



NC BAPTISTS

Canva Guide: Event Flier & Bulletin

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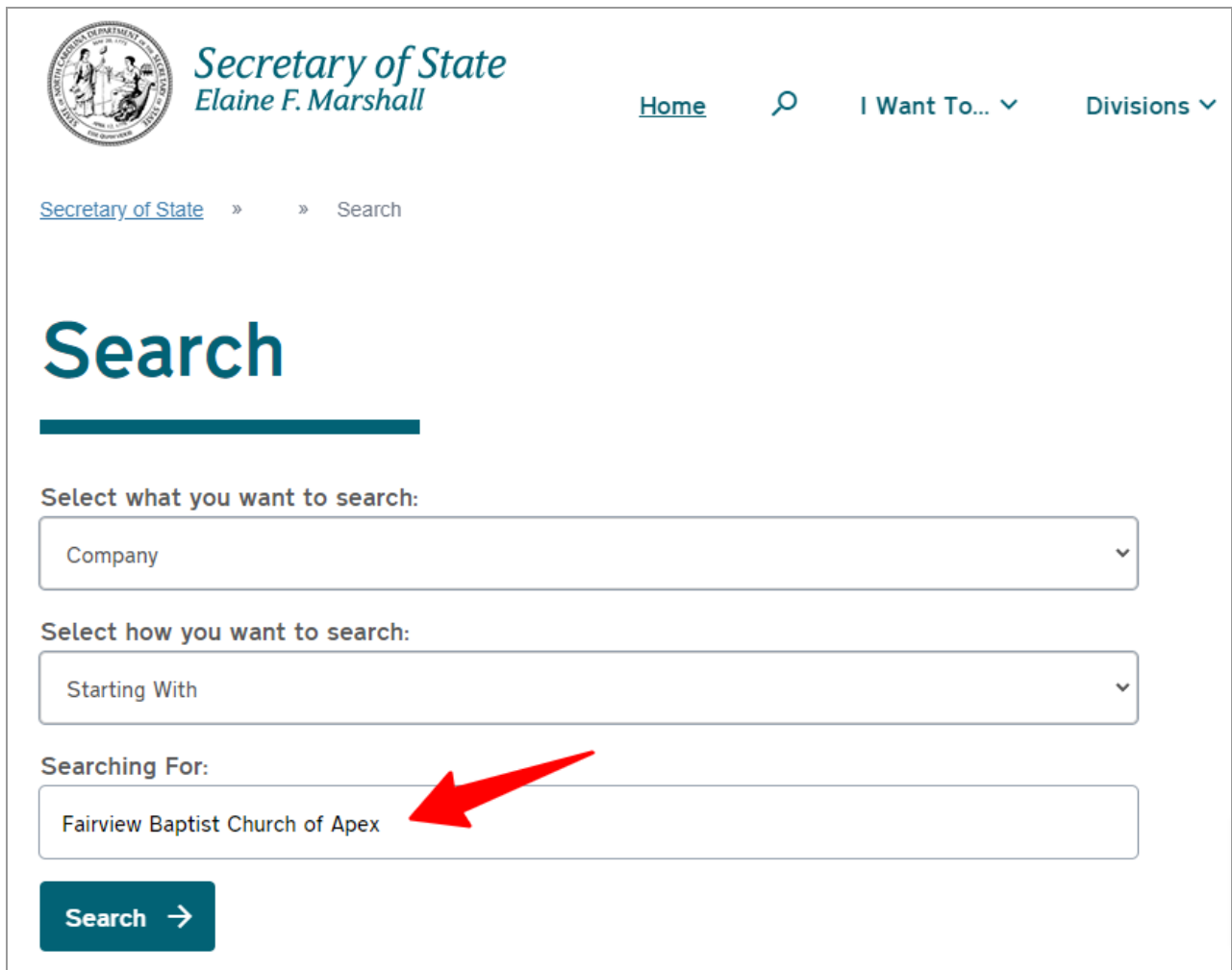
ncbaptist.org/web


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Get a free Canva.com non-profit account

1. Sign up for a free non-profit canva pro account after you download your Articles of Incorporation.
2. Download your Articles of Incorporation status form for non-profit status:
 - i. <https://www.sosnc.gov/search/index/corp>
 - Enter your church and click on **Search**.
Example: Fairview Baptist Church of Apex



 **Secretary of State**
Elaine F. Marshall

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Search


Select what you want to search:

Company ▾

Select how you want to search:


Starting With ▾

Searching For:

Fairview Baptist Church of Apex 

Search →

- Click on your church.





 **Secretary of State**
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[Secretary of State](#) » [Business Registration](#) » [Search](#) » Results

Search Results

Records Found: 1 Search Type: Starting Search Criteria: Fairview Baptist Church of Apex
Search Time: 10/12/2021 01:15 PM [Search Again](#)

Entity Name			Actions
Sos Id	Date Formed	Status	Type
Fairview Baptist Church of Apex			   
0752929	11/18/2004	Current - Active ⓘ	Non - Profit Corporation

- Click on **View Filings**.



