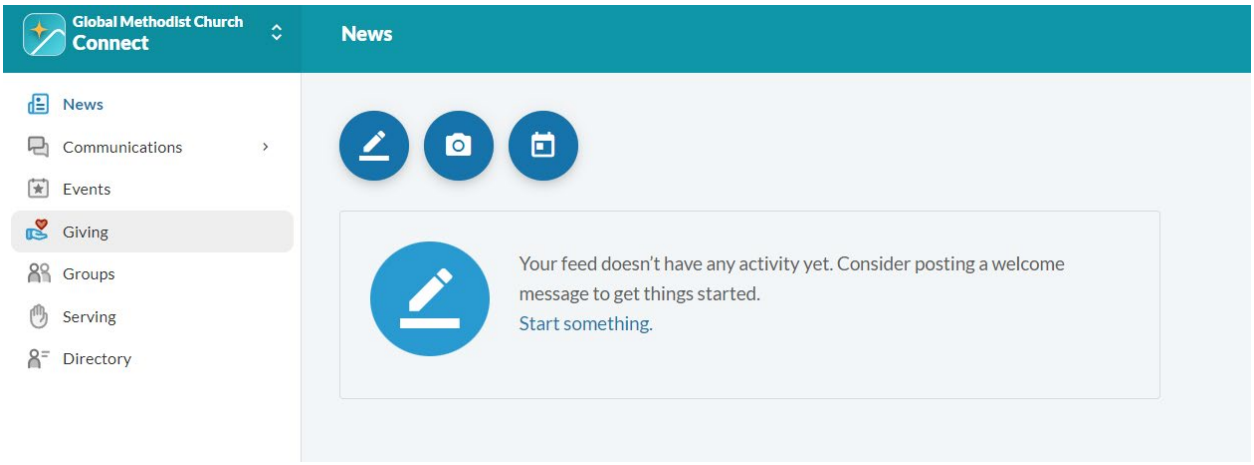
Part 3: Giving in Realm: Setting up a Recurring Donation

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 setting up a