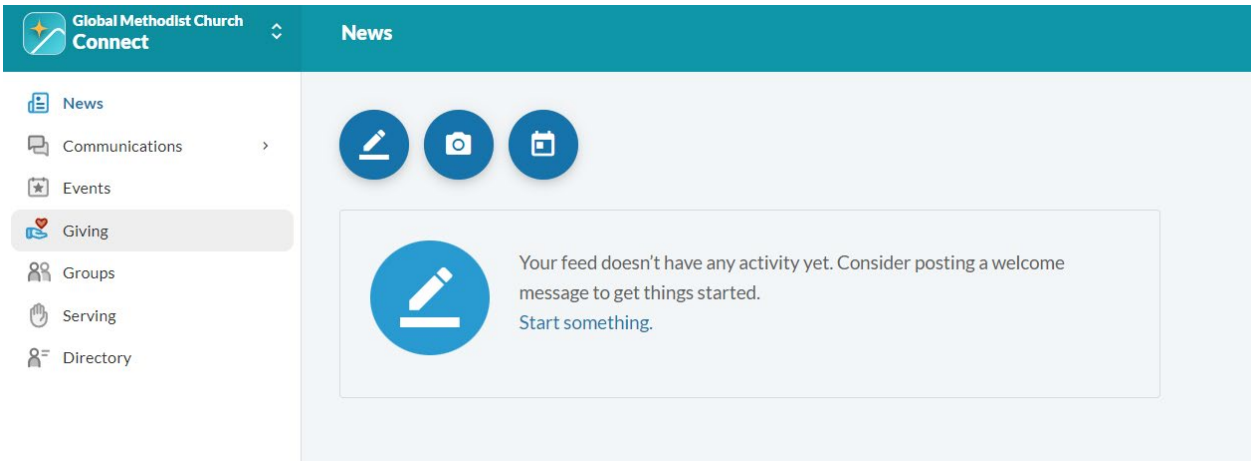
Part 2: Giving in Realm: One-Time Donation

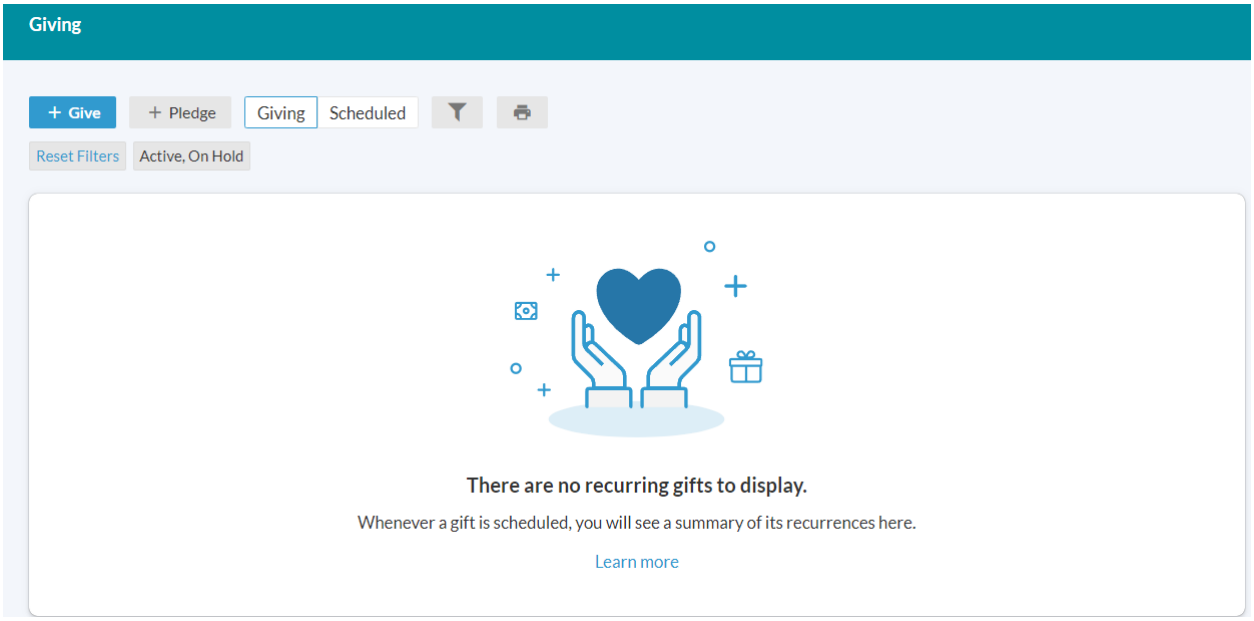
Once you have set up your Realm account, you can log in to give your church's connectional funding and other donations, schedule and manage recurring payments, and see your giving history. These instructions will walk you through submitting a one-time donation for Connectional Funding or another ministry.

From the main screen, navigate to "Giving" on the left menu.