Secretary of State
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Non-Profit Corporation

Legal Name
Fairview Baptist Church of Apex

Information

SosId:

Status: Current-Active ⓘ

Date Formed:

Citizenship: Domestic

Annual Report Due Date:

Registered Agent:

Addresses


Mailing
5608 Ten-Ten Road
Apex, NC 27539



- Click on PDF image to download the document.
It will download to your Downloads folder.
Open up this PDF and rename if you desire to shorten the long filename:

Example: *1b_12195121_86d37250819f4b2a821cab3a196f2f93.pdf* can be renamed as *Fairview-Baptist-Articles.pdf*

The screenshot shows the website of the Secretary of State, Elaine F. Marshall. The breadcrumb trail is: Secretary of State » Business Registration » Search » Results » Non-Profit Corporation » Filings. The main heading is 'Filings' for 'Fairview Baptist Church of Apex'. Below this, there is a table with one entry. A red arrow points to the PDF icon in the 'Image' column of the table.

Image	Document Id	Filing Date	Filing Type	Document Type
	C200431700104	11/18/2004	Creation Filing	Articles of Incorporation

Showing 1 to 1 of 1 entries

Previous 1 Next

3. Fill out the Canva non-profit form at:

- <https://www.canva.com/canva-for-nonprofits/> and click on **Apply now - it's free!**
- Follow directions to create a new free account.
 - Note: You will upload the PDF file in this form.
- You will receive an email that they will review and approve your non-profit account within the next several days.
- After approval you can login with the email address you signed up with and use it for free according to their rules. Congratulations!

Canva.com - Edit Graphics for Your Website

1. Learn to use Canva Video Tutorials:
 - <https://designschool.canva.com/tutorials/>
 - <https://designschool.canva.com/>
2. Use free religious graphics at:
 - <https://pixabay.com/>
 - <https://unsplash.com>
3. Create an example ad for a web page slider:
 - <http://fbcasheboro.com/> has 1180x413 slider images



WEBMASTER TIP: To find the sizes of images on a website open a Chrome browser, right mouse click on an image and select **Inspect**. Highlight the icon in the upper left of the inspector (square with arrow) to **Select an element in the page to inspect it**. Hover your mouse over any image to find the width and height. When you are done click **X** on the upper right of Inspector to close it.

- In a Chrome browser, right mouse click on image and **Save Image As...**
- Open <https://www.canva.com> and login.
- Click in upper right on **Create a design** and choose **Custom size**
- Put in the Width = 1180 and Height=413 and click on **Create new design**
- Click on **Uploads** and **Upload media** and select your file
- Stretch your image to fit your image box and then design over it with text and images.

- When you are done click on **Download** with file type **PNG** and click **Download**.
- Now you can upload your new image into your website slider.