recurring donation for Connectional Funding or another ministry.

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



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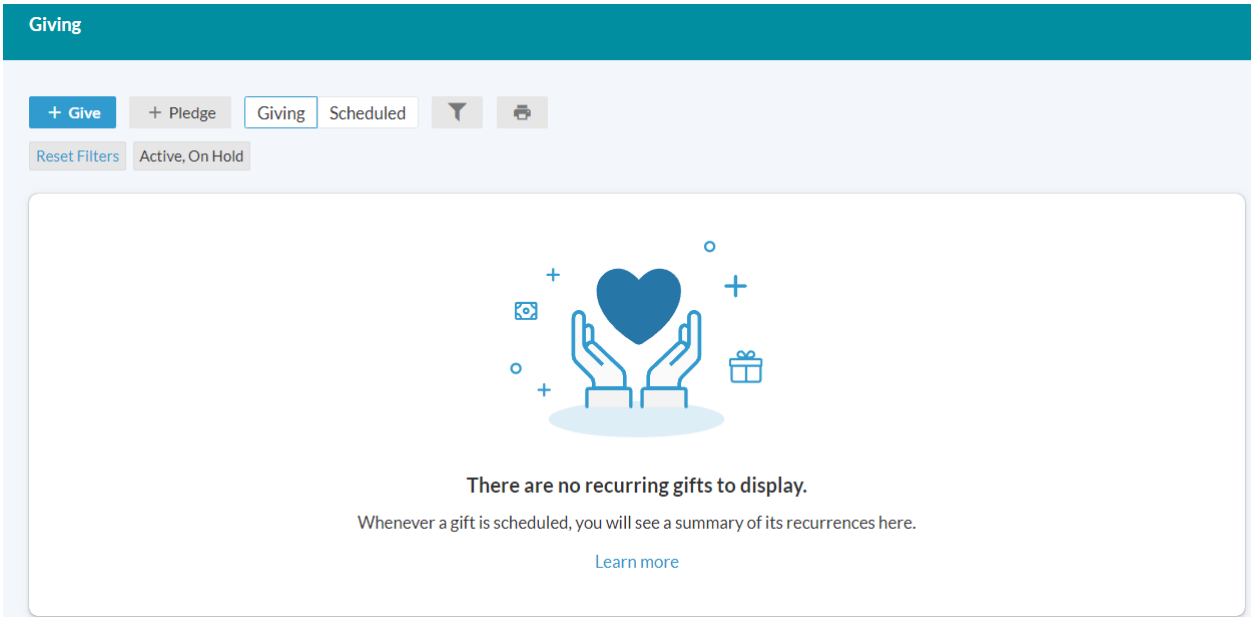
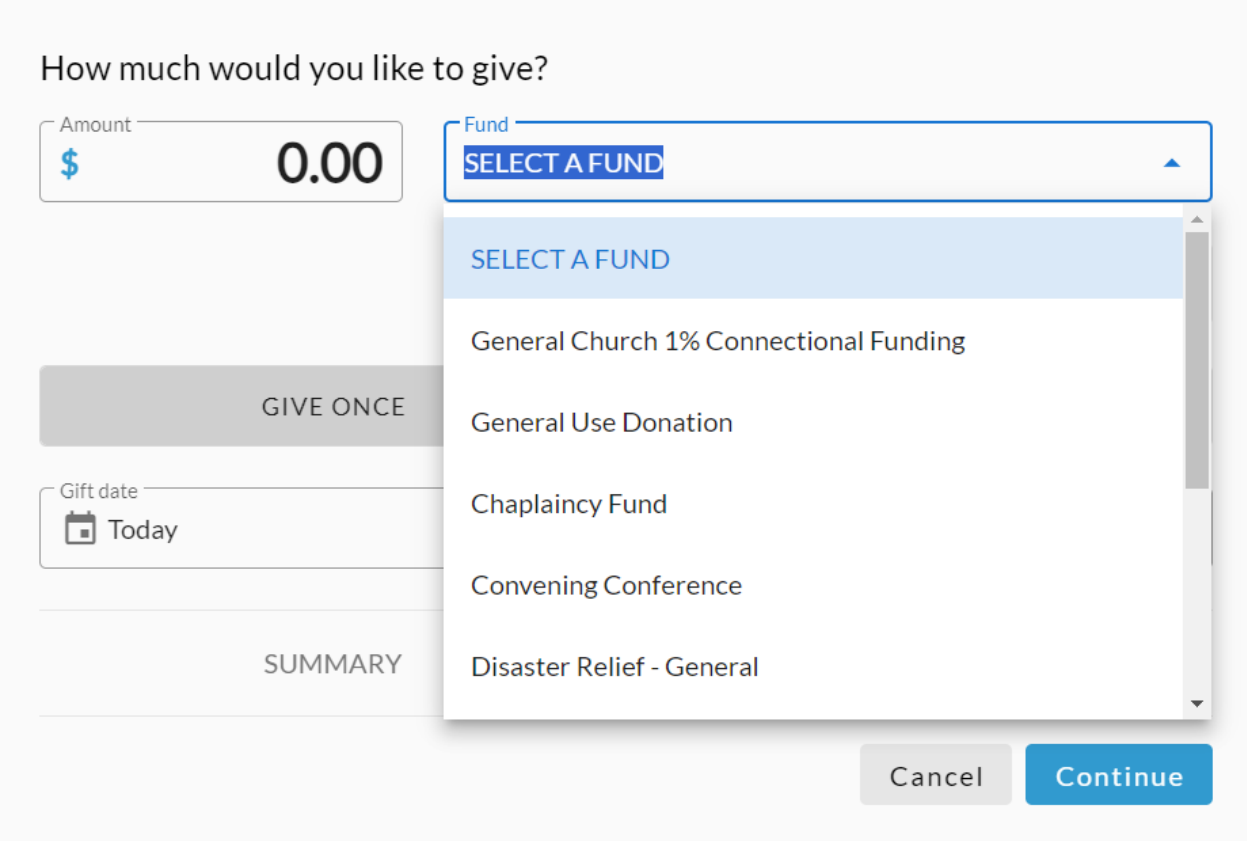
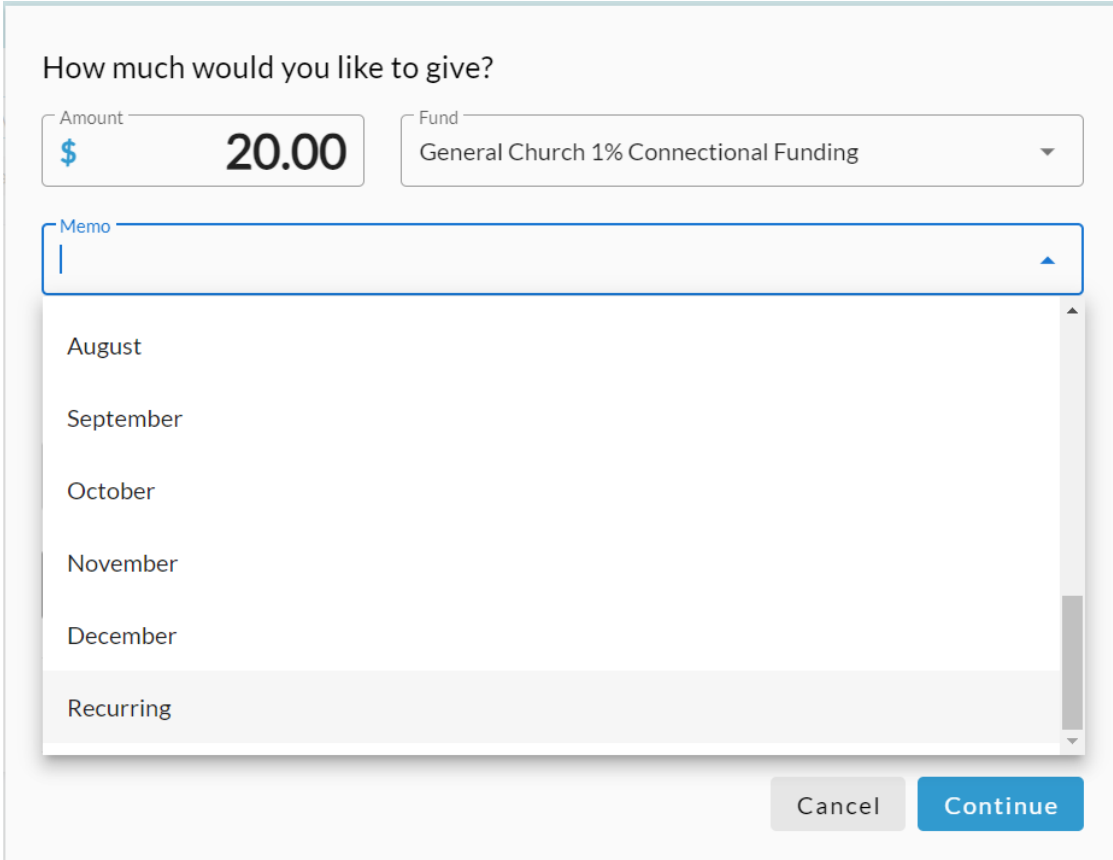
Click “+Give” to open the giving form.



