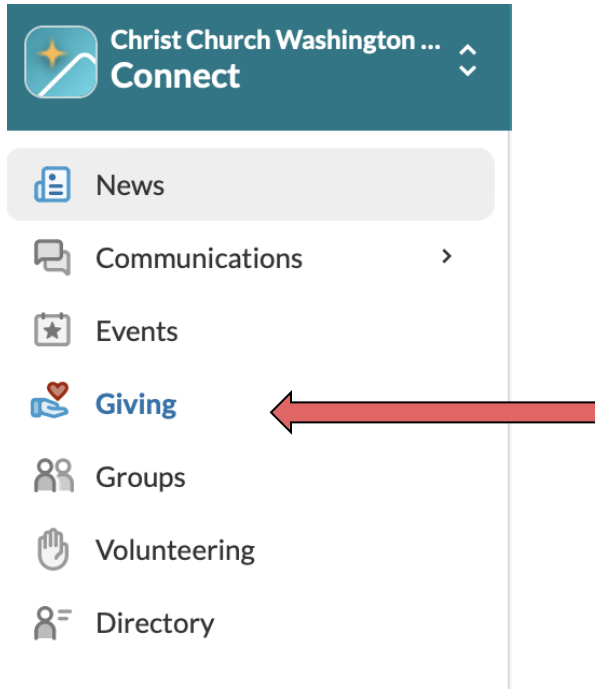
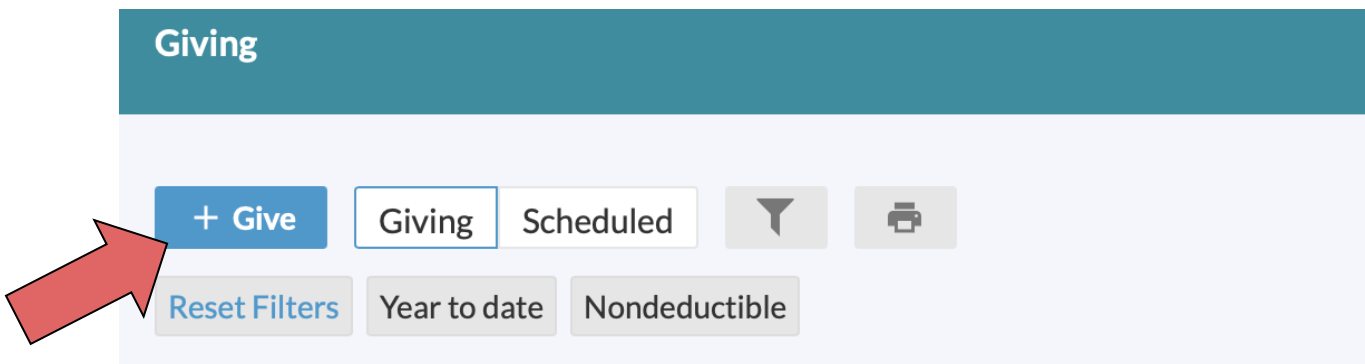



How to set up a gift in Realm

- Log into your Realm Account (www.onrealm.org)
- On the left side of the screen are several tabs: News, Messages, Events, Giving, Groups, Directory. **Select Giving.**



- Once you select Giving, this is how the screen should look:



- Click on the  button.
- A screen will pop up that looks like this:

Christ Church + Washington Parish

How much would you like to give?

Amount Fund

Memo

Gift date

SUMMARY **\$0.00**
total

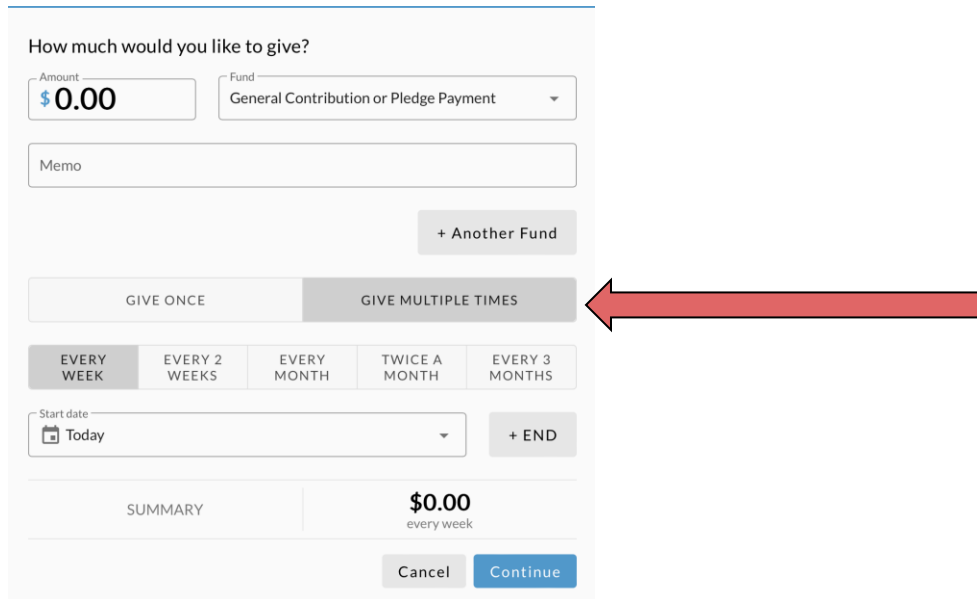
- Enter the amount you would like to give in the “Amount” box. Be sure that “General Contribution or Pledge Payment” is listed in the “Fund” field.
- **To make a one-time gift:**
 - Click on “Give Once” if you’d like to make a one-time gift, and choose “Today” in the Gift Date drop-down. Click “Continue” to enter your payment information, and once it’s entered, select the blue “Give” button to finalize the payment:

Contribute an extra \$2.00 to help offset processing costs.

SUMMARY **\$100.00**
total

- **To schedule recurring gift:**
 - Choose “Give Multiple Times” if you’d like to schedule a recurring gift. The screen will now look like this:

Christ Church + Washington Parish



How much would you like to give?

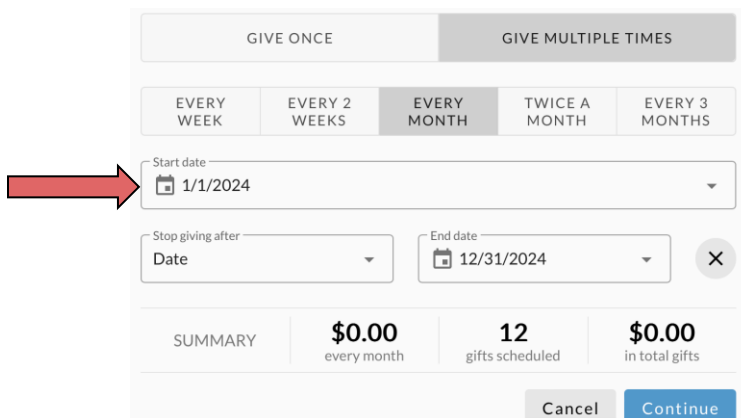
Amount: Fund:

Memo:

Start date:

SUMMARY: **\$0.00** every week

- You can then decide your frequency (every week, two weeks, every month, etc.)
- You can then decide to start the giving today **OR** you can change the start date and end date to coincide with the calendar year for which you're pledging, like this:



Start date:

Stop giving after: End date:

SUMMARY: **\$0.00** every month, **12** gifts scheduled, **\$0.00** in total gifts

- After this, simply click “Continue” to enter your payment information. Once it's entered, select the blue “Give” button to finalize the payment as with a one-time gift.
- With any questions, just reach out to office@washingtonparish.org!

Thank you for your generosity!