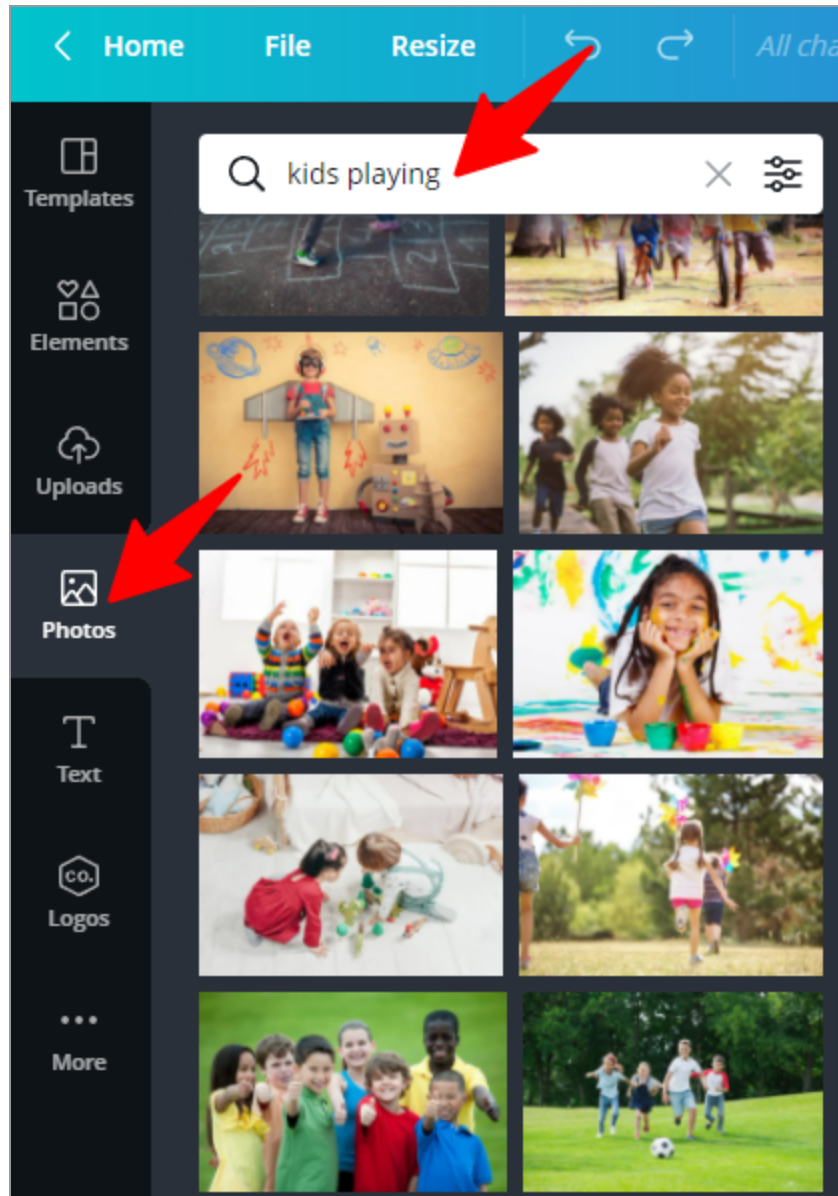


Canva.com - Create a Flier, a Bulletin & a QR Code

1. Create a Flier:
 - a. Search on “kids summer camp”
 - b. Click on “Colorful Kids Summer Camp Flier”

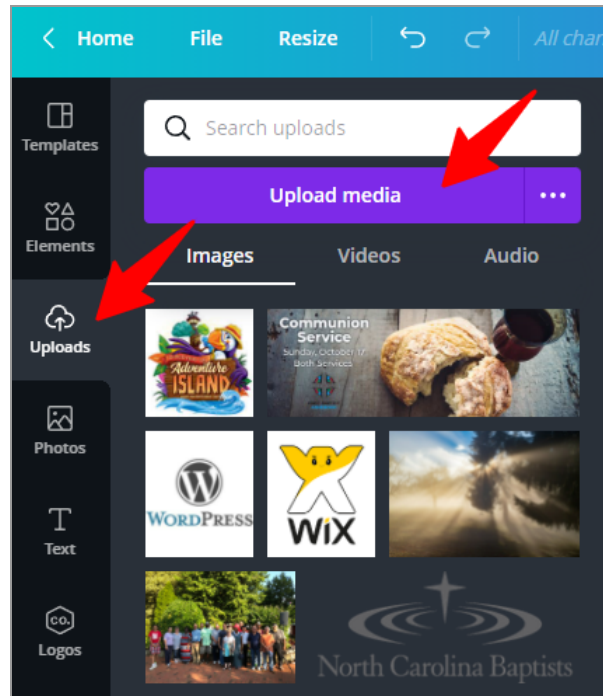


c. Click on **Photos** and search on “kids playing”

