

**ORDER MATERIALS
FOR ALL THREE
MISSION OFFERINGS
AT ONE TIME!**

Go to
3in1missions.org
to create or edit your standing order
for Lottie Moon, Annie Armstrong &
Mission Georgia materials.



Lottie Moon Christmas Offering Annie Armstrong Easter Offering Mission Georgia Offering

What is 3in1missions?

In 2012 Georgia Baptist WMU and the Georgia Baptist Convention introduced a new online ordering process where churches can create a standing order that will lead to automatic shipments of materials for each offering season. Churches are invited to create a standing order for all of their offering materials for Lottie Moon, Annie Armstrong, and Mission Georgia (State Missions) at www.3in1missions.org.

What's Involved in Creating a Standing Order?

After creating a standing order, churches will no longer need to submit new orders each season. When creating a standing order, churches will be asked to submit a password thereby creating their online account. Churches should record their password for future use to log back into the 3in1missions order form to edit their standing orders if needed.

We are excited to share more than 1200 churches have created standing orders! If your church already has an existing account, we want to remind you that you may edit your standing order at www.3in1missions.org.

Note: Standing orders may only be created online. Orders submitted through the mail, fax, or by phone cannot be processed as standing orders.

When will Churches Receive Materials?

We will start shipping standing orders for Lottie Moon in October.

We will start shipping standing orders for Annie Armstrong in January.

We will start shipping standing orders for Mission Georgia (State Missions) in July.



See reverse side for step-by-step instructions to create a standing order online →

How to Create a Standing Order for the 3in1 Mission Offerings Emphasis

1. GETTING STARTED

Click inside the address bar and type 3in1missions.org and then press enter to access the 3in1 Missions order form.

2. 3in1 INTRODUCTION PAGE

The link above will take users to an introduction page for 3in1 Missions. This page explains the new ordering process and answers basic questions about automatic shipping. This page also contains two buttons for users:

- I) Create a Standing Order - For churches that have *not* created a standing order
- II) Edit Your Standing Order - For churches that have created standing orders and only need to edit

Churches that have *not* created standing orders should click on the first button, **Create a Standing Order**. This link will take users to the actual online form.

3. 3in1 ONLINE ORDER FORM

It is important for users to take their time and read through the form carefully as they submit their order. The Georgia WMU state office has provided instructions for completing the form correctly and supplied information for obtaining additional materials for the offerings beyond the posters, prayer guides, and offering envelopes.

Churches will enter an email address and password in the first section. Churches should write down this information and keep it in an accessible location in the event their standing order needs to be edited (see number five below).

***Red Asterisk** - Some of the fields contain a red asterisk indicating the user must either submit information or check a box. This means the information is required. Even if a church does not want materials for all three offerings and leaves the fields blank, churches must check the box for each offering for administrative purposes. The system will not allow users to continue if any of the fields marked with a red asterisk are left blank.

4. REVIEW AND SUBMISSION

Once users have read through the online form and are ready to submit their order, they may click the **Continue** button at the end of the form. This will take users to a **Review** page that allows users to double-check their information for accuracy. If users need to fix an error they find on the Review page, they may click on the **Edit** button on the right side corresponding with the particular section that needs editing. Once users are ready to submit their standing order, they may click the **Continue** button at the end of the form that will take them to a **Thank You** page confirming their order has been submitted.

5. EDITING YOUR STANDING ORDER

In the future, if churches need to edit their contact person, email address, password, shipping information, or quantity of materials, users should not create a new standing order. For churches that have already created standing orders and only need to edit their information, users may return to the 3in1 Missions introduction page and click on the button to **Edit Your Standing Order**.

The edit button on the introduction page will take users to a log-in screen. Churches will need the email address and password submitted on their original order to log-in and make changes. Once the changes are complete, users may click **UPDATE** at the end of the form to save those changes and then log-out.

For more information, contact the Georgia Baptist Cooperative Program office at 1-880-746-4422, ext. 296 or the Georgia WMU office at 1-800-746-4422, ext. 324.

