



Episcopal Parish

ONLINE GIVING

Step-by-Step Guide for Members and Non-members

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Your Online Giving Step-By-Step

Member Contributions - Online Gifts

St. Paul's accepts online gifts through Realm; you can make a contribution or set up a recurring gift.

To contribute from your Realm profile page

1. Log into the site. <https://onrealm.org/StPaulsRockCreek/SignIn>
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. Click . If you don't see this button, contact the church office and let them know you want online giving.
5. Enter the amount you want to give, and then select the fund. To give to more than one fund at once, click **Give to an additional fund**.
6. Select a gift frequency and enter the appropriate date information.



Useful Information

During months that have less than 31 days, recurring gifts scheduled for the 31st of each month will process on the last day of the month.

7. Enter your payment information. If you have a saved payment method, you can use it or click **Add New Payment Method** to add another payment method.
8. Click **Give**.



Completion of Gifts

If you set up a recurring online gift, you will be sent an email when the end date has been reached.

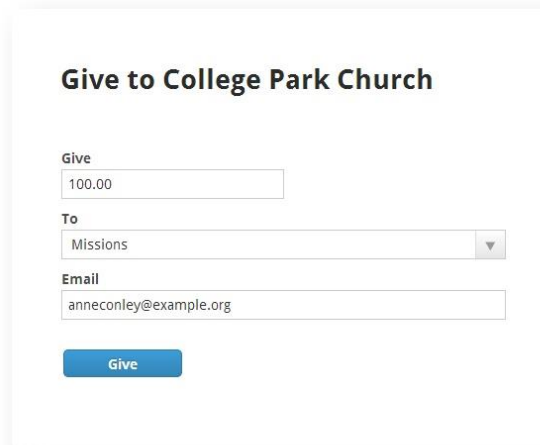
To contribute from the Donate Link or QR Code

1. Enter the link in a web browser or scan the QR code.

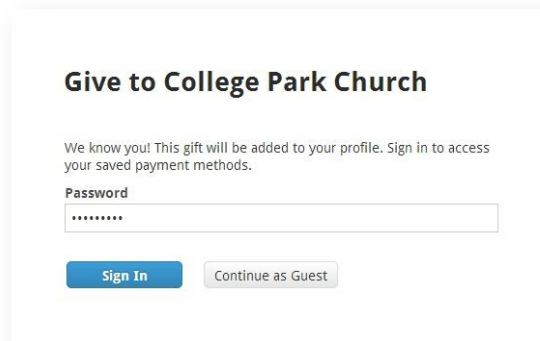
<https://onrealm.org/StPaulsRockCreek/Give/GLHOXNRDDI>



2. Enter your gift amount and select a fund unless these are preselected.
3. Enter your email address.

A screenshot of a web form titled "Give to College Park Church". It contains three input fields: "Give" with the value "100.00", "To" with a dropdown menu showing "Missions", and "Email" with the value "anneconley@example.org". A blue "Give" button is located at the bottom of the form.

4. Click **Give**.
5. If the email address is one you've used to log in before, you can then enter your password, **Sign In**, and make your contribution from inside the site. Otherwise, click **Continue as Guest** (see below).

A screenshot of a web form titled "Give to College Park Church". It displays a message: "We know you! This gift will be added to your profile. Sign in to access your saved payment methods." Below this is a "Password" input field with masked characters. At the bottom, there are two buttons: "Sign In" (blue) and "Continue as Guest" (grey).

6. When finished, click **Give**.

The screenshot shows a web form titled "Give Now" with two main sections: "Giving Details" and "Payment Information".

Giving Details

- Give: 100.00 to Missions
- + Give to an additional fund
- Frequency: One time
- On: 6/24/2014

Payment Information

- Account: Visa ****1111
- Add New Payment Method
- Visa ****1111
- Anna Conley's
- 2097 Lakewood Dr.
- Florence, SC 29501
- AnnaConley@example.org

At the bottom of the form, there are two buttons: "Give" and "or Cancel".

Guest (Non-member) Contributions – Online Gifts

To Contribute as a Guest (Non-Member)

1. Enter the link in a web browser or scan the QR code.

<https://onrealm.org/StPaulsRockCreek/Give/GLHOXNRDDI>



2. Enter your gift amount and select a fund unless these are preselected.
3. Enter your email address.

Give to College Park Church

Give

To

Email

4. Click **Give**.

5. If the email address is not one you've used to log in before, you can now enter your account information and click **Give**.


Give to College Park Church

Give *

+ Give to an additional fund

Account Type

Account Number *



Expiration Date *


/

Name on Card *


Contributions - Other Processes

View gifts and giving history

To view your giving history:


1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. To narrow the list of contributions, click , select limiting criteria, and click **Filter**.

To view your future gifts:

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. Click **Scheduled**.
5. To narrow the list of contributions, click , select limiting criteria, and click **Filter**.

Print your giving statement

To print your giving statement:

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. If necessary, filter your list of contributions (see above).
5. Click . Add a comment to the giving statement if necessary. The output is downloaded as a PDF file that can be opened from your browser.

To quickly print a copy of your giving statement:


During tax season, you can quickly print a copy of your giving statement:

1. Click your name in the upper right corner, and select **My Profile**.
2. Beneath your picture, click the **Contribution Statement** button.



Cancel or change a recurring gift

To cancel or change a recurring gift

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. Click **Scheduled**.
5. Point to a line in the list, and click .
6. Select **Edit** to change the amount or frequency of your gift; select **Cancel** to stop it.

Check for failed payments

To check for failed payments

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. Click **Scheduled**. If there are problems with your gifts, a related message displays onscreen.




Recurring Payments

If a recurring payment fails, an email is sent instead of displaying the onscreen message.

Pledges

To set up a pledge

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. Click , enter your pledge information, and save.



Completion of Pledge

You will be sent an email once you meet your pledge.

To track your pledges

1. Log into the site.
2. Click your name in the upper right corner, and select **My Profile**.
3. Click the **Giving** tab.
4. If you have active pledges, they will display under your picture.

To print your pledge data

Follow the steps in the “To print your giving statement” section. Pledge information is included at the bottom of printed giving statements.