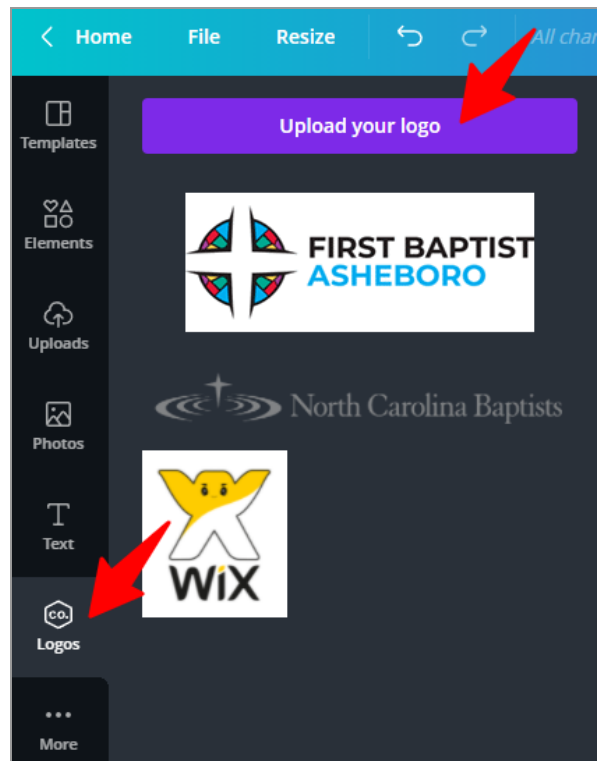


d. Drag and Drop photos into the flier

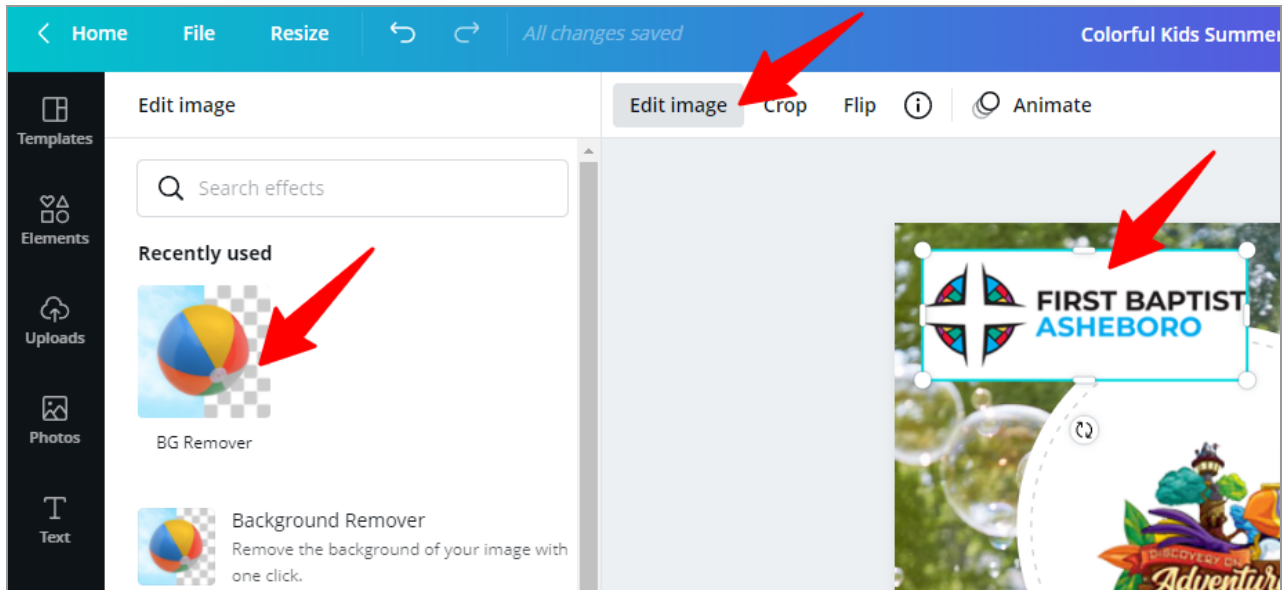
e. Upload your own images



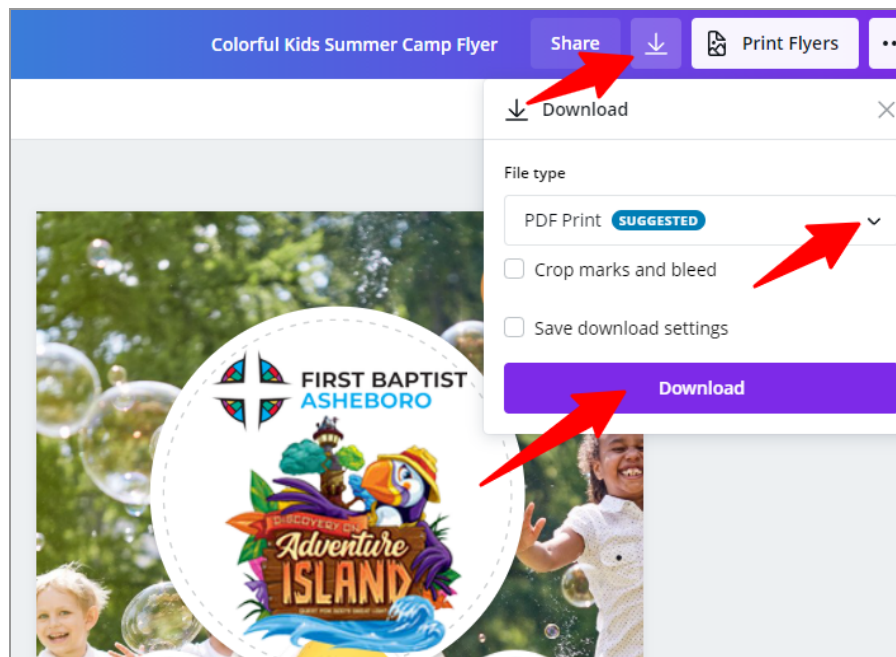
f. Upload your Logo



- g. To make your logo's background transparent, move your logo to the flier, click on it to select it, click on **Edit image**, click on **BG Remover** and click on **Apply**.



- h. Edit all of the Text to fit your needs.
i. When complete, click on download arrow, select File type of PDF Print, and click on Download.



j. Now you are ready to print your PDF flier.

VACATION BIBLE SCHOOL

FIRST BAPTIST ASHEBORO

DISCOVERY ON
Adventure ISLAND

DISCOVERY ON ADVENTURE ISLAND

VACATION BIBLE SCHOOL
MONDAY-FRIDAY 5 PM - 8 PM

JULY 25-29, 2022

FIRST BAPTIST ASHEBORO
133 NORTH CHURCH STREET
ASHEBORO, NORTH CAROLINA 27203

REGISTER FREE

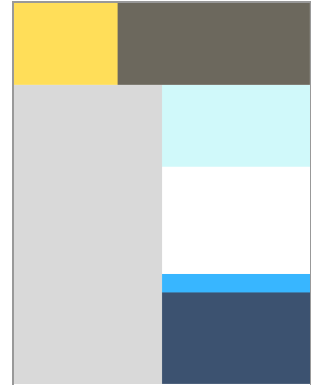
FBCASHEBORO.COM/VBS

2. Create a Bulletin:

a. Based on what you learned, create a bulletin, download as a PDF Print, and print it double sided for Sunday morning worship service.

b. Here's how you can begin.

