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**Important!** In order to receive your **The Successful Church Secretary News** you must confirm your subscription...

**Step 1: Check your email several times over the next 5 to 10 minutes**

Look for an email with the Subject Line:  
RESPONSE REQUIRED: Confirm your request for information from  
The Successful Church Secretary News: newsletter for the busy  
church secretary or volunteer

The from line in the email will read: The Digital Church Secretary or  
Diana Cacy Hawkins

The from email address will be: digitalchurchsecretary@gmail.com

\*If you don't receive it be sure to check your junk mail in case it got  
filtered as spam

**The email you receive will be very similar to the one below:**



**Step 2: Confirm and activate your subscription**

When you receive the email **open it and click on the confirmation link** (example shown above) to activate your subscription.

You'll immediately receive your first issue of The Successful Church Secretary News.

Sincerely,

Diana Cacy Hawkins  
The Digital Church Secretary

P.S. If you don't receive this email, contact our support department:  
[digitalchurchsecretary@gmail.com](mailto:digitalchurchsecretary@gmail.com)