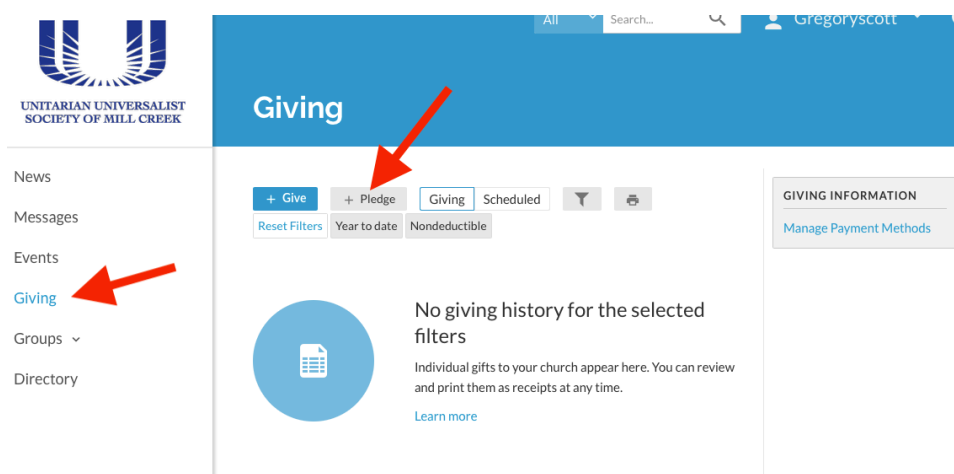


Realm Pledging Guide for UNITARIAN UNIVERSALIST SOCIETY OF MILL CREEK

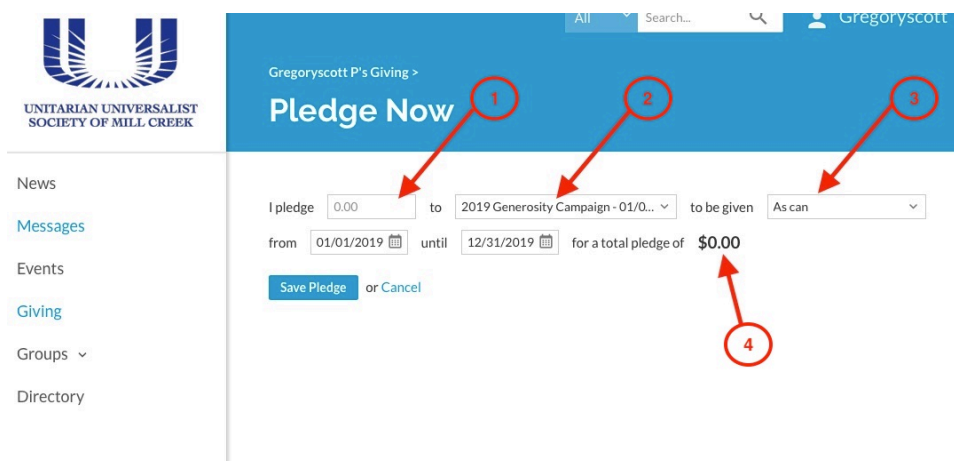
We now have a new (and easy!) way to make your pledge to Mill Creek through our church management system, REALM. Here's a quick guide to making your pledge:

1. Log into your REALM profile (account). If you do not have an account or a login, please contact administrator@uusmc.org or call Debby Damiani at the church (302) 369-2712 and we'll get you set up.
2. Once logged in, select **Giving** from the menu on the left. (See image below). This will take you to your giving page. If there is an open pledge campaign available, you will see a button that says **+Pledge**. Click on that and we're on our way!



You should now see a screen similar to the image below (without the red arrows and numbers). Here's what to do:

1. Enter the TOTAL amount you intend to pledge for the 2019 calendar year.
2. Make sure that the campaign you are pledging to is noted as **2019 Generosity Campaign**.
3. In the "to be given" box, select **"As can."** **
4. Verify that the total amount is what you intend.



5. Verify again that the total amount noted is your intention for the calendar year 2019. In the example below, the donor is pledging \$2800 for the year.
6. When everything looks good, click on **Save Pledge**. **PLEASE NOTE: Once you save your pledge, you will NOT be able to make any changes. But - no worries! If you need to correct an error, please contact Debby Damiani at the church (302) 369-2712, or administrator@uusmc.org**

The screenshot shows the 'Pledge Now' interface for Gregoryscott P's Giving. The form includes the following fields and values:

- I pledge:** 2,800.00
- to:** 2019 Generosity Campaign - 01/0...
- to be given:** As can
- from:** 01/01/2019
- until:** 12/31/2019
- for a total pledge of:** \$2,800.00

Below the form are two buttons: 'Save Pledge' and 'or Cancel'. A red circle with the number '6' and an arrow points to the 'Save Pledge' button. Another red circle with the number '5' and an arrow points to the '\$2,800.00' total pledge amount.

**** Note that the easiest way to make your intention clear is to indicate the TOTAL (annual) pledge you are making in the first box and "as can" in the 'to be given' box.**

HOWEVER: if you prefer to make your pledge on a monthly (or other time period) basis, you may do so. In that case, put the amount you intend to give monthly (weekly, etc.) in the first box and select the time period in the 'to be given' box. THEN - verify that the total pledge (5) is what you intend for the year.