- i. **Create a design** and make it 8.5 x 11 inches
- ii. Click on **Elements**, under **Lines & Shapes** drag boxes to form a grid where you can place images and text.
- iii. See the grid example to the right.

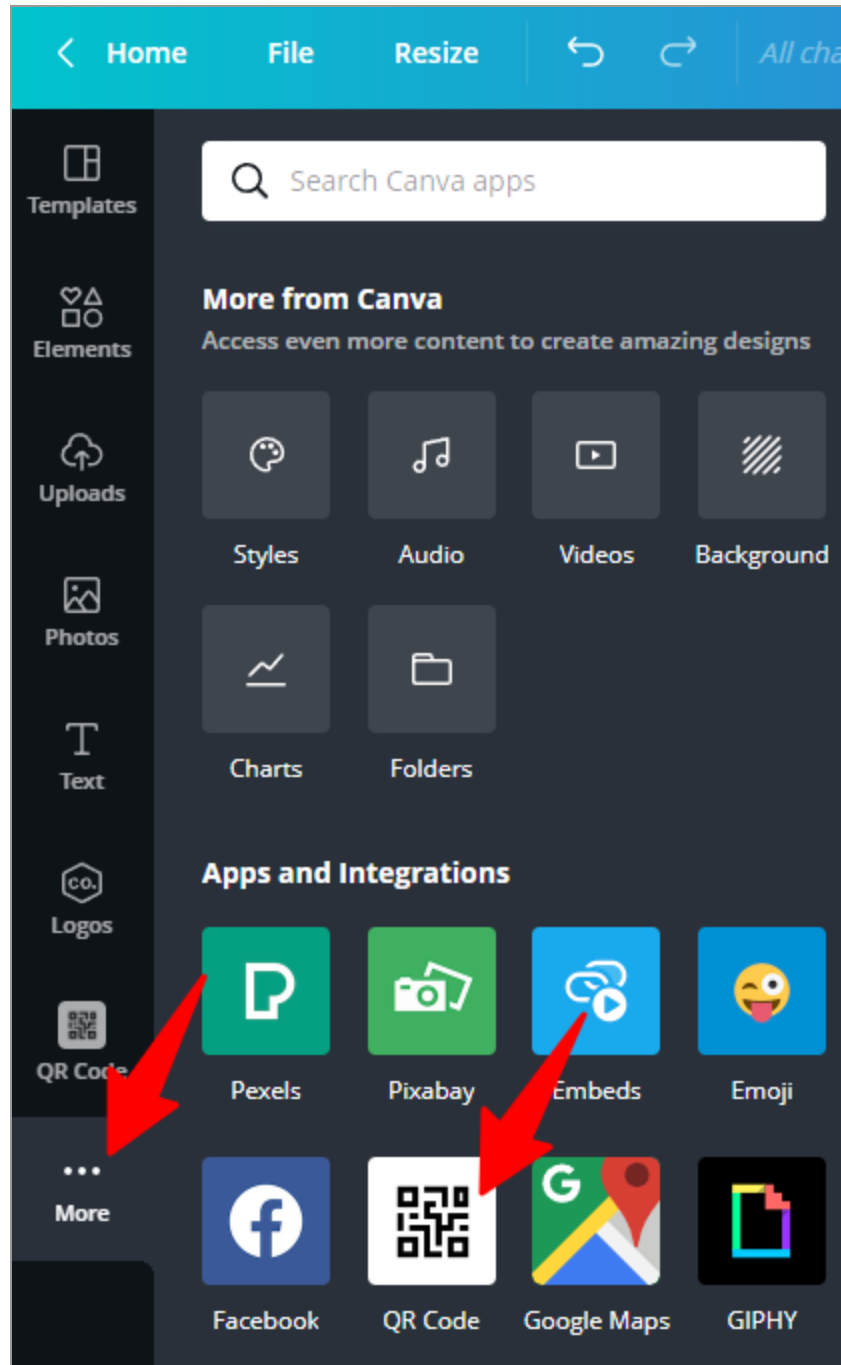


iv. Duplicate your first page and edit the second page

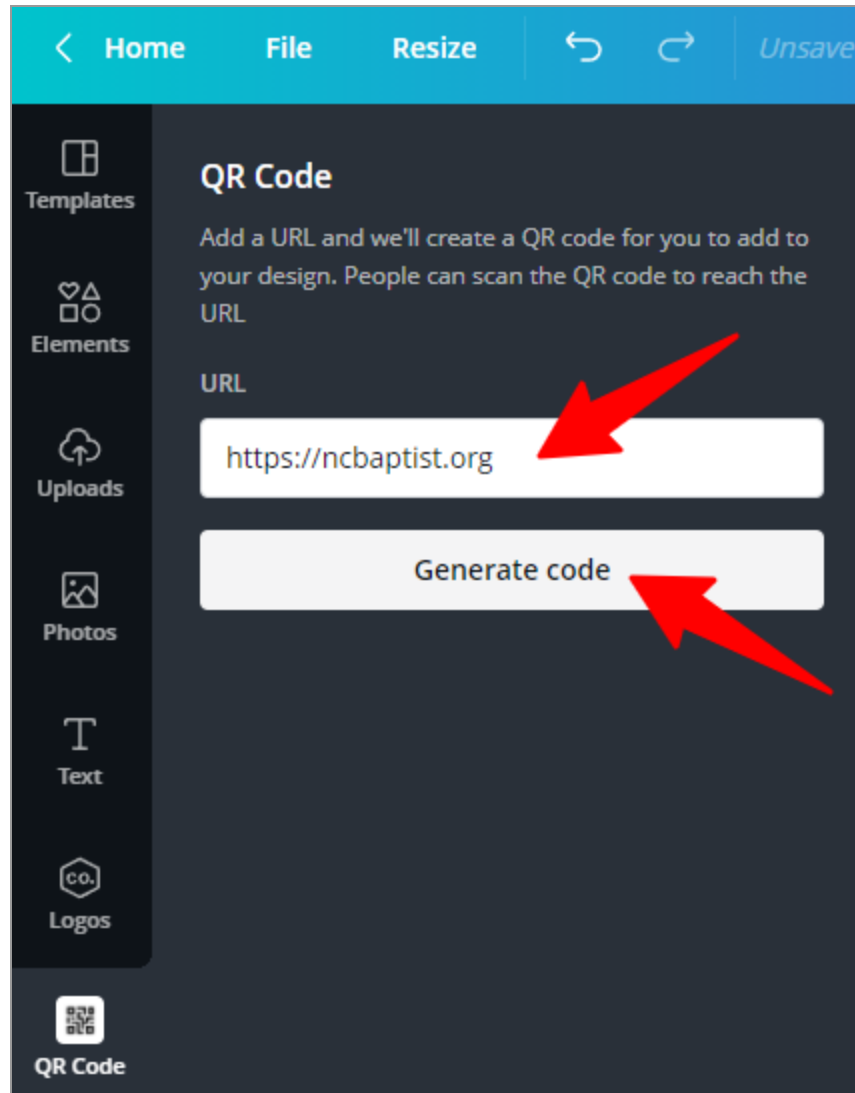
		<p>Wednesday Night Fellowship</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>	<p>Ministry Budget</p> <p>2021 Budget: \$777,000 Weekly Goal: \$14,942</p> <p>September 12 Budget Giving: \$15,500</p> <p>September 19 Budget Giving: \$17,300</p>
<p>Order Of Worship</p> <p>Call to Worship: Psalm 68:32-35 Adoration: Praise The King/By Faith Confession: Tis So Sweet To Trust In Jesus: Hebrews 4:7b Thanksgiving/Assurance: Phil. 1:6 Instruction: John Henry (Psalm 96) Response: Before The Throne Of God: 1 Timothy 1:17</p>	<p>Family Discipleship</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>	<p>Discipleship Conference</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>	<p>Missions Giving</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>
