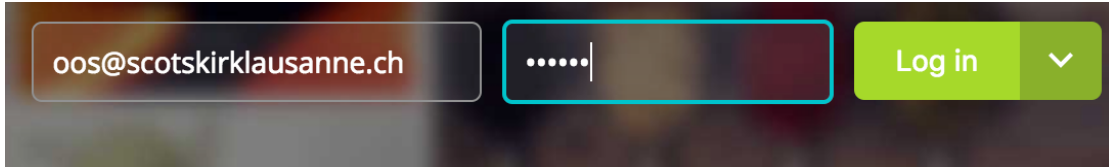
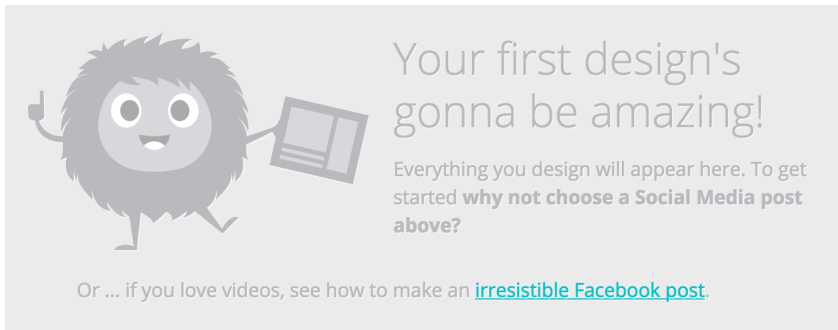


First login at canva.com

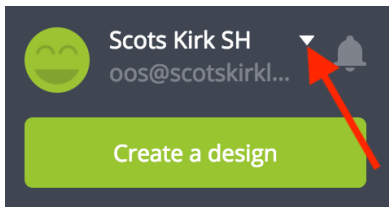
1. In your web browser, navigate to canva.com. This is the free web app which we use to produce the service sheet.
2. Near the top of the screen, enter **Username/Email** `oos@scotskirklausanne.ch` and the usual **Password**. Then click on the green **Log in** button. Accept your browser's offer to save the password.



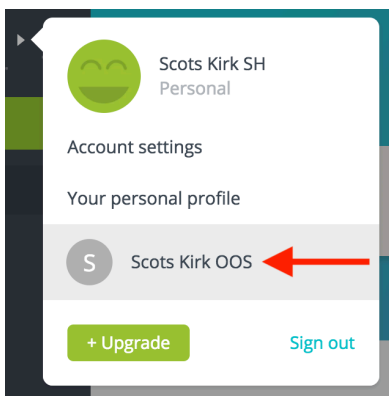
3. When you login with a saved password in future, all the existing service sheets on Canva will be shown automatically, but the first time, on the grey part of the window, you'll see this:



4. To see the existing service sheets, first click the little down arrow at the top left of the screen:

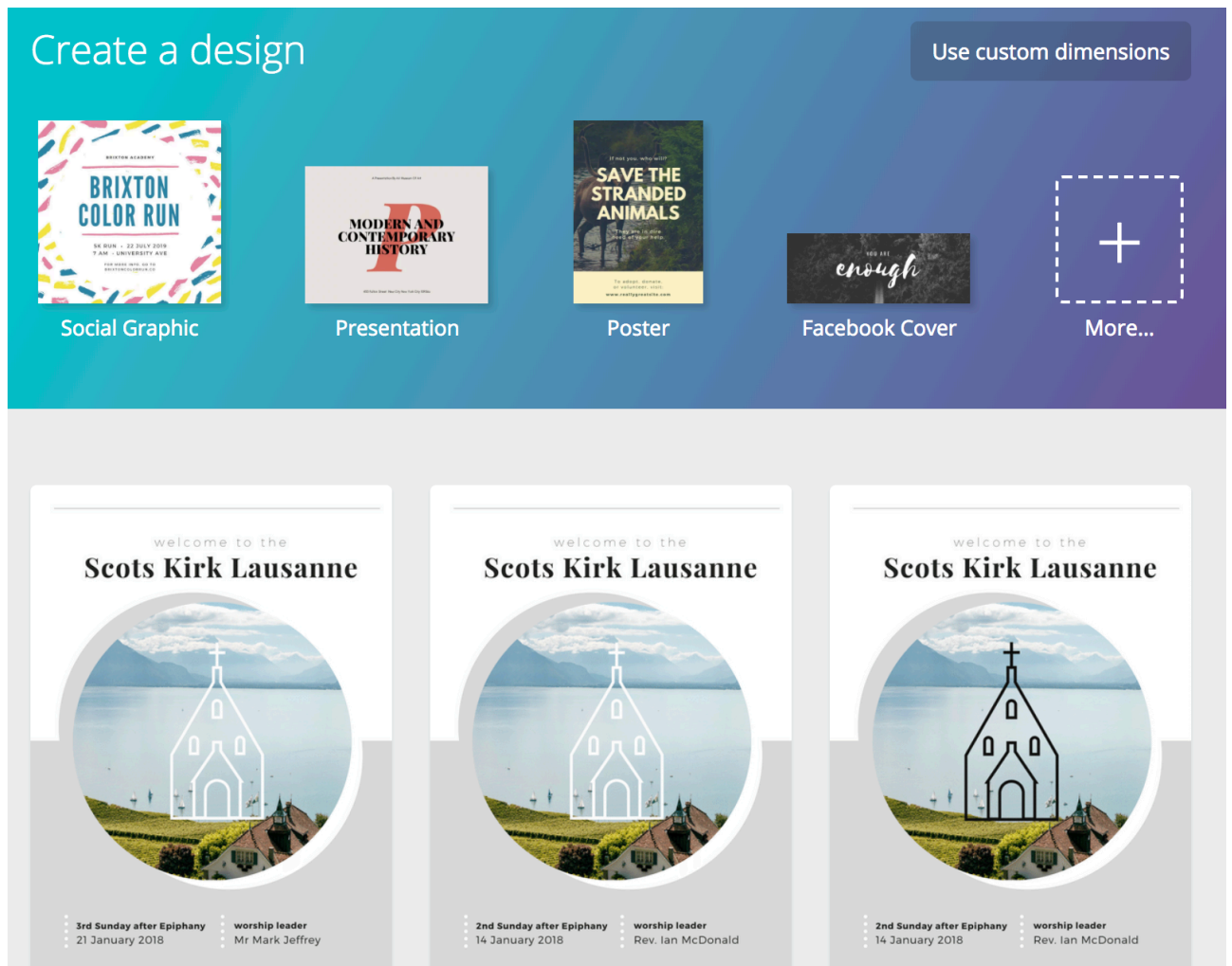


5. Now select **Scots Kirk OOS** from the menu which appears:



First login at canva.com

6. The existing service sheet templates will appear, looking something like this:



7. You're now ready to get started on the service sheet. There's a video showing you how to do that on the Scots Kirk website at <http://www.scotskirklausanne.ch/team-info>.