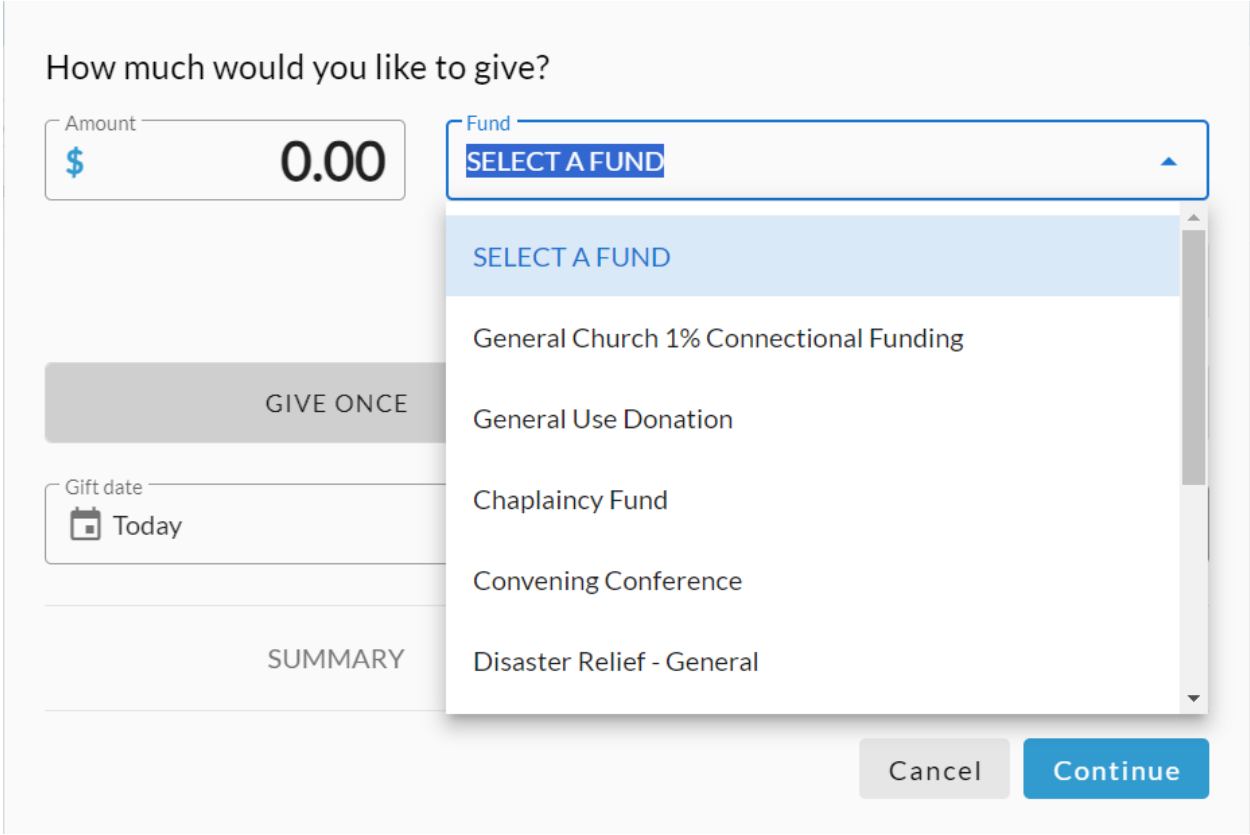


Part 2: Giving in Realm: One-Time Donation

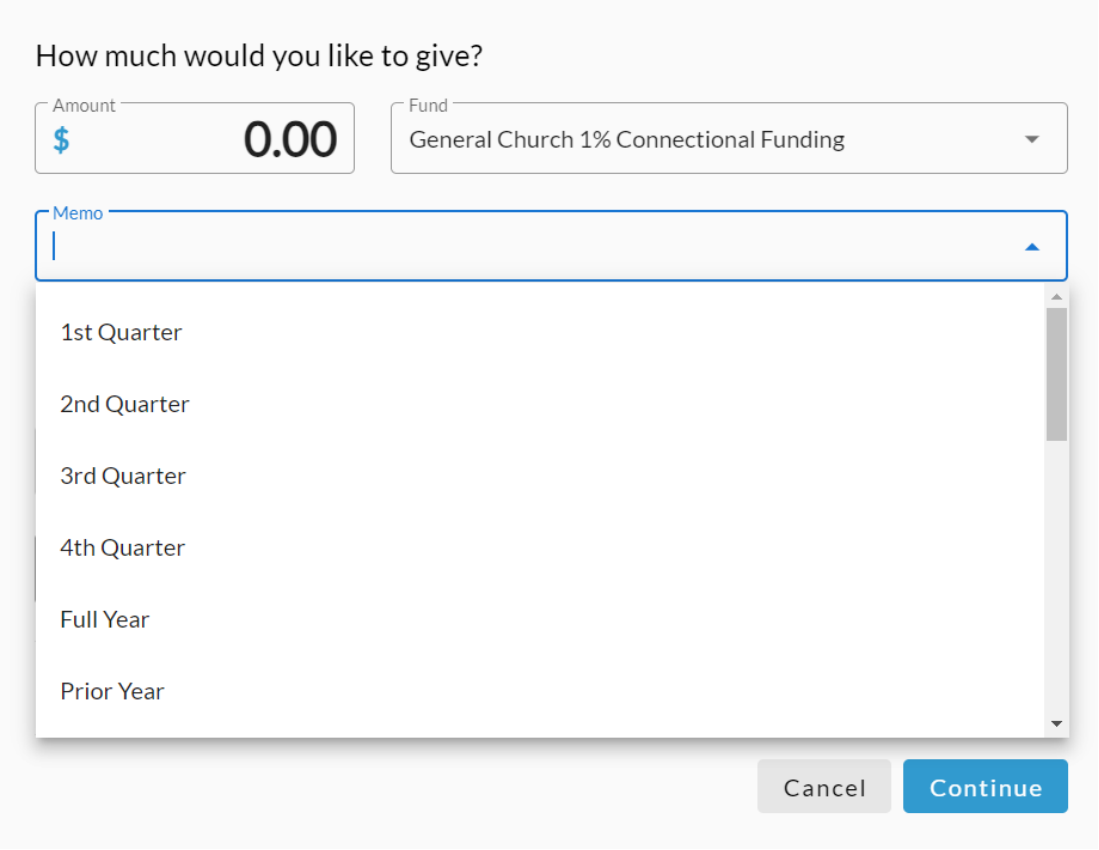
Click “+Give” to open the giving form.