<p>Coming Events</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi.</p> <p>Anniversary Sunday Nov. 21</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel</p>	<p>Life Groups</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>	<p>Fall Festival</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>	<p>Prayer Focus</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc imperdiet, justo vel convallis dictum, arcu nibh elementum eros, sed maximus massa velit id nisi. Vestibulum urna tellus, dapibus quis dictum eget, pharetra auctor metus. In rutrum purus eu posuere tincidunt. Ut elementum et dui ut euismod.</p>
<p>Staff</p> <p>John Henry Senior Pastor jhenry@mychurch.com</p> <p>Bob Jones Discipleship Pastor bjones@mychurch.com</p> <p>Susan Byrd Ministry Assistant sbyrd@nychurch.com</p>	<p>We Exist To Make Disciples Of Jesus Christ.</p> <p>SUNDAY Life Groups 9-10:15am Worship 10:30am</p> <p>WEDNESDAY Meal 5:15pm Ministries 6:30pm</p>	<p>Are You Visiting With Us?</p> <p>Scan the QR code to Connect with us!</p>	<p>Important Dates</p> <p>November 24 - Thanksgiving Potluck December 11 - Discipleship Conference December 12 - Lottie Moon Offering</p>
<p>Website: mychurch.com Facebook: MyChurch Twitter: MyChurch</p>			

3. Create a QR Code:

- a. Click on **More** if QR Code doesn't appear in your menu and select **QR Code**.



