

HOW TO PLEDGE ONLINE

Pledging online using Realm is both easy and efficient. To make a pledge for our next church fiscal year (2022-2023), click here: <https://onrealm.org/FirstUnitarianC79325/AddPledge/annual2022-23>

You will be taken to a page that looks like this:

The screenshot shows a web form titled "Annual 2022-23" for "First Unitarian Church". The form asks "How much would you like to pledge?" and has a field for "Amount" set to "\$0.00". Below this are two main options: "AS CAN" and "SET A SCHEDULE". Under "SET A SCHEDULE", there are frequency options: "ONCE A WEEK", "EVERY 2 WEEKS", "ONCE A MONTH", "TWICE A MONTH", "EVERY 3 MONTHS", and "ANNUALLY". There are also "Start Date" (7/1/2022) and "End Date" (6/30/2023) dropdown menus. Below these are input fields for "Name" and "Email address", both marked as required. At the bottom, a "SUMMARY" table shows "\$0.00 Annually" and "\$0.00 Total Pledge". A green "Save Pledge" button is at the bottom right.

Item	Amount
Annually	\$0.00
Total Pledge:	\$0.00

To start, you will need to enter:

- The **Amount** you want to pledge
- Your **Name** and
- Your **E-mail Address**.

You can then choose to **Set a Schedule** for payment or indicate that you will pay **As You Can**.

Of these choices, the default option is “**Set a Schedule**” and the frequency of payments is assumed to be “**Annually**”. If you keep your pledge payment at the Annual Option, the screen will display the Annual Amount equal to the Total Pledge at the bottom of the page. See below:

Annual 2022-23
First Unitarian Church
In support of our ministry, set up an online pledge to fulfill as you can.

How much would you like to pledge?

Amount: **1,200.00**

AS CAN | **SET A SCHEDULE**

ONCE A WEEK | EVERY 2 WEEKS | ONCE A MONTH | TWICE A MONTH | EVERY 3 MONTHS | **ANNUALLY**

Start Date: 7/1/2022 | End Date: 6/30/2023

Name: [Redacted]

Email address: [Redacted]@gmail.com

SUMMARY | **\$1,200.00** Annually | **\$1,200.00** Total Pledge

Save Pledge

If, however, you choose to set a payment schedule other than “Annually”, you will need to enter the amount you want to pay for a specific period of time. For example, if you choose “**Once a Month**”, with a pledge Amount of \$100, the summary at the bottom of the page will now show \$100 **Once a Month** and \$1200 as the **Total Pledge**.

Annual 2022-23
First Unitarian Church
In support of our ministry, set up an online pledge to fulfill as you can.

How much would you like to pledge?

Amount: **100.00**

AS CAN | SET A SCHEDULE

ONCE A WEEK | EVERY 2 WEEKS | **ONCE A MONTH** | TWICE A MONTH | EVERY 3 MONTHS | ANNUALLY

Start Date: 7/1/2022 | End Date: 6/30/2023

Name: [Redacted]

Email address: [Redacted]@gmail.com

SUMMARY | **\$100.00** Once a month | **\$1,200.00** Total Pledge

Save Pledge

If you decide to select **“As Can”** rather than “Set a Schedule”, Realm will simply record your annual pledge as the amount you entered as shown below:

The screenshot shows a web form titled "Annual 2022-23" for the "First Unitarian Church". The header text reads: "In support of our ministry, set up an online pledge to fulfill as you can." The main question is "How much would you like to pledge?". The amount entered is "\$ 1,200.00". Below the amount are two radio button options: "AS CAN" (which is selected and circled in black) and "SET A SCHEDULE". The "Start Date" is set to "7/1/2022" and the "End Date" is "6/30/2023". There are input fields for "Name" and "Email address", both containing redacted information. At the bottom, a summary section shows "SUMMARY" and a total pledge of "\$1,200.00". A green "Save Pledge" button is located in the bottom right corner.

Once you have completed all of your pledge information, select **“Save Pledge”**. See below:

Annual 2022-23
 First Unitarian Church
 In support of our ministry, set up an online pledge to fulfill as you can.

How much would you like to pledge?
 Amount
\$ 1,200.00

AS CAN SET A SCHEDULE

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

Start Date: End Date:

Name:

Email address:

SUMMARY	\$1,200.00 Annually	\$1,200.00 Total Pledge
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You will then be taken to a page which confirms your pledge amount and payment frequency and lets you know that you will also receive an e-mail confirmation. In addition, if you would like to set up online payment(s) to fulfill your pledge, check the box at the bottom of the page.

Please note: If the summary does not agree with your intent, please call the church office.

Thank you for adding your pledge of \$1,200.00

Frequency: annually from Jul 1, 2022 - Jun 30, 2023

Total Pledge: \$1,200.00

Thank you for your support! If you have any questions about your pledge, please contact our church office. If you would like to set up online payment(s) to fulfill your pledge, check the box at the bottom of this page.

You will receive an email confirmation for this pledge.

Before you go...

Add an online gift to fulfill this pledge.