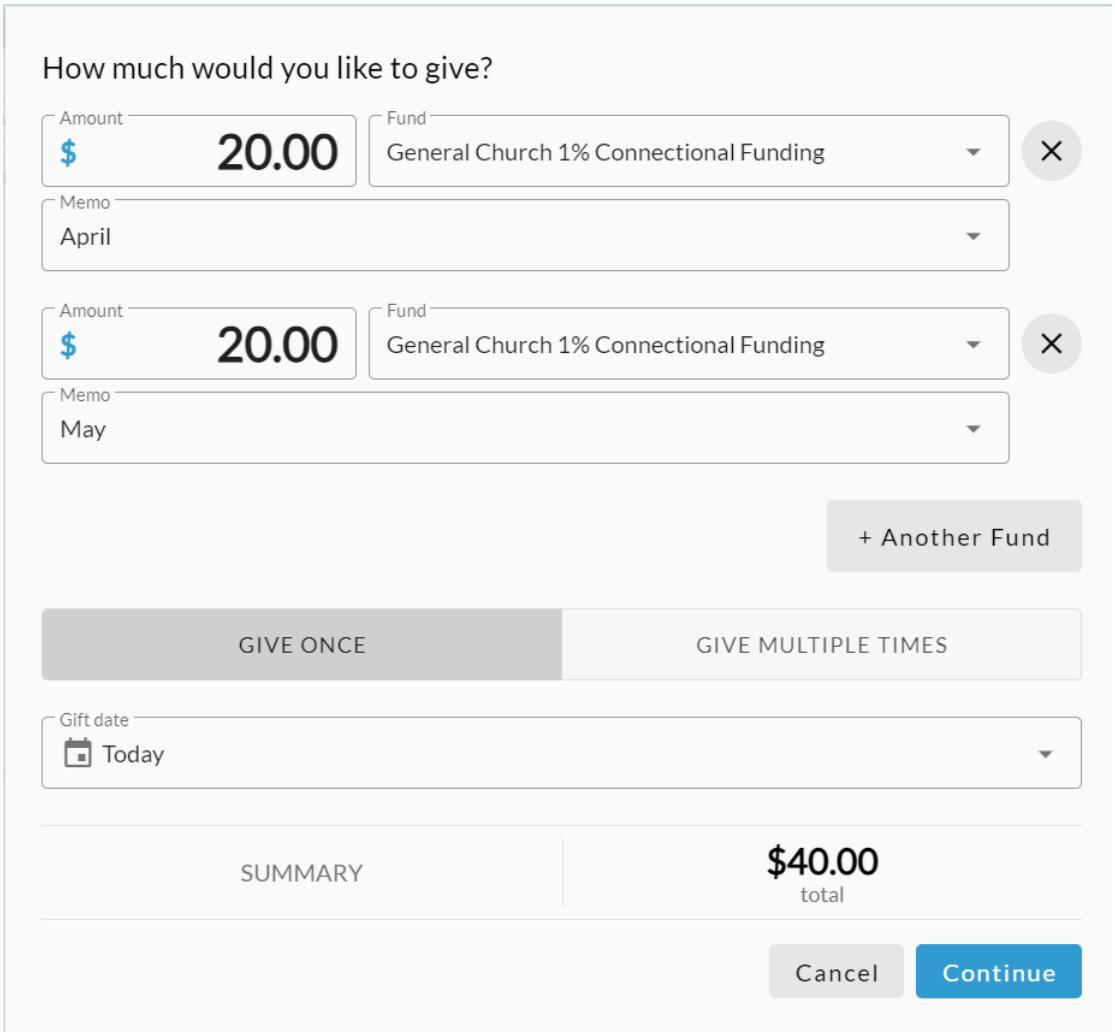
Select General Church 1% Connectional Funding. You can also select from other funds to donate to, such as Disaster Relief or Church Planting