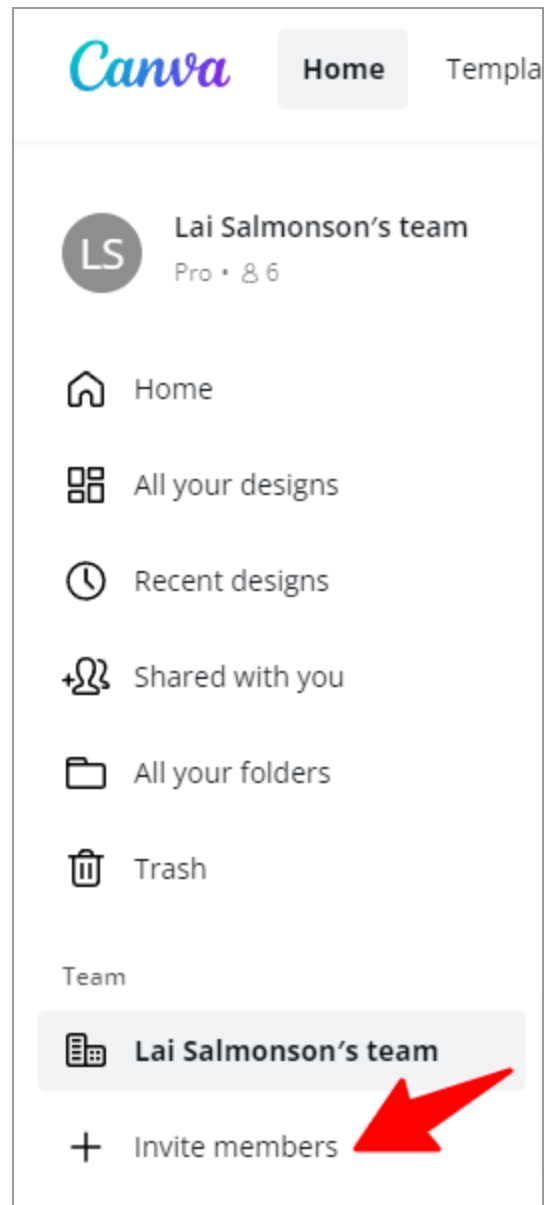
- b. Type or paste your full URL and click on Generate code



- c. You can place this on your bulletin or any flyers you create.




Canva.com - Create a Team


1. Click on: **+ Invite members**



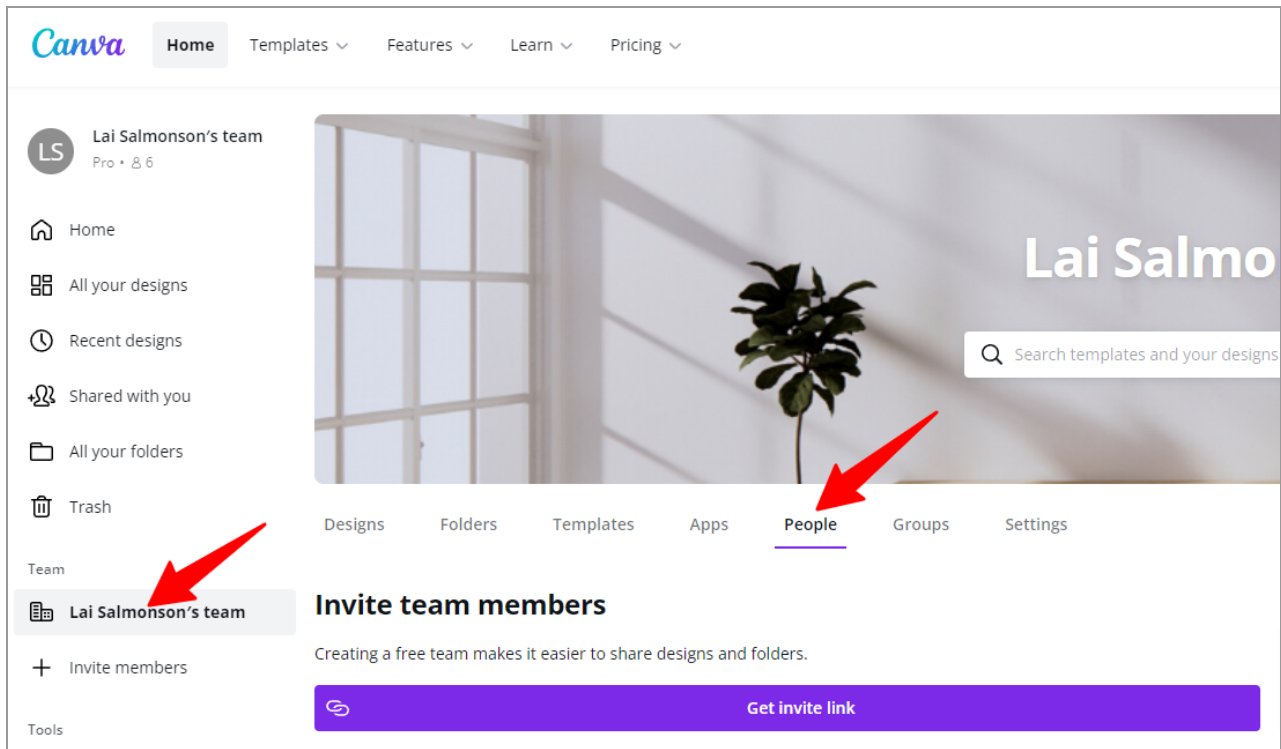
2. A popup will appear. Enter the **email address** that you want to invite.

Who's on your team?

