SRI LAKSHMI TEMPLE 117 Waverly Street, Ashland MA 01721

HOW TO BOOK A POOJA / EVENT ONLINE

- Go to <u>www.srilakshmi.org</u>
- Click Services, Private Pooja Request
- Login with your email id and password
- If you do not have a login id / password,
 - (a) please call temple 508.881.5775 and ask at the reception to create a new profile for you. OR
 - (b) Send us your First Name, Last Name, Email address, mailing address with zip and phone # to info@srilakshmi.org.
- Once your profile is created, you will receive a user id and password by email.
 - (c) After you login, select the event of your choice.
 - (d) Add request date, time, location home or temple
 - (e) If you do not know a particular date and time, choose any future date and please write in the notes that you are looking for a good date and time.
 - (f) Once you submit the request, the office will look into availability of priests / location and assign a priest to you.
 - (g) When a priest is assigned, you will receive a confirmation email. Please check your email spam folders.

May the Blessings of Mahalakshmi be with you and your Family

(h) You can talk to the priest and get additional details, lists and any other questions.

• If you have issues booking, please email <u>info@srilakshmi.org</u> with information about the pooja requested, date, and preferred time.

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