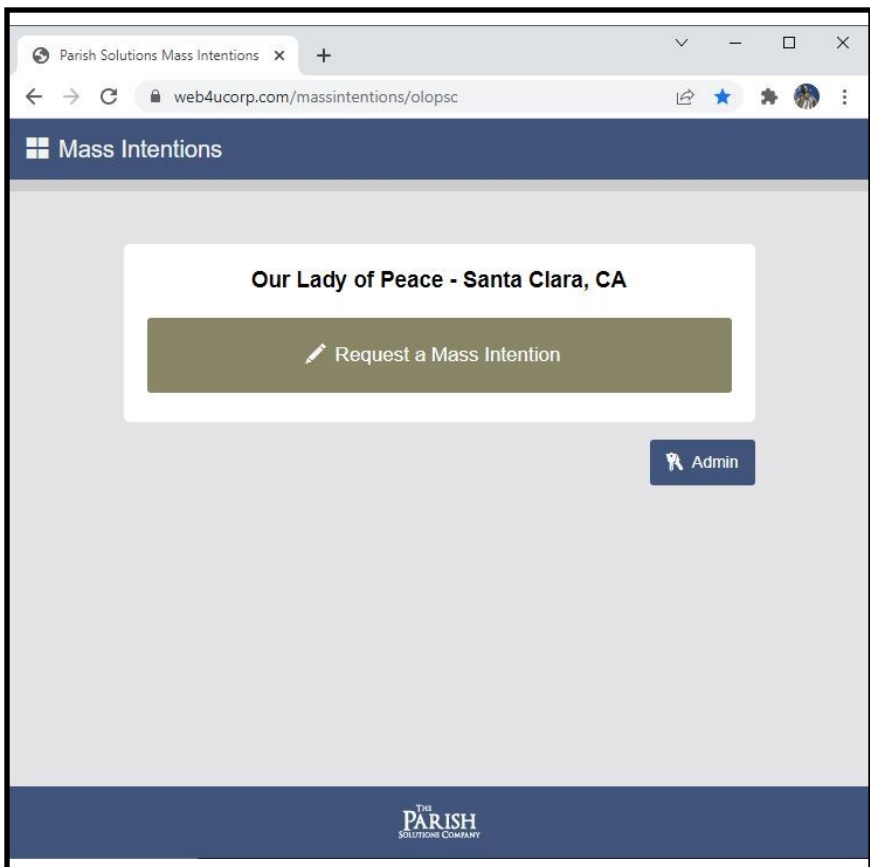


Step-by-Step Guide for Using the Online Mass Intentions Request Portal

Step 1:

Go to the Mass Intentions Request portal and click "Request a Mass Intention"



Step 2:

Choose a Mass time to request.

If you do not see a time listed, it is not available and a pending or approved request was already made on that time.

Our Lady of Peace - Santa Clara, CA

Need Help?
If you have a question or would like to request a Mass Intention at a non-scheduled Mass, please [click here](#) to make your request.

March 2022				
Date	Day	Time	Intention	Note
3/5	Sat	8:00am	*collective Request	
3/6	Sun	6:00pm	*collective Request	
3/7	Mon	8:00am	*collective Request	

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Example:

A is a collective Mass (your intention will be combined with others). These intentions will not be listed in the bulletin.

B is an individual Mass (only one person can request).

	3/19	Sat	8:00am	<i>*collective</i> Request	
	3/20	Sun	6:00pm	<i>*collective</i> Request	Spanish Mass
	3/21	Mon	8:00am	<i>*collective</i> Request	
A	3/22	Tue	8:00am	<i>*collective</i> Request	
	3/23	Wed	8:00am	<i>*collective</i> Request	
B	3/23	Wed	5:15pm	Request	
	3/24	Thu	8:00am	<i>*collective</i> Request	
	3/25	Fri	8:00am	<i>*collective</i> Request	
	3/26	Sat	8:00am	<i>*collective</i> Request	

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Step 3:

Enter in all the details for the Mass request. (See the next page for specific intention details).

When you're ready, submit the Mass request. This removes the time slot from the calendar, which prevents duplicate requests.

Mass Intention Request

Back

Wednesday - 3/23/22 - 5:15pm

Mass Intention:

Category:

Requested By:

Requester Email:

Requester Phone:

Submit

Each individual Mass intention may only have up to 2 names with a limit of 30 characters (including spaces) per Mass request.

You can write in one of these options below to add after the name(s).