-  Design together with your entire team in real-time
-  Maintain a consistent look for your team with set and forget colors, fonts and logos
-  Convert your designs into reusable on-brand templates for your team

 [Get invite link](#)

- An alternative to inviting team members is to click on your **Team** and then **People**. Then you will be able to invite team members and select their role.



Administrator

Can manage your team members, create design templates for your brand and edit your Brand Kit.

Template Designer

Can create design templates for your brand and edit your Brand Kit. Invite your designers and we'll send them special tips to get started.

Member


Can create and share designs. Perfect for anyone who needs to make branded designs – especially your colleagues in marketing, social media & sales.



4. Enter **email address**, select **Member** and click on **Send invitations**.

Invite team members

Creating a free team makes it easier to share designs and folders.

 **Get invite link**

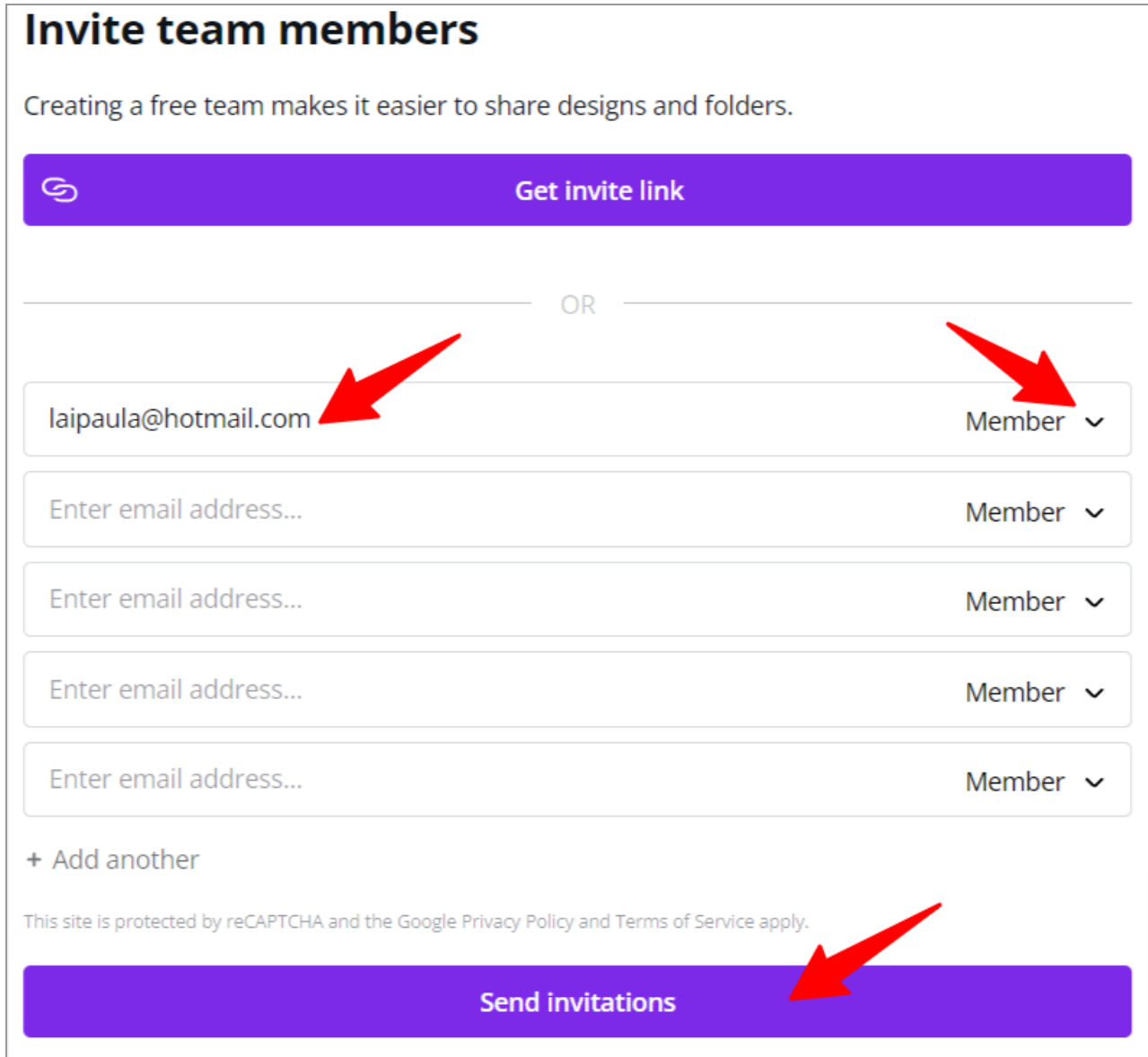
OR

<input type="text" value="laipaula@hotmail.com"/>	Member ▾
<input type="text" value="Enter email address..."/>	Member ▾
<input type="text" value="Enter email address..."/>	Member ▾
<input type="text" value="Enter email address..."/>	Member ▾
<input type="text" value="Enter email address..."/>	Member ▾

+ Add another

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Send invitations



Thank you!
For additional assistance with
your website please visit:
ncbaptist.org/web

