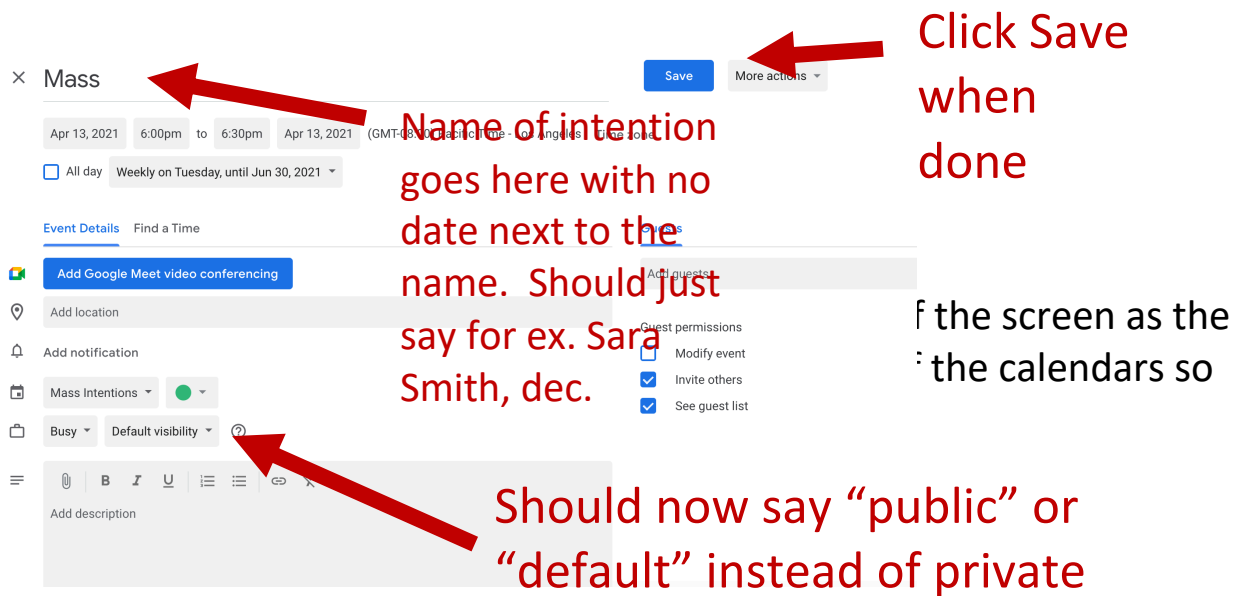


# Taking a Mass Intention Payment

If this is a brand new request, go to the “Procedures for receiving requests” document for a full list of instructions.

1. Go to: <https://www.stgabrielspoway.org/massintentionsoffice> and click on “Spreadsheet” on the right hand side to see how much they owe. Take their payment using <https://www.stgabrielspoway.org/massintentionsoffice> and click on “Mass Intention Payment” for credit card or take cash or check. Delete the “amount due” and “hold expires” for that person since they have paid.
2. Go to the Google calendar and find the dates for the Mass intentions they just paid for (should be listed on the spreadsheet for reference). For each date, click on the Mass intention and do two things:
  - a. Take the date off of the name (we don’t need a hold date since they just paid). For example, if it said Ashley Franklin, int. 1/13 click on it and delete the “1/13” since we don’t need that hold date anymore.
  - b. Change the event to “public” or back to “default” so that it can be seen on the main calendar on the Mass intention request page. Save your changes.



**To double check your work: click on <http://www.stgabrielspoway.org/massintentions> You should be able to see all their Mass intentions on that public calendar.**