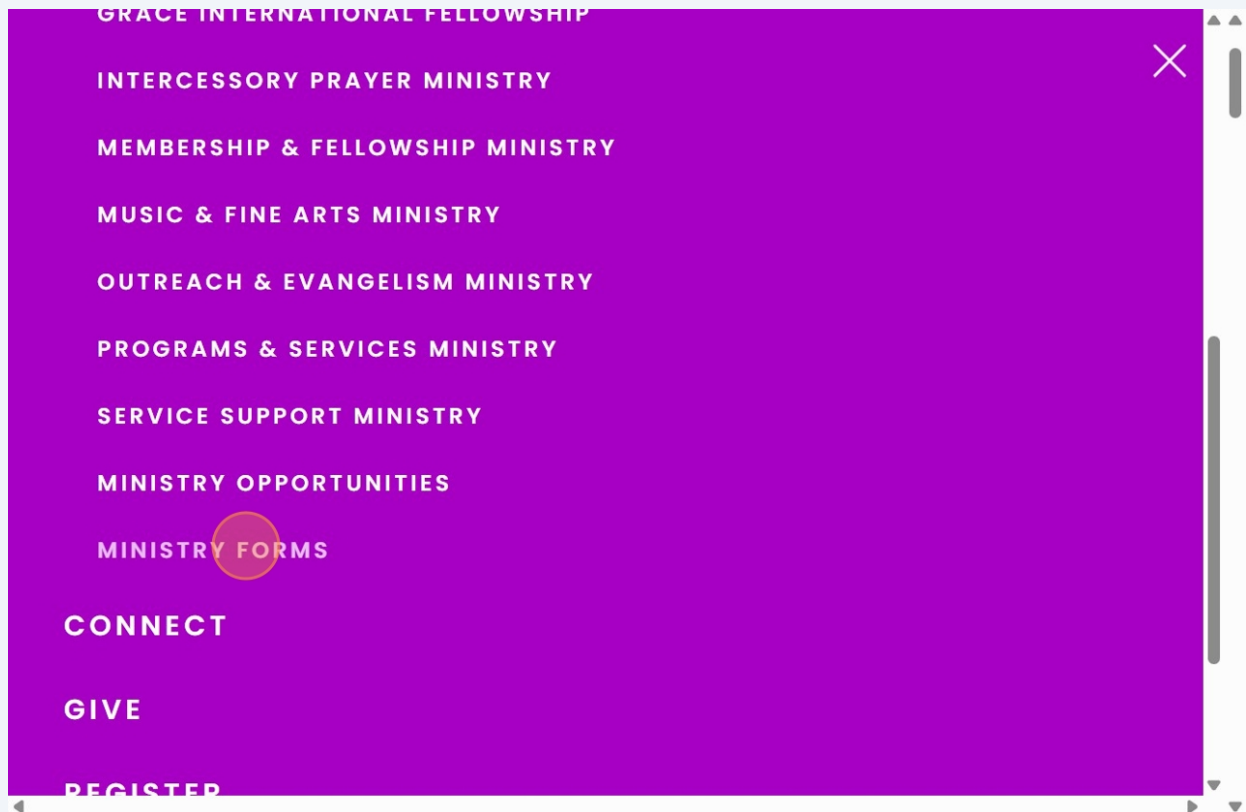
3

Click "Ministries"



