
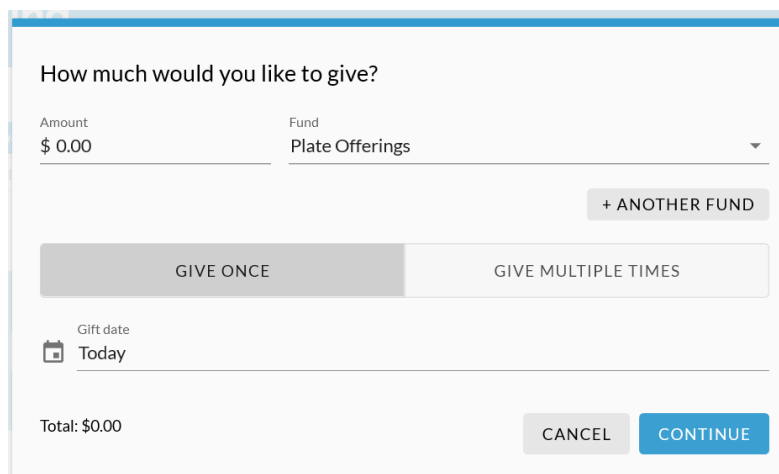


St. Peter's Realm Giving

Below is a simple tutorial on how to allocate funds, to the appropriate area you would like your gifts to go. Our first action is to simply log into your Realm account. You can log in from your PC/Laptop/Tablet or you can download Realm Connect from Google Play-store and connect this way as well.

**If you do not have a Realm Account, please contact the Church and we will help you get one set up.*

*When you log into Realm from your computer, you will choose the Community tab on the left. This will open a drop-down menu, where you will see a tab for Giving. Select the Giving tab, which will open up giving options on the right side of page. Select the  option. This will bring up the following screen.



The screenshot shows a mobile application interface for giving. At the top, it asks "How much would you like to give?". Below this, there are two input fields: "Amount" with a value of "\$ 0.00" and "Fund" with a dropdown menu showing "Plate Offerings". To the right of the fund dropdown is a button labeled "+ ANOTHER FUND". Below these fields are two large buttons: "GIVE ONCE" (which is highlighted in grey) and "GIVE MULTIPLE TIMES". Underneath is a "Gift date" section with a calendar icon and the text "Today". At the bottom left, it says "Total: \$0.00". At the bottom right, there are two buttons: "CANCEL" and "CONTINUE" (which is highlighted in blue).

1.

1. This is your main giving menu in Realm. If giving a plate offering, simply place the dollar amount you are giving in the amount section, then choose date to send and select CONTINUE. The next screen will be for adding your credit card information, to complete the transaction.

How much would you like to give?

Amount	Fund
\$ 0.00	Plate Offerings ▲

GIVE ONCE

Gift date
Today

Total: \$0.00

- Plate Offerings
- Capital Fund
- Memorial Fund
- Pledge Payments, Current Year
- Rectors Discretionary Fund

2.

2. If you would like to give to another category, simply choose the drop drop-down list by selecting the down arrow next to plate offering. From the drop-down list, choose the appropriate category you would like to give to. Place dollar amount in Amount section and choose gift date and then select **CONTINUE**. The next screen will be for adding your credit card information, to complete the transaction.

Giving to Multiple Accounts

How much would you like to give?

Amount	Fund
\$ 0.00	Plate Offerings ▼ ✕
Amount	Fund
\$ 0.00	Rectors Discretionary Fund ▼ ✕

+ ANOTHER FUND

GIVE ONCE GIVE MULTIPLE TIMES

Gift date
📅 Today

Total: \$0.00 CANCEL CONTINUE

3.

3. To add multiple lines for giving to different categories, simply choose the +ANOTHER FUND tab, just below the drop down list. This will add an additional line of giving and giving options, as shown above. Simply designate where each lines dollar amount is to be allocated by again, choosing the drop down list as described section 2.

*If you are still having trouble with this, please feel free to call Gary at the Church and he will be glad to try and assist you.

3/31/2020