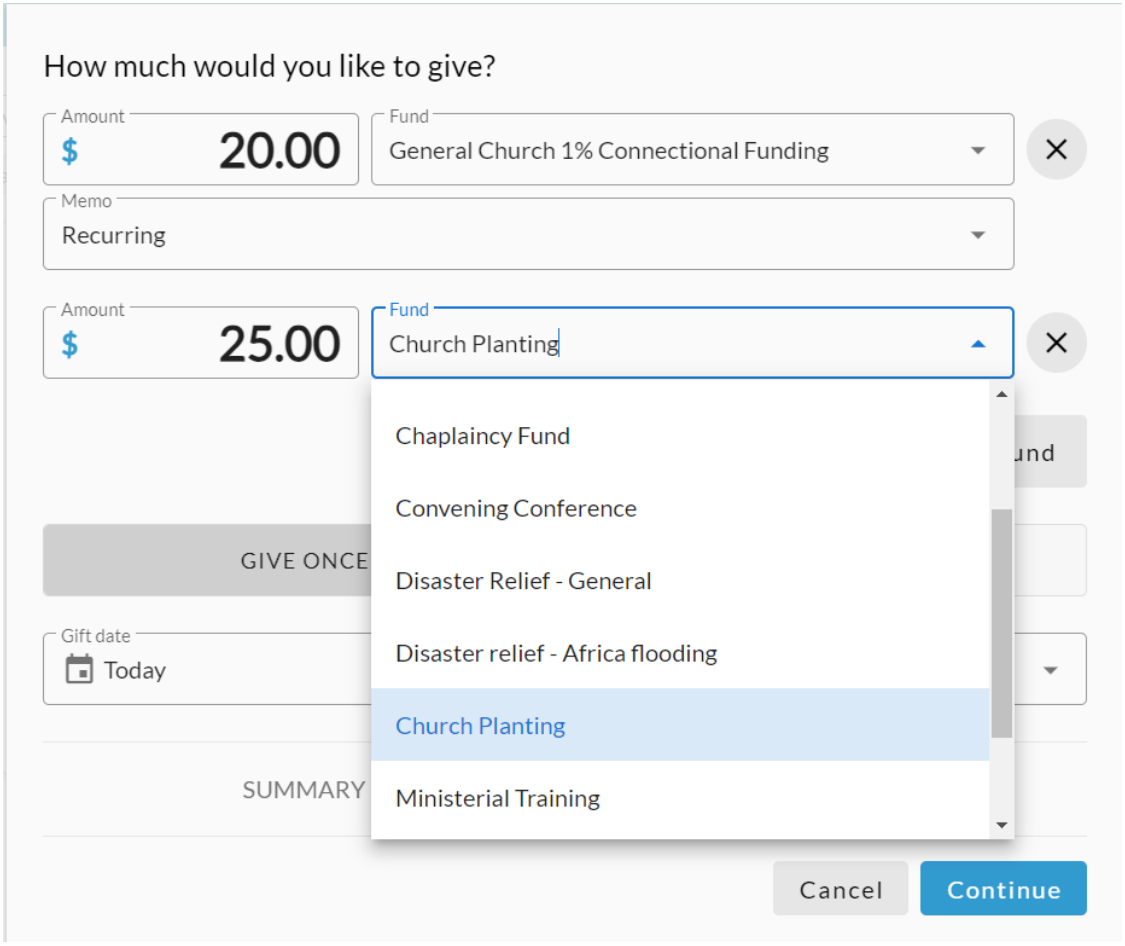
The default fund is your General Church Connectional Funding. You can also select from other funds to donate to, such as Disaster Relief or Church Planting. If you wish to contribute to ministries besides those listed, please refer to the Realm FAQs.



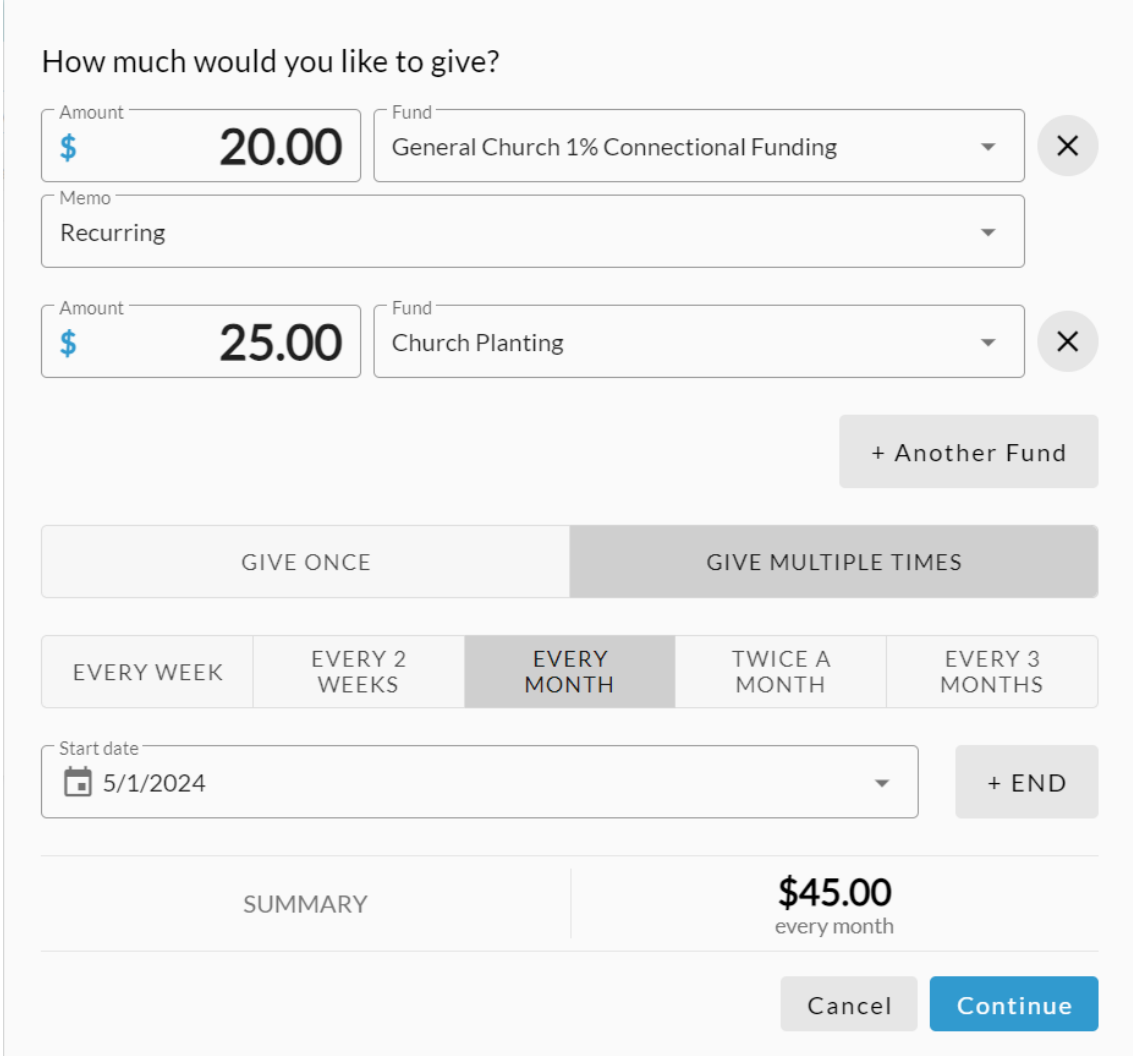
Enter the amount, and choose the fund you are contributing to. If you are paying your Connectional Funding with a recurring payment, please select “recurring” from the memo drop-down.



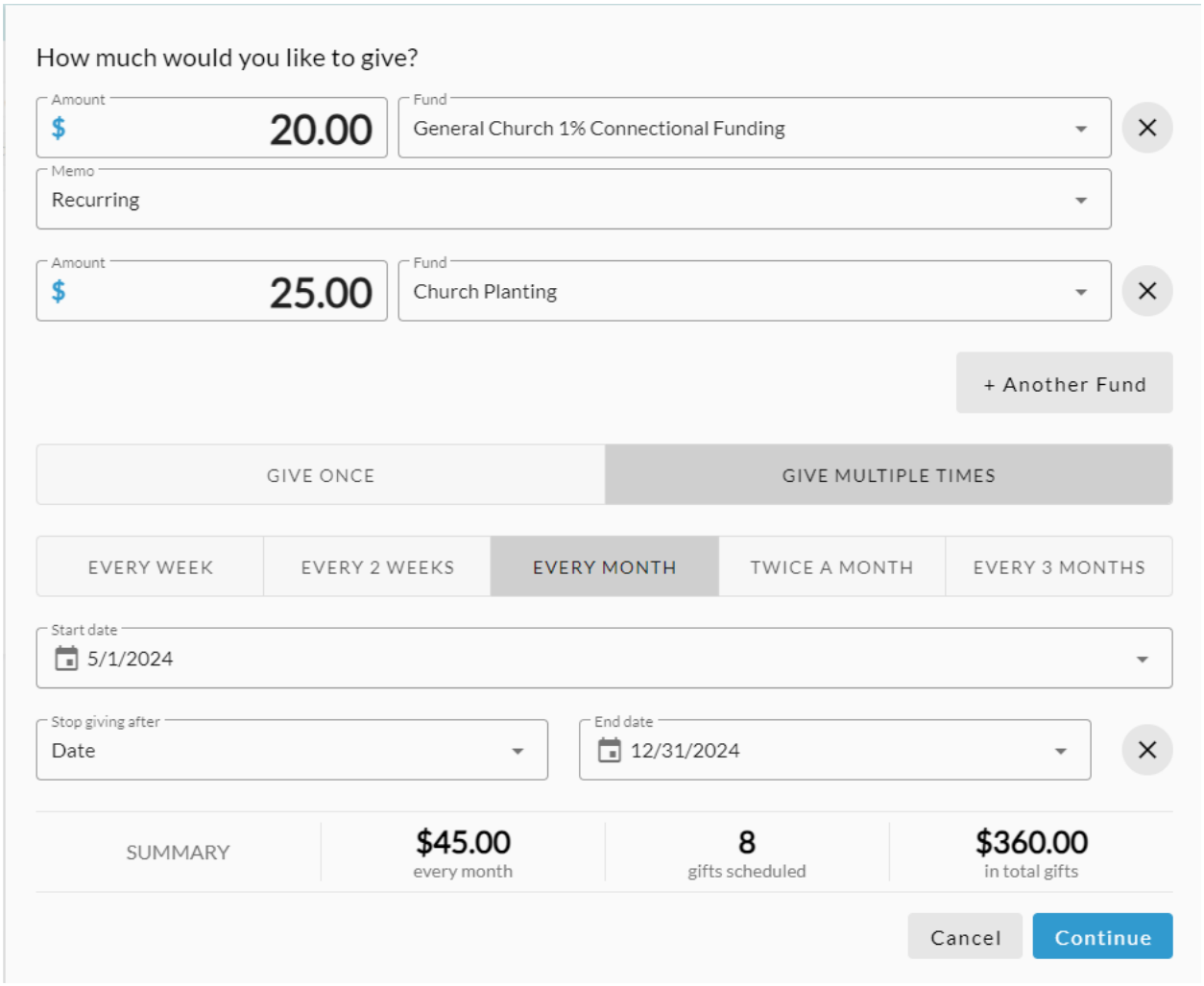
If you wish to add a recurring payment for any additional funds, click "+Another Fund" and enter the amount and fund.



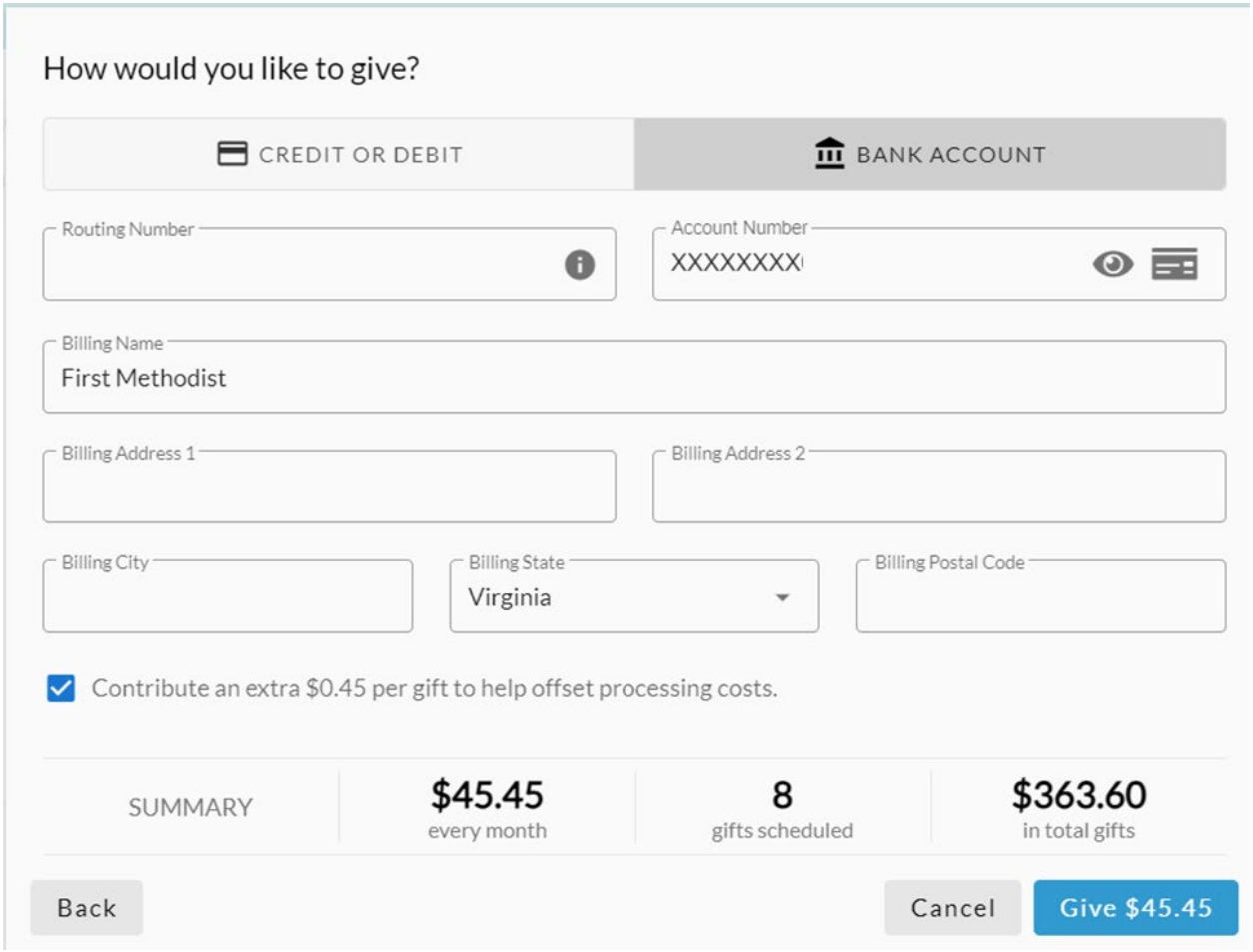
Once you have your amount(s), fund(s), and memo(s) filled in, select Give Multiple Times. To select the date on which you want the first transaction to process, set the "start date," then select the frequency, which would most typically be every month or every 3 months.



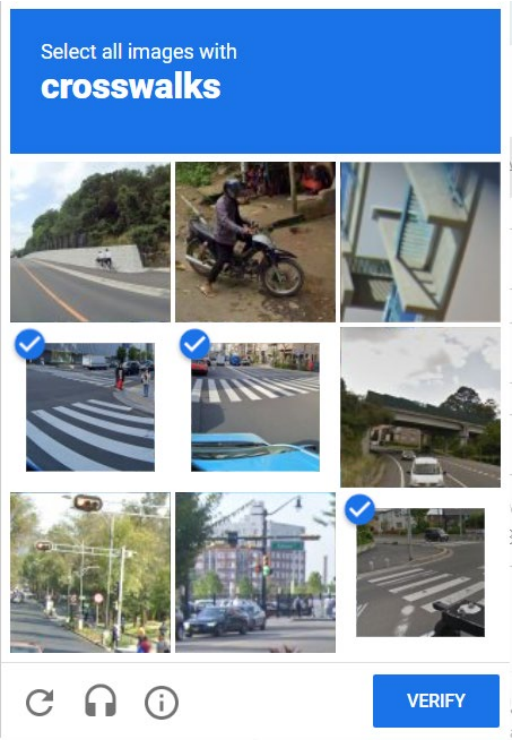
Since your connectional funding will be calculated anew come January, it is highly recommended to set this recurring payment to end at the end of the year by clicking the "+END" button. Click Continue.