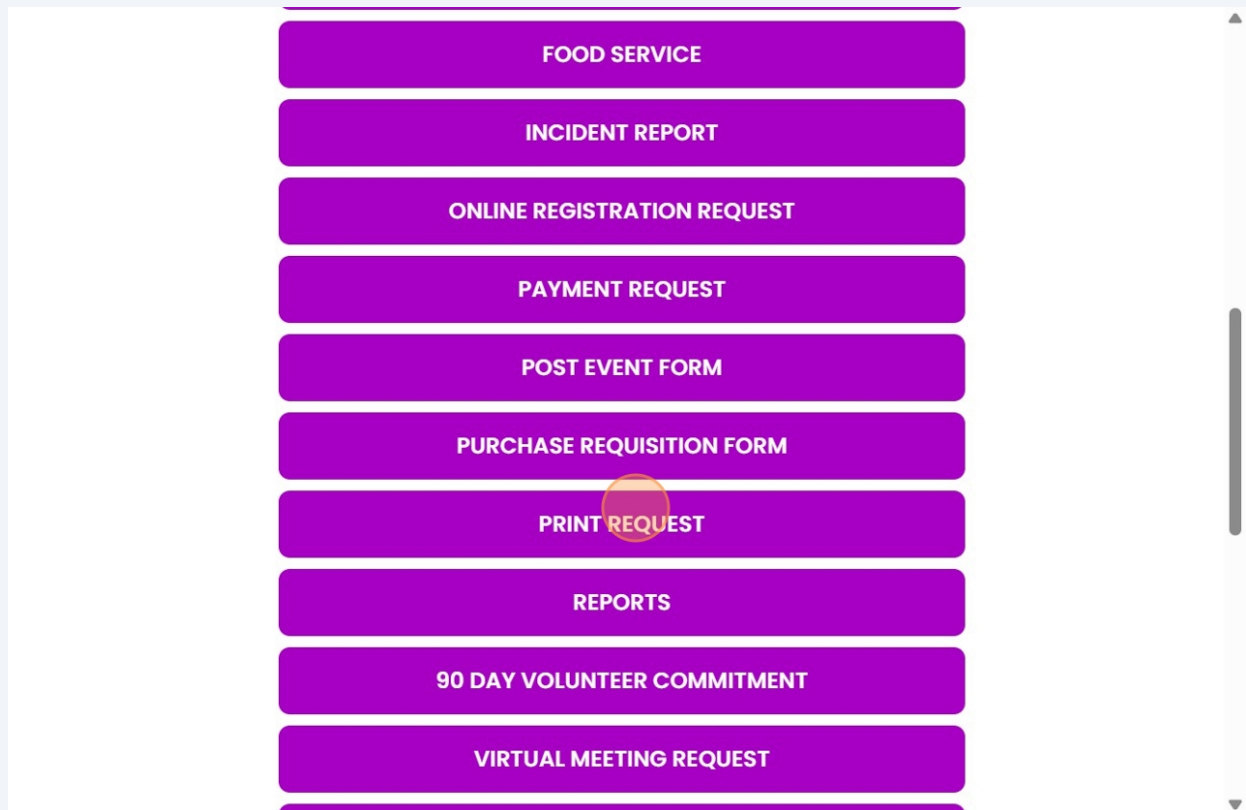
4

Click "Ministry Forms"



5

Click "Print Request"



6

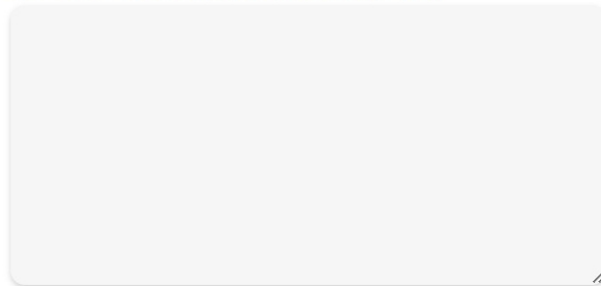
Be sure to include Ministry Pastor's, COD's, and Coordinator's email addresses, separated by commas in the "Email Recipient(s) field.

Print Request Form

*Please Submit This Form At Least 2 WEEKS Prior To The
Date Needed*

Fields marked with an * are required

**Email Recipient(s) Please be sure to include Ministry
Pastor, COD, Coordinator for approval. ***



Please select your Greater New Birth Location

Select

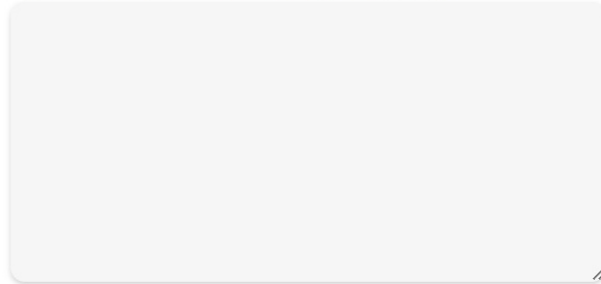


7

Select the GNB Location.

Fields marked with an * are required

Email Recipient(s) Please be sure to include Ministry Pastor, COD, Coordinator for approval. *



Please select your Greater New Birth Location

Select

First Name *

Select

Milwaukee (WI)

Racine/Kenosha (WI)

Phoenix (AZ)

8

Enter your first name in the "First Name *" field.

Fields marked with an * are required

Email Recipient(s) Please be sure to include Ministry
Pastor, COD, Coordinator for approval. *

Please select your Greater New Birth Location

Select



First Name *

Last Name

9

Enter your last name in the "Last Name *" field.

Please select your Greater New Birth Location

Select



First Name *

Last Name

Email *

Event Date(s)

Date Needed

10 Enter your email address in the "Email *" field.

Please select your Greater New Birth Location

Select ▼

First Name *

Last Name

Email *

Event Date(s)

Date Needed

11

Enter the date of the event in the "Event Date(s)" field.

Please select your Greater New Birth Location

Select



First Name *

Last Name

Email *

Event Date(s)

Date Needed

12 Enter the date you need the prints by in the "Date Needed" field.

The screenshot shows a form with the following fields:

- Email ***: A text input field.
- Event Date(s)**: A text input field.
- Date Needed**: A date picker field with an orange circular icon on the left.
- Requested By ***: A text input field.
- Ministry Group ***: A dropdown menu with the text "Select" and a downward arrow.

Below these fields is a section titled **Please check all that apply *** which is partially cut off at the bottom of the frame.

13 Enter your name in the "Requested By *" field.

Email *

Event Date(s)

Date Needed

Requested By *

Ministry Group *

Select ▼

Please check all that apply *

14 Select what ministry this print request falls under.

|

Ministry Group *

Select

Please check all that apply *

- ☐ Original Needed ☐ Collate ☐ Color Copies
☐ Original Attached ☐ Staple
☐ Copy on both sides ☐ Black and White copies

Number of copies needed *

Purpose of Items Requested *

15

Select the print qualities (select all that apply) in the field below.