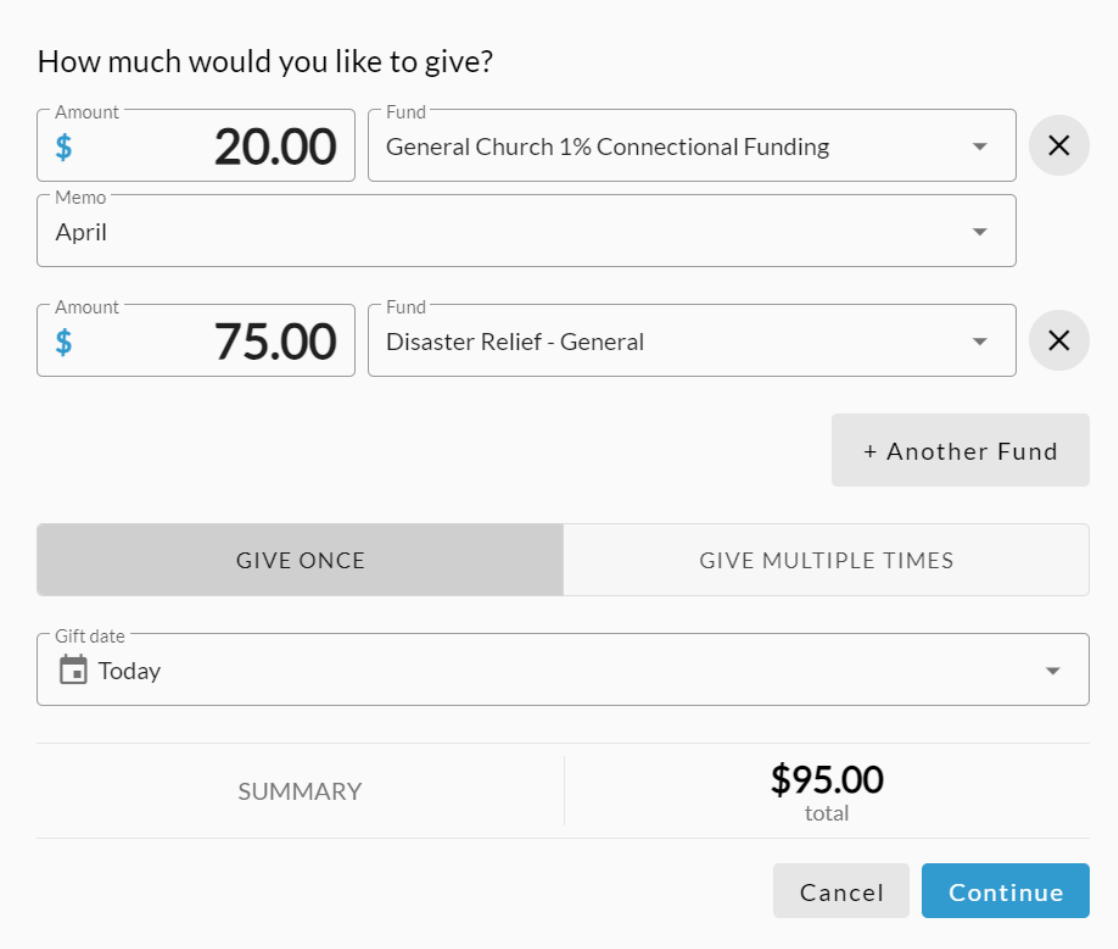
Enter the amount, and if you are giving for Connectional Funding, select the time period this amount covers from the drop-down menu. This field can not be set to be required, however it is very important information for our accounting procedures, so please be sure to enter this information. Available options are individual months, full year, and quarters.



