

Giving

The Giving page lets you contributions online and view your contribution summary for the current year.


**You cannot make online contributions for other users or view other users contribution information.

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Add / Schedule a Gift

To enter a one time gift


1. Point to the **Giving** tab, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **One Time** option.
4. Enter when you want the gift to start. To select the date from a calendar, click .
5. Click **Continue**.
6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.
 - You can apply the entirety of the gift to one fund or divide the gift up among several funds.
 - Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**.
 - You can enter an **Optional Description** for each fund you give to.
7. Click **Continue**.
8. Select your payment method.
 - If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
 - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
9. Click **Continue**.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.
11. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.

To enter a recurring gift


1. Point to the **Giving** tab, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **Recurring** option.
4. Select the recurrence pattern you want to use, the day of the week you want to give on, and the dates you want to start and stop the gift. To select dates from a calendar, click .
 - **Weekly** – Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
 - **Monthly** – Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
 - **Every 2 Weeks** – Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
 - **Twice a Month** – Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.
 - **Every 3 Months** – Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
5. Click **Continue**.
6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.
 - You can apply the entirety of the gift to one fund or divide the gift up among several funds.
 - Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**.
 - You can enter an **Optional Description** for each fund you give to.
7. Click **Continue**.
8. Select your payment method.
 - If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
 - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
9. Click **Continue**.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.
11. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.

Edit / Cancel / Pause a Scheduled Gift


To edit a scheduled gift

1. Point to the **Giving** tab, select **My Scheduled Giving**
2. Find the gift you want to edit.
3. Under **Actions**, click .
4. Edit the fund, amount, optional memo, schedule frequency, and payment limit.
5. Click **Schedule Gift**

To cancel a scheduled gift

1. Point to the **Giving** tab, select **My Scheduled Giving**
2. Find the gift you want to cancel.
3. Under **Actions**, click .
4. A warning message displays telling you that this will cancel all future payments towards this contribution. Click **Confirm Delete**.

To place a hold on a scheduled gift

1. Point to the **Giving** tab, select **My Scheduled Giving**
2. Find the gift you want to put on hold.
3. Under **Actions**, click .
4. A warning message displays telling you that this will stop all future payments towards this contribution until reactivated. Click **Place On Hold**.

View Gifts and Pledges

The **Contribution Pledge Summary** section displays your contributions summary for the current year. The list provides the name of the funds to which you have contributed, the year-to-date amount that you donated to each fund, the total amount you pledged to each fund, the amounts you contributed to the funds in previous years, and the pledge balance for each fund. Multi-year pledges are indicated by an asterisk in the **Total Pledge** column. If your contributions information is not available, this section does not display.

To view your contributions

1. Point to the **Giving** tab, then click **My Giving History**.
2. Locate the **Contribution Information** section.
3. To view your ten most recent contributions, click **10 Most Recent Contributions**.
4. To view all of your contributions, click **Show All**.
5. To view only contributions made in a specific date range, click **During Date Range**. Enter the Start Date and End Date, then click **Go**.

Note

Recent online contributions may not appear until the transaction is posted to your church's financial records.

To view pledge history

1. Point to **Giving**, then click **My Giving History**.
2. Click the **My Pledge History** tab.
3. The total of your pledges given in the selected year displays after **Total Given to Pledges in <year>**. If any money is required to meet your established pledge goal, the amount displays under **Balance**.
4. Your progress toward meeting your pledge displays as well. If a pledge is forgiven, the word **Forgiven** displays instead of the progress bar, and the balance is \$0.00.
 - To enter a pledge, click **Add Pledge**.
 - To make a contribution from the My Pledge History page, click **Give Online**.
 - To change the year you are viewing pledges for, click the **Pledge Summary** for drop-down list.

To print a tax statement

1. Point to **Home**, then click **My Profile**.
2. Click the **My Giving History** tab.
3. Click **PDF Tax Statement**.
4. Review the tax statement.
5. Click **Print**.

Add / Edit / Remove Payment Methods

To add a payment method

1. Point to **Giving**, then click **Manage Scheduled Giving**.
2. Click **Manage Payment Methods** on the right side of the page.
3. Click **Add Payment Method**.
4. Enter the new payment method information.
5. Click **Submit Changes**.

To edit a payment method

1. Point to **Giving**, then click **Manage Scheduled Giving**.
2. Click **Manage Payment Methods** on the right side of the page.
3. Click **Edit** for the desired method payment.
4. Make the necessary changes to the payment method.
5. Click **Submit Changes**.

To update the payment method description

1. Point to **Giving**, then click **Manage Scheduled Giving**.
2. Click **Manage Payment Methods** on the right side of the page.
3. Click **edit** beside the description you want to update.
4. Make the desired changes.
5. Click **update**.

To delete a payment method

1. Point to **Giving**, then click **Manage Scheduled Giving**.
2. Click **Manage Payment Methods** on the right side of the page.
3. Click **Delete** for the desired method payment.
4. The payment method is removed from the program.