

St. Paul's

EPISCOPAL CHURCH

ReaIm Software Instructions

Everyone in our church gets a unique profile.

Your profile contains everything you want people in our church to know about you.

Your profile also enables you to join a small group, RSVP to events, track your giving, update your contact information, change family details, set notification preferences, or replace that outdated family photo.

Simply sign in to look over your year-to-date giving, check pledge progress, print a contribution statement, or make a new one-time or recurring donation. It's always available and kept secure in an easy-to-use online environment.

Ways to Give using Realm

No matter how you choose to give toward our ministry, you can review all of your giving history online anytime.

- Check or Cash
- Online Giving (one-time or recurring)
- Text Giving
- Pledges

To get started:

- You will receive an email inviting you to join Realm, see example below. Click on the link in the email.



St Paul's Episcopal Church: Join our online community!

Hi John,

We at St Paul's Episcopal Church have an online church community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Create an account:

<https://onrealm.org/StPaulsfranklin/account/Register?user=kristy%40stpaulsfranklin.com>

Sincerely,

Your friends at St Paul's Episcopal Church

This message was sent to kristy@stpaulsfranklin.com by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#).

- The link will bring you to this screen where you chose your email address and password that you would like to use.



Register

Sign-up is easy, and it's free! Get started by completing the fields below.

- Email Address

- Create Password (8 character min)

- Confirm Password

-
- By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

Already have an account with St Paul's Episcopal Church? [Sign In](#)

- Once you set up your email address and password, you will receive another email to verify your account. That's it, you are all set up!!!

| Sign In |



St Paul's Episcopal Church: Email Verification

Hi,

Thank you for joining our online church community!
Before you can sign in, please verify your email to complete your registration.