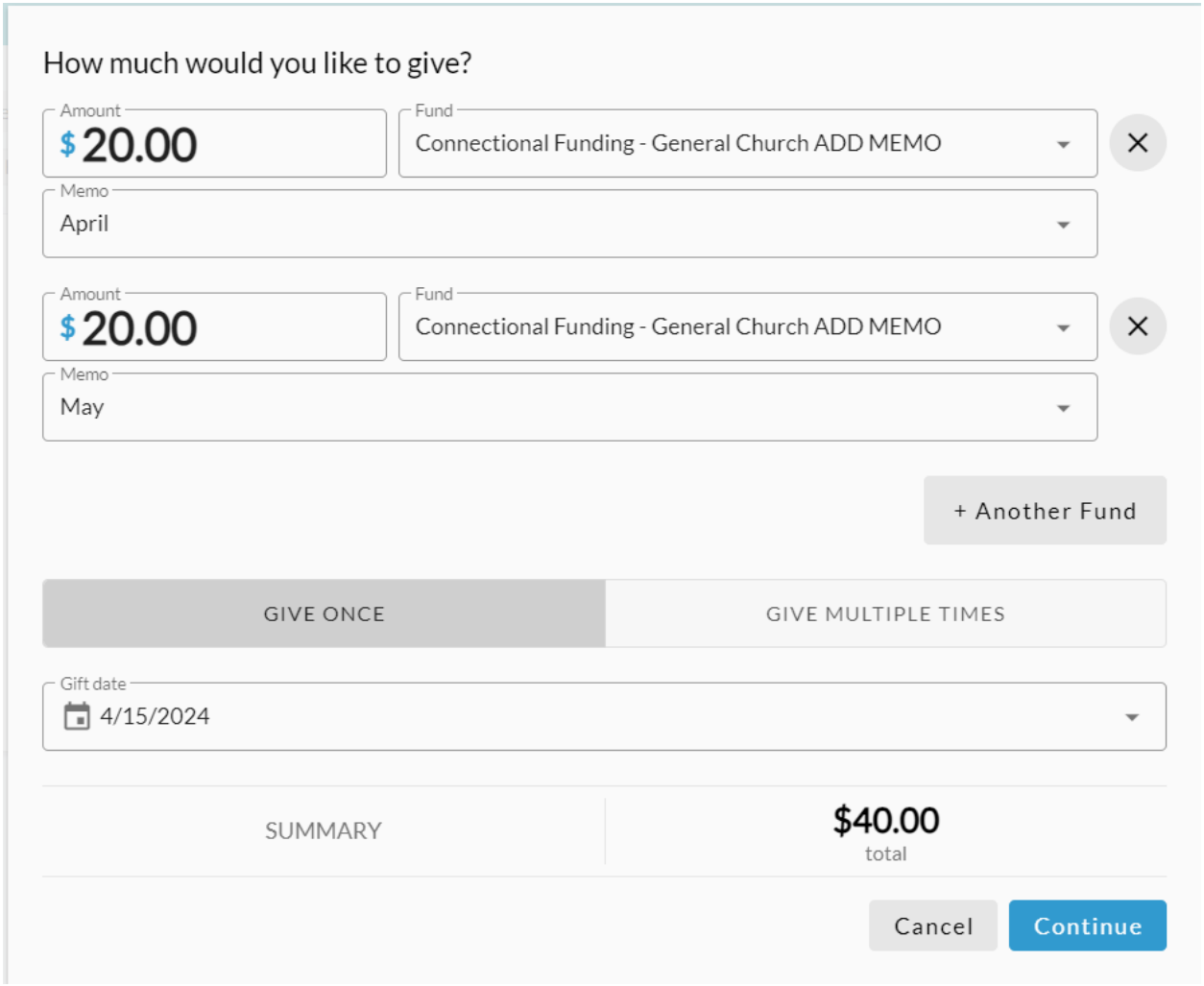
If your payment is for a time period that is not covered by these options, you can click "+Another Fund" and add another amount. For example, if you wish to pay two months at once, you can add each of these months individually.