Living	Deceased
Birthday	Death Anniversary
Health	Special Intentions
Special Intentions	
Thanksgiving	
Wedding Anniversary	

Acceptable Examples:

Issac Sample, Birthday

Sample Family, Thanksgiving

Joe & Mary Sample, Wedding Anniversary

+Joachim Sample, Death Anniversary

Not Acceptable Examples:

Joe & Mary & Isaac & Esther & James Sample

(too long, too many names)

Prayers for good grades for Isaac & James

(too long, does not follow correct format)

The Sample Family Business, Inc.

(must be for persons, not entities)

+Anne Sample, Birthday

(invalid option for deceased person)

Step 4:

Clicking “Donate Now” will take you to our online Donation portal. You can also donate in person at the office or by mail.

Please include your name, intention information, and phone number if you are donating by mail.



The screenshot shows a web interface for 'Mass Intentions'. At the top, there is a dark blue header with a white grid icon and the text 'Mass Intentions'. Below the header, the main content area is white. It features a section titled 'Mass Intention Request' with the subtitle 'Our Lady of Peace - Santa Clara, CA'. Underneath, there are several fields: 'Date: 3/23/22', 'Day: Wednesday', 'Time: 5:15pm', and 'Mass Note:'. Below these, there is a section for 'Intention: Joe Sample, Special Intentions', 'Category: living', 'Requested By: Mary Sample', 'Email: mary.sample@email.com', and 'Phone: (408)123-4567'. A horizontal line separates this section from the 'Donation' section below. The 'Donation' section contains a paragraph of text explaining the standard donation of \$10 per intention and provides options for online credit/debit, cash/check, or in-person donation. At the bottom of the page, there is a dark blue button with a white plus sign and the text 'Donate Now'.

Step 5:

On the donation portal, enter your donation amount in the “Mass Intentions” section.

Note: Suggested \$10 donation per Mass.

SHRINE OF OUR LADY OF PEACE
CONDUCTED BY THE FATHERS OF THE INSTITUTE OF THE INCARNATE WORD

Online Donation

[View My Profile](#)

Donations

Thank you! Whether you are a parishioner, a visitor, or just appreciate Our Lady of Peace Shrine, your regular donations are utilized to maintain and, when possible, enhance the services provided--from lighting in the church to landscape maintenance. If you've already created a profile, please "Log In" on the right, otherwise continue.

You may have funds automatically withdrawn from your checking or credit account for your weekly offering or you may choose to make a one time sacrificial donation as a gift. It is tax deductible and you will receive a summary statement next February of your donations for the year. If you are interested in more information about other donations and/or including us in your estate planning, please contact the rectory at 408-988-4585 x2125. Thank you.

Please select "Spanish" below if you prefer Spanish as well as on the next page so that your confirmation email is sent in Spanish.

Payment		
Language	<input type="text" value="0.00"/>	
<input type="text" value="English"/>		
Your Sunday Offering:	<input type="text" value="0.00"/>	<input type="text"/>
One Time Gift:	<input type="text" value="0.00"/>	<input type="text"/>
Mass Intentions:	<input type="text" value="10.00"/>	<input type="text" value="Mass Request for Joe Sample"/>
Marriage Preparation:	<input type="text" value="0.00"/>	<input type="text"/>
Total:	\$10.00	

Donation Frequency:

Consider Recurring Donations

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment- you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date:

[Log In](#)
Email Address:
Password:

[Forgot Password](#)

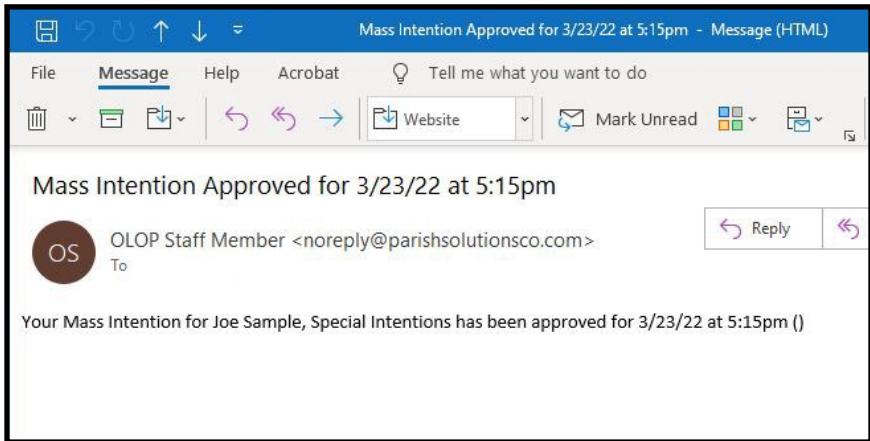
[Create Profile](#)

Step 6:

Keep an eye out for a reply email from this email:

noreply@parishsolutionsco.com

If the intention is approved:



If the intention is not approved:

