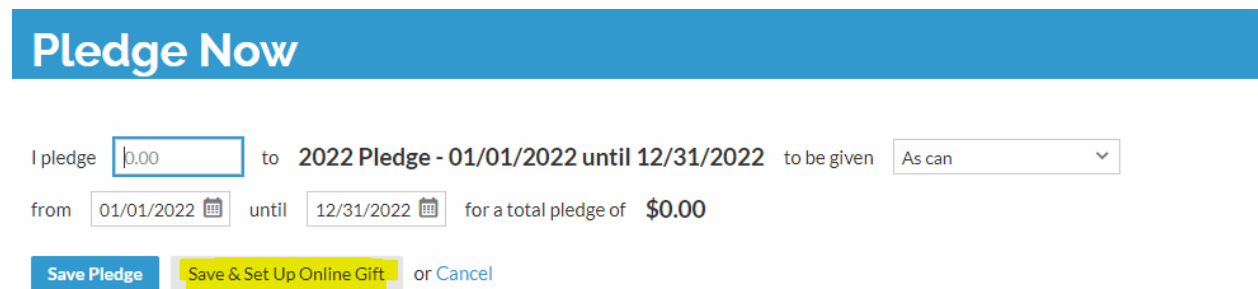


Setting up Your Recurring Gift/Pledge

Thank you for using Realm to enter your 2022 pledge. I hope the instructions provided to you were and are of great help.

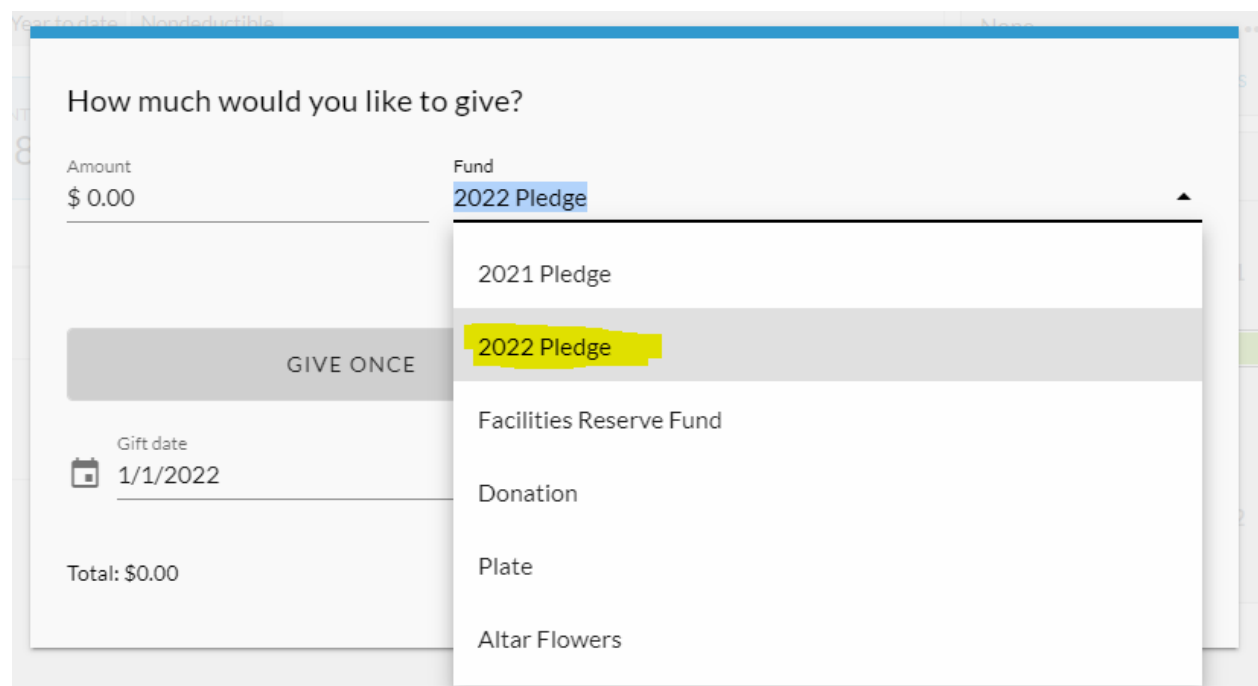
After making your pledge there is one more step you'll need to take. You will need to create a recurring gift. You may do so by clicking **"Save & set up Online Gift"** This is just as easy as creating your pledge.

1. Click the **+Pledge** button



The screenshot shows a blue header with the text "Pledge Now". Below the header, there is a form with the following fields: "I pledge" with a text input containing "0.00", "to 2022 Pledge - 01/01/2022 until 12/31/2022" (with a dropdown arrow on the right), "to be given" with a dropdown menu showing "As can", "from" with a date picker set to "01/01/2022", "until" with a date picker set to "12/31/2022", and "for a total pledge of \$0.00". At the bottom of the form, there are three buttons: "Save Pledge" (blue), "Save & Set Up Online Gift" (yellow), and "or Cancel" (grey).

2. Enter the amount of your pledge and frequency (you will see a total pledge calculated)
3. Then, you can select "save pledge" or **"Save & set up Online Gift"**
4. Enter the amount and use the down arrow on the right of pledge 2021 and select **Pledge 2022**



The screenshot shows a dialog box titled "How much would you like to give?". It has two columns: "Amount" and "Fund". The "Amount" field contains "\$ 0.00". The "Fund" field contains "2022 Pledge" and has a dropdown arrow on the right. A dropdown menu is open, showing the following options: "2021 Pledge", "2022 Pledge" (highlighted in yellow), "Facilities Reserve Fund", "Donation", "Plate", and "Altar Flowers". Below the "Amount" field, there is a "GIVE ONCE" button. Below the "Fund" field, there is a "Gift date" field with a calendar icon and the date "1/1/2022". At the bottom left, there is a "Total: \$0.00" label.

Setting up Your Recurring Gift/Pledge

5. Now click on Give Multiple Times

The screenshot shows a web form titled "How much would you like to give?". It includes a "Amount" field set to "\$ 0.00" and a "Fund" dropdown menu set to "2022 Pledge". A "+ Another Fund" button is located to the right. Below these are two main options: "GIVE ONCE" and "GIVE MULTIPLE TIMES", with the latter highlighted in yellow. Underneath are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". A "Start date" field is set to "1/1/2022". At the bottom, there are "Stop giving after" and "End date" fields, with the end date set to "12/31/2022". A "Total: \$0.00" is displayed at the bottom left, and "Cancel" and "Continue" buttons are at the bottom right.

6. From here choose the frequency of your gift/pledge (see picture above): 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 15th.

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 2022 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.