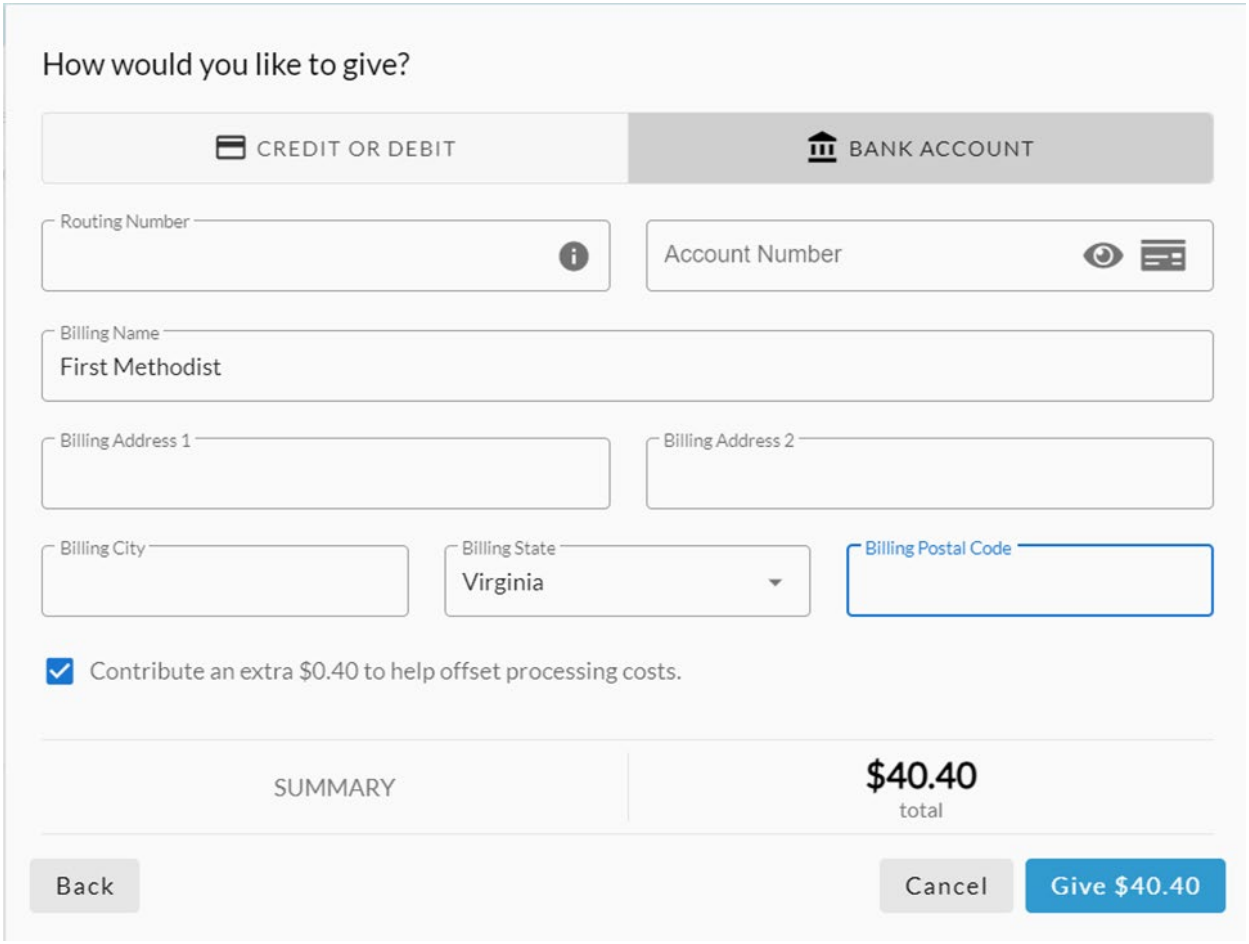
This is also how you would add a donation to a second fund, should you wish to donate to another ministry at the same time as your connectional funding.



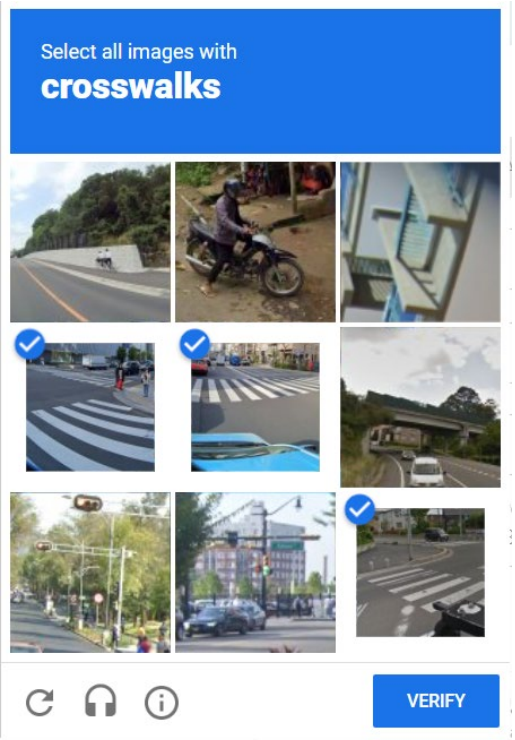
Once you have your amount(s), fund(s), and memo(s) filled in, select if you wish to Give Once, which is the default, or set up a recurring payment by clicking on Give Multiple Times. To give once, select the date on which you want the transaction to process, and click Continue. If you wish to set up a recurring payment, please refer to "Giving in Realm: Setting up a Recurring Donation."



