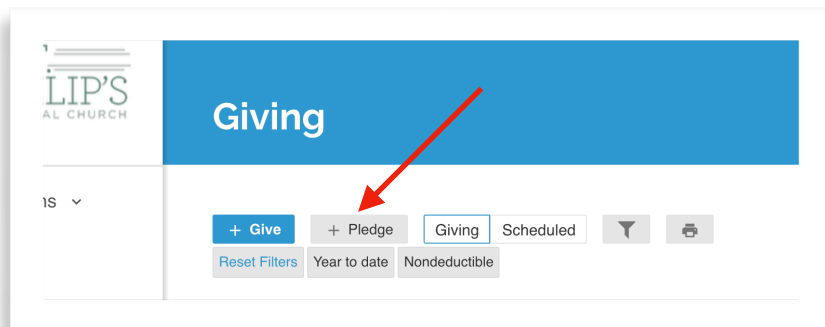
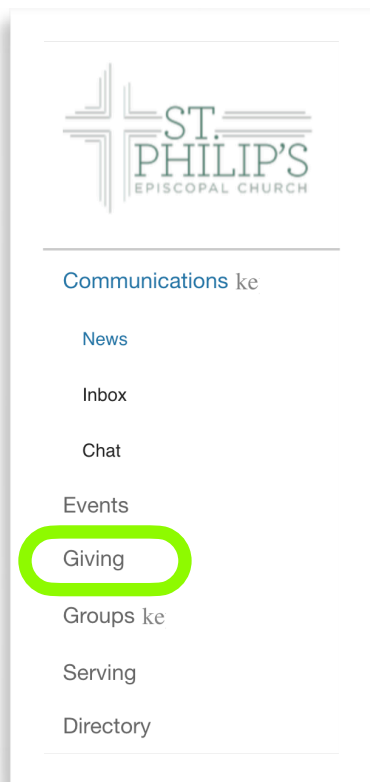
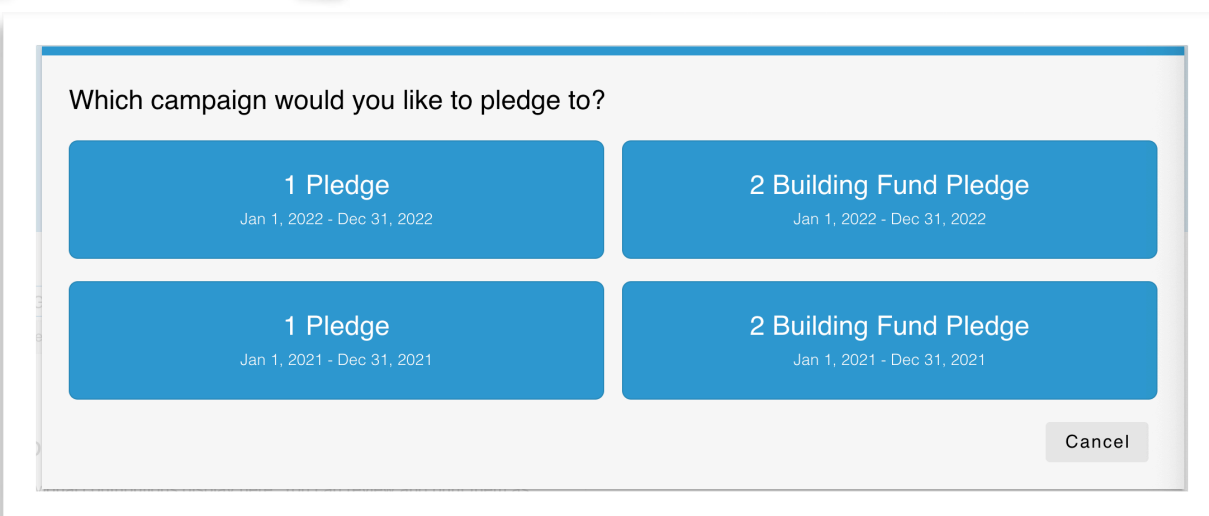


How to enter a pledge in Realm

First this is to look for the “Giving” section under the St. Philip’s Icon (see below left), see the green circle. You may need to click a few choices to make it appear. Select “Giving” and the screen will change to something like that on the image (below right). Click on the “+ Pledge” button (see the red arrow).



The screen will then change to have a popup section which lets you choose which Pledge Campaign you want to pledge to. In the example below you will notice that there are four campaigns to choose from. They are for the “1 Pledge” and “2 Building



Fund” campaigns for both the current year (2021) and the next year (2022). You will only see choices for campaigns that you have not already pledged and are still active, select the

campaign you want to enter your pledge for. If there is only one choice of pledge campaign then you will not see the above screen but the system will act like you selected the only option

1 Pledge
St. Philip's Episcopal Church

How much would you like to pledge?

Amount
\$ 0.00

AS CAN SET A SCHEDULE

EVERY WEEK EVERY 2 WEEKS EVERY MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start Date: 1/1/2022 End Date: 12/31/2022

Total Pledge: \$0.00 Cancel Save Pledge

and present the next screen to enter your pledge.

The above screen has everything you need. By default it will present you a form for entering a pledge that you will use for a weekly donation. As you enter data in the Amount field and select the schedule you want to give on then the amount in “Total Pledge” will change to reflect your

pledge for the entire year. Once you have entered all the data just click on the “Save Pledge” button. The next screen will give you the option to schedule you gift to be sent in electronically if you like. If you want to do that just select box under “Before you go...” text. Otherwise just click on the “Finish” button. You will receive an e-mail with your pledge details.

Thank you for adding your pledge of \$ [redacted]

Scheduled: once a week from Jan 1 - Dec 31, 2022

Total Pledge: \$ [redacted]

You will receive an email with the receipt for this pledge.

Finish

Before you go...

Add a scheduled gift for this pledge.