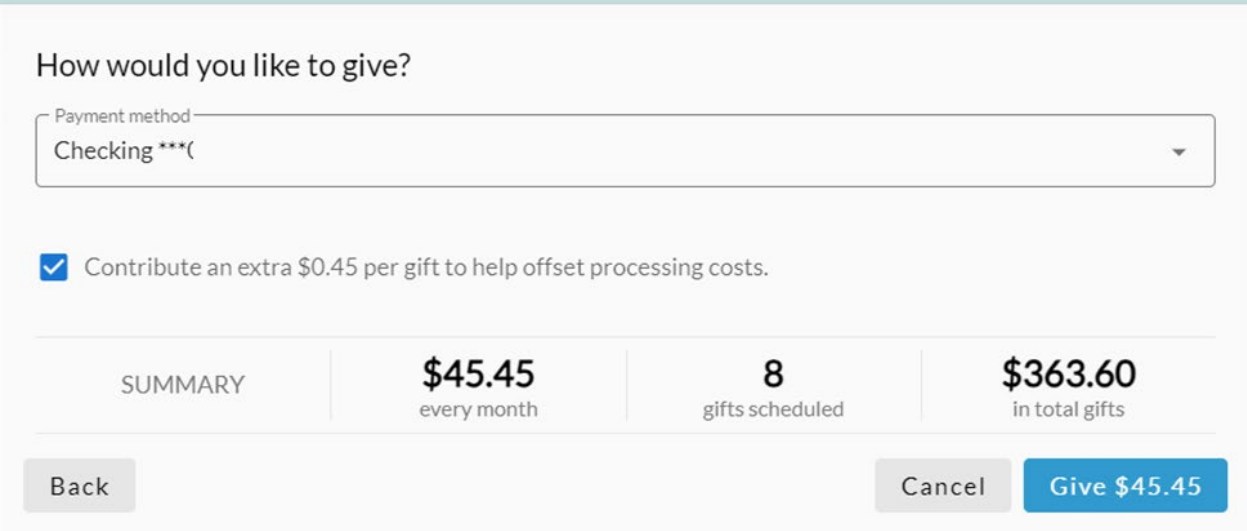
The payment screen defaults to Credit or Debit, but fees are lower using a bank account. Select the method you want to use and enter the required information. You can choose to help offset processing costs by clicking the check box under the account details. When you have completed all of the fields,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



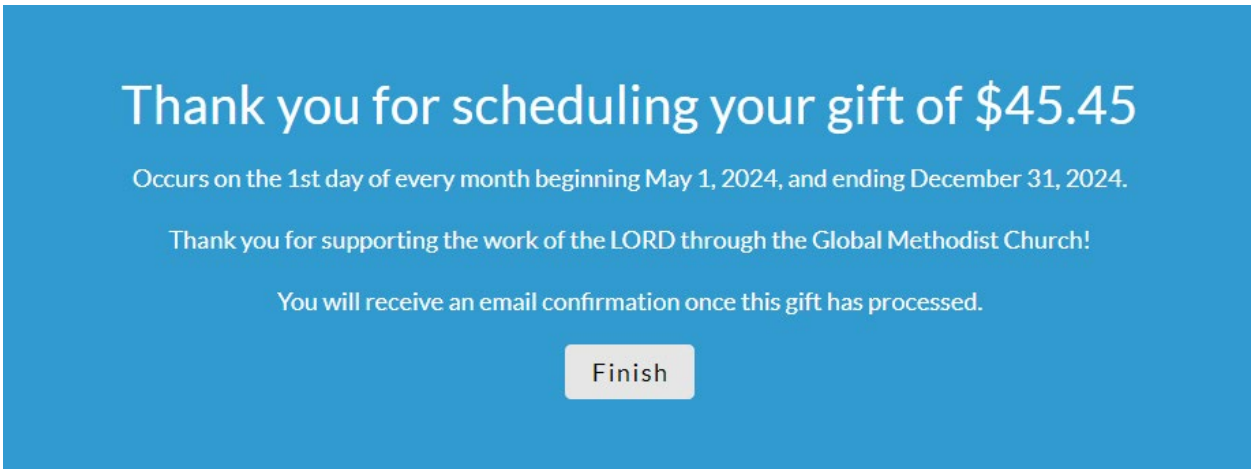
You may be required to verify that you are a real person by completing a CAPTCHA. Perform the requested tasks.



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.



The screen will display "please wait while we schedule your gift," and then will show you a confirmation of scheduling. You will receive an email confirmation once each gift processes.



Your scheduled gifts are always eligible to be edited or cancelled. Further details on performing these actions are provided in “Giving in Realm: Giving Management.”