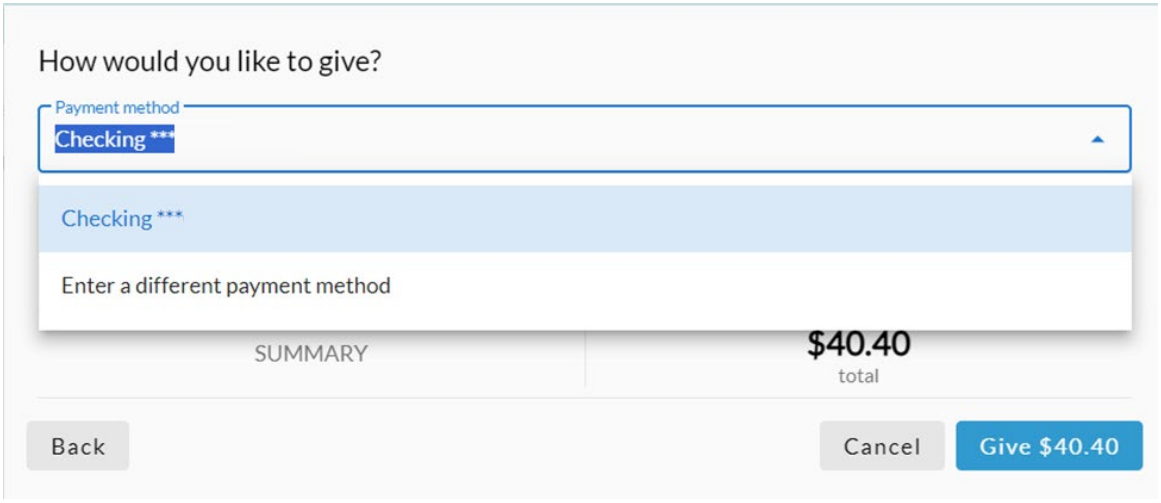
The payment screen defaults to Credit or Debit, but fees are lower using a bank account. Select the method you want to use and enter the required information. You can choose to help offset processing costs by clicking the check box under the account details. When you have completed all of the fields, click “Give $[amount].”



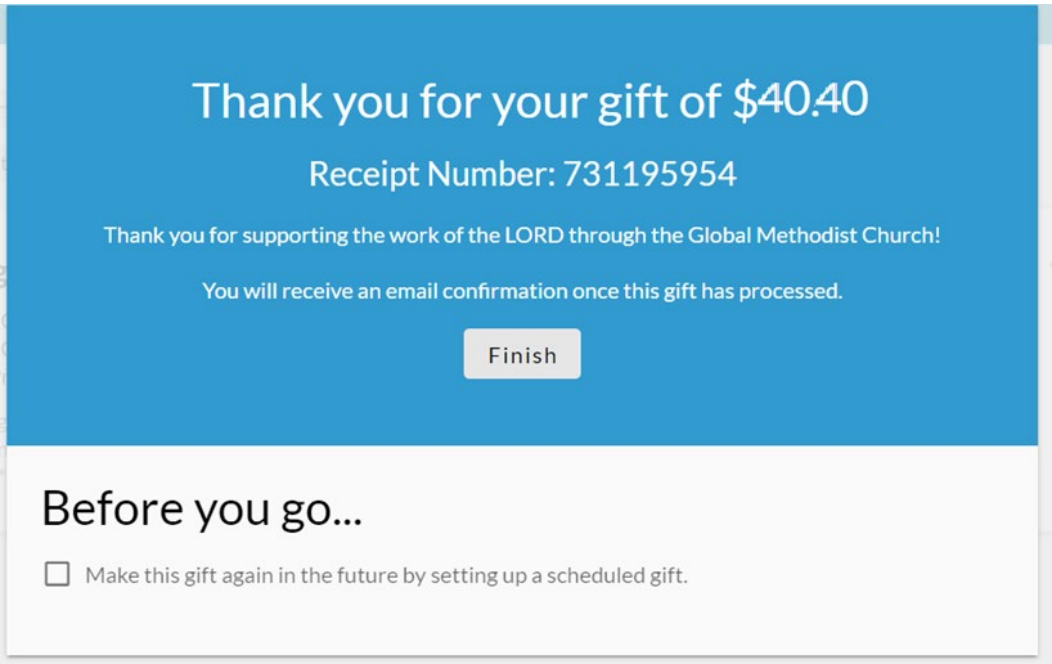
You may be required to verify that you are a real person by completing a CAPTCHA. Perform the requested tasks.



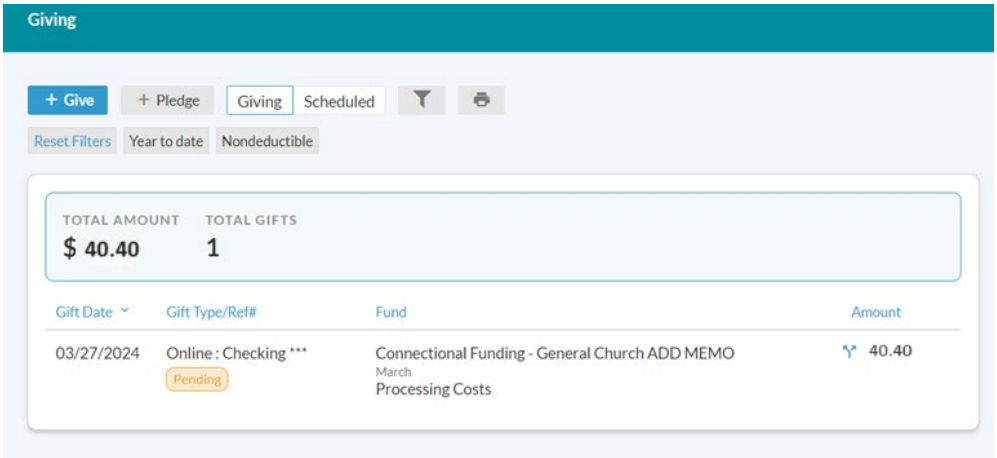
If you have already given from Realm, your payment information will have been saved in your account and you can select it from the drop-down, or choose to enter a different method.



