

## Setting up Your Recurring Gift/Pledge

Thank you for using Realm to enter your 2021 pledge. I hope the instructions provided to you were and are of great help.

After making your pledge there is one more step you'll need to take. You will need to create a recurring gift. This is just as easy as creating your pledge.

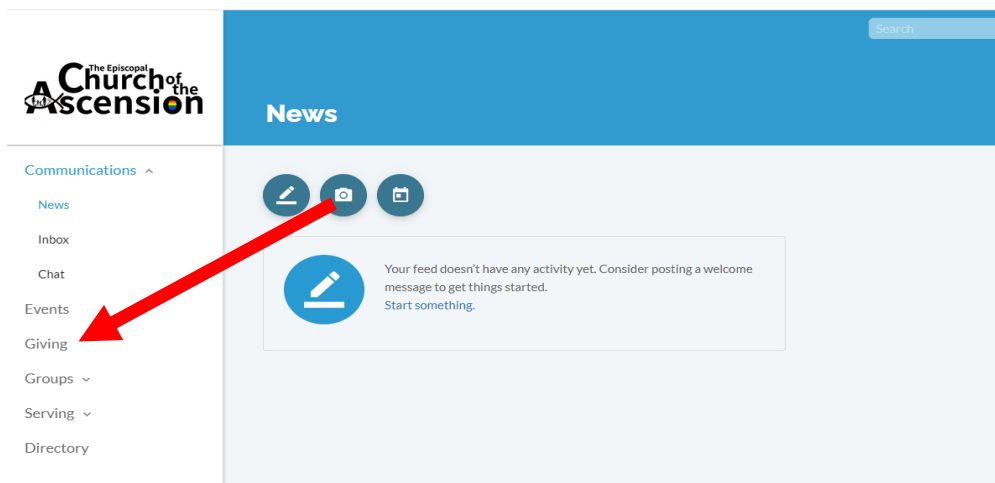
1. Click the **+Give** button
2. Enter the amount of your gift (PLEDGE AMOUNT)
3. Use the down arrow on the right of pledge 2020 and select **Pledge 2021**
4. If you are also giving to the Facilities Reserve Fund – Click on **+Another Fund** and select Facilities Reserve Fund from the drop-down menu.
5. Now click on Give Multiple Times
6. From here choose the frequency of your gift/pledge: Every week, Every 2 weeks, Every month, Twice a month, or Every 3 months.
7. Click on the line that says “TODAY” by the calendar. This will allow you to choose your start day, for example: January 15<sup>th</sup>.
8. Click “CONTINUE”
9. If you have given before, simply verify your information. If this is your first time, simply choose from “CREDIT or DEBIT” or “BANK ACCOUNT”
10. Click GIVE.
11. Confirm and wait for the message that reads FINISHED and click.

You have now completed your 2021 Pledge and Recurring Gift, congratulations. If you need assistance, there's a wonderful new option this year for our Annual Giving Campaign. A team of knowledgeable Ascension professionals will be available by telephone to assist you in whatever financial question you have. And not just financial help. The team will be able to help guide you through the complications, large or small, of the technology we now use to do almost all our church business.

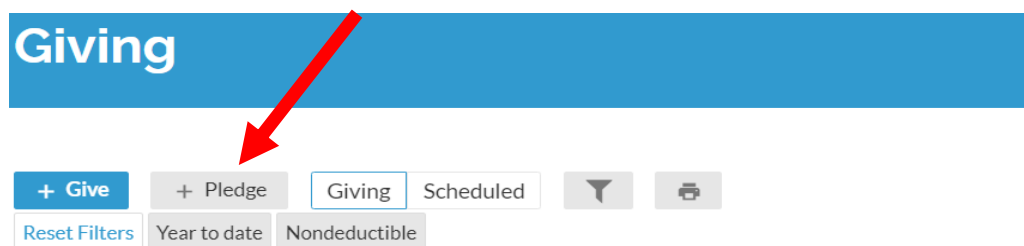
If you already have a Realm account and you have logged into Realm, please follow the following instructions to signup for the 2021 Annual Giving Campaign Doing What Love Requires:

## 1- Log into your Realm account

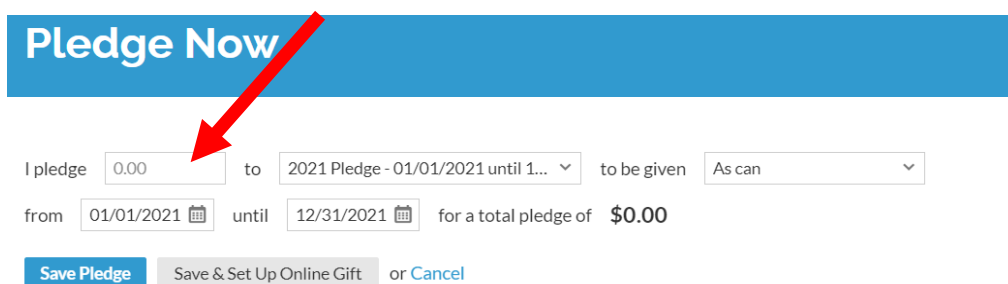
## 2- Click on Giving



## 3- Click “+Pledge”



## 4- I pledge (enter pledge amount)



## 5- Click on drop-down arrow and select 2021 Pledge

**Pledge Now**

I pledge  to  to be given

from  until  for a total pledge of **\$0.00**

or

## 6- Enter frequency

**Pledge Now**

I pledge  to  to be given

from  until  for a total pledge of **\$0.00**

or

Frequency options:

- As can
- Once a week
- Every two weeks
- Once a month
- Twice a month
- Every three months
- Annually

## 7- Click on “Save Pledge”

**Pledge Now**

I pledge  to  to be given

from  until  for a total pledge of **\$0.00**

or

If you haven't logged into Realm, please follow the link below:

<https://onrealm.org/ascensionmd/give/2021Pledge>

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