Ministry Group *

Select

Please check all that apply *

- ☐ Original Needed ☐ Collate ☐ Color Copies
☐ Original Attached ☐ Staple
☐ Copy on both sides ☐ Black and White copies

Number of copies needed *

Purpose of Items Requested *

16

Enter the quantity in the "Number of copies needed *" field.

Ministry Group *

Select

Please check all that apply *

- ☐ Original Needed ☐ Collate ☐ Color Copies
☐ Original Attached ☐ Staple
☐ Copy on both sides ☐ Black and White copies

Number of copies needed *



Purpose of Items Requested *

17

Describe what the printed material will be used for in the "Purpose of Items Requested *" field.

Please check all that apply *

- ☐ Original Needed ☐ Collate ☐ Color Copies
☐ Original Attached ☐ Staple
☐ Copy on both sides ☐ Black and White copies

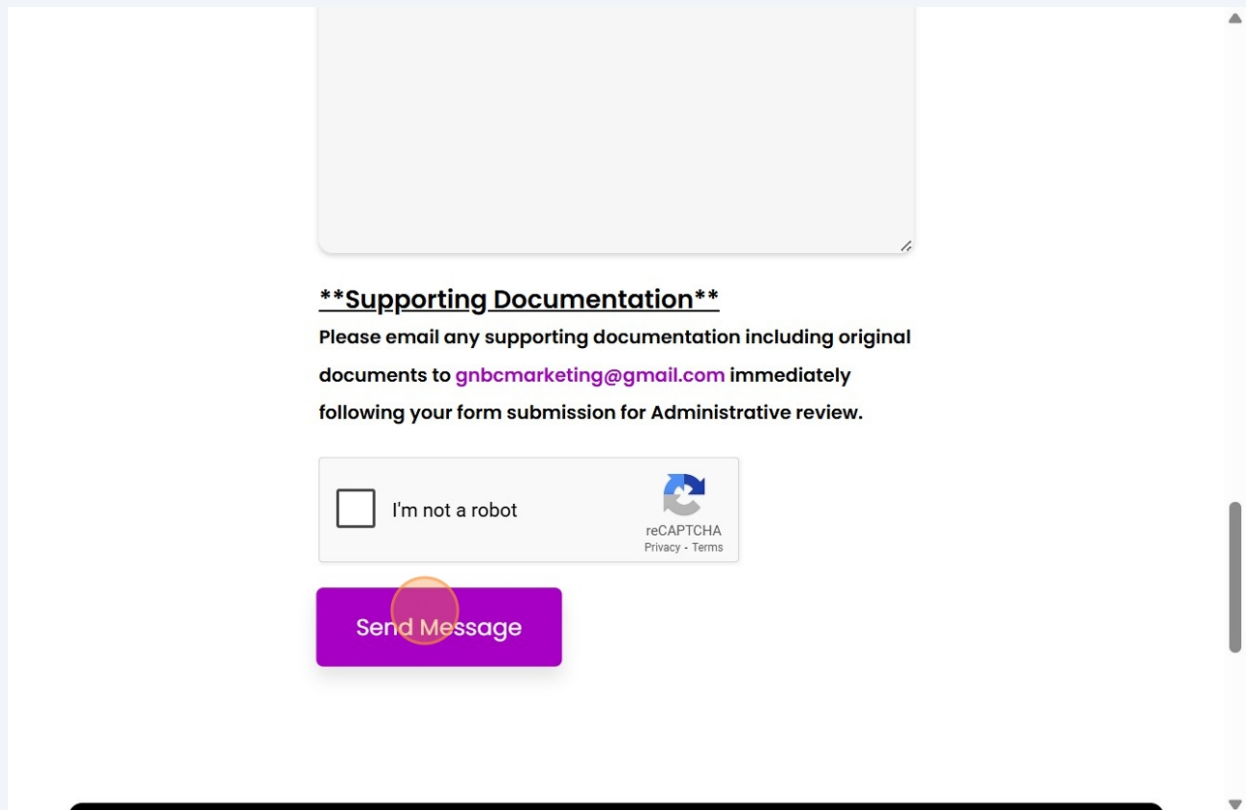
Number of copies needed *

Purpose of Items Requested *

****Supporting Documentation****

Please email any supporting documentation including original documents to gNBCmarketing@gmail.com immediately

18 Confirm you are not a robot and select "Send Message"



The screenshot shows a web form interface. At the top, there is a large, empty rectangular box for text input. Below this box, the text ****Supporting Documentation**** is displayed. Underneath, a paragraph reads: "Please email any supporting documentation including original documents to gNBCmarketing@gmail.com immediately following your form submission for Administrative review." Below the text is a reCAPTCHA widget containing a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom of the form is a prominent purple button with the text "Send Message". A red circle is drawn around the "Send Message" button. The entire form is enclosed in a light blue border, and a vertical scrollbar is visible on the right side.