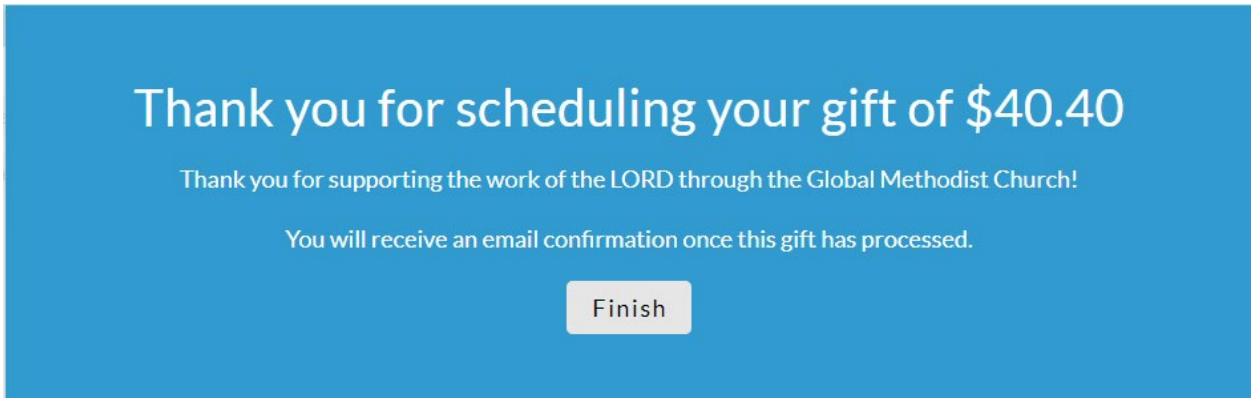
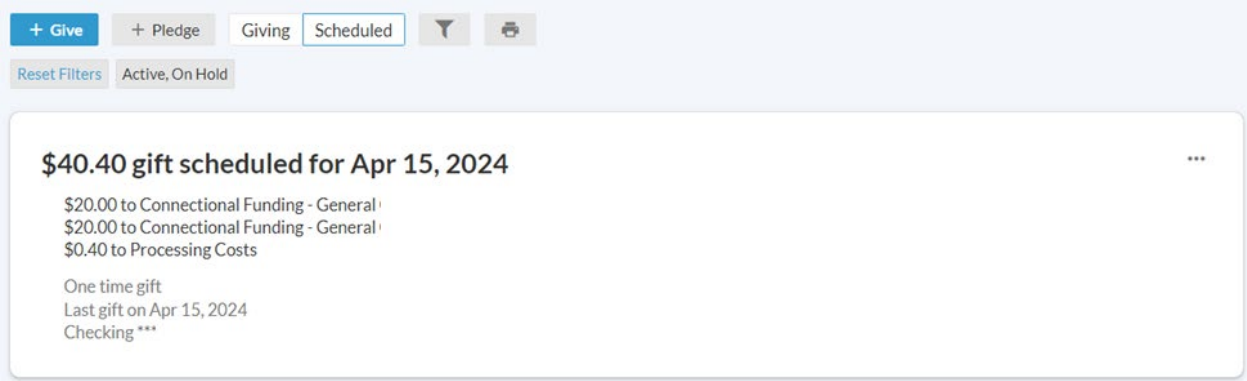
If you chose to put your payment through immediately, you will get a receipt number. You will also be offered the choice to make your gift a recurring gift. If you wish to do so, click the check box and fill out the requested information. The particular options for recurring payments are covered in "Giving in Realm: Setting Up a Recurring Donation."



Your donation is now visible under your giving history. If you elected to help cover processing costs, or if you donated to multiple funds, they will each be listed as a separate line item. Hovering over the split arrow next to the amount will show the breakdown of any transactions that were split into more than one fund.



If you scheduled your donation for a future date, you will receive a message letting you know that your gift has been scheduled. You will receive an email when the payment processes on the selected date.



Until the processing date, this will be visible under your scheduled giving, and is eligible to be edited or cancelled. Further details on performing these actions are provided in “Giving in Realm: Giving Management.”