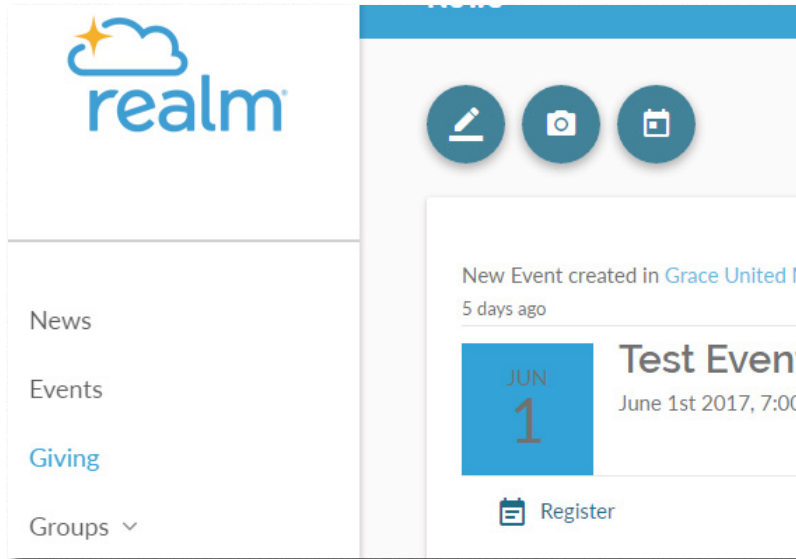


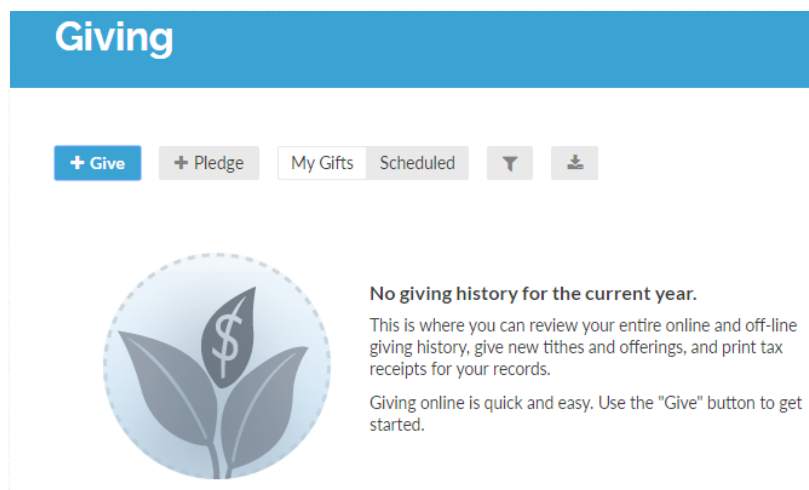
Connecting with Realm

Giving Online

The Realm system offers easy-to-use options for one-time or recurring financial gifts to the church. In this section, you will learn how to set up your donation and designate it to the fund of your choice. To begin, choose the **Giving** menu in the Realm sidebar.



In this section, you can make a gift or pledge a future gift; you can also see your complete giving record and print it for your records. Click the blue **+ Give** button to make a new gift transaction (or the **+ Pledge** button to pledge a future gift).



From here the process will likely be familiar to you if you have made any kind of online payment before. Enter the amount that you would like to give and select the designation, if you would like, from the drop-down menu to the right of the amount. '2017-Operating Fund' will go to the church's general budget. If you click **+ Give to an additional fund** you will be able to add more gifts, allowing you to give to more than one fund at a time, as shown below. You can set up a recurring gift here by changing the Frequency field from 'One time' to weekly, every two weeks, once a month, or twice a month. Enter your payment information and click **Give** at the bottom of the form.

The screenshot shows a form with two main sections: "Giving Details" and "Payment Information".

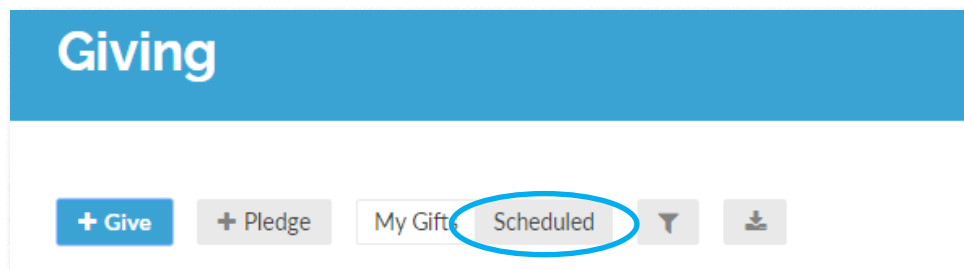
Giving Details

- Give * 50.00 to 2017-Operating Fund
- 35.00 to Center of Grace
- + Give to an additional fund
- Frequency * One time
- On * 03/15/2017

Payment Information

- Save for future use
- Account Nickname
- Account Type Credit/Debit Card
- Account Number *
- Expiration Date * /
- Name on card * John Wesley

Once you have made your gift, it should appear in the main Giving screen under **My Gifts** (the default view). If you have set up a recurring gift, you can see when your next gift will be withdrawn under the **Scheduled** tab.



If you would like to download and print a complete record of your giving, simply click the button with the down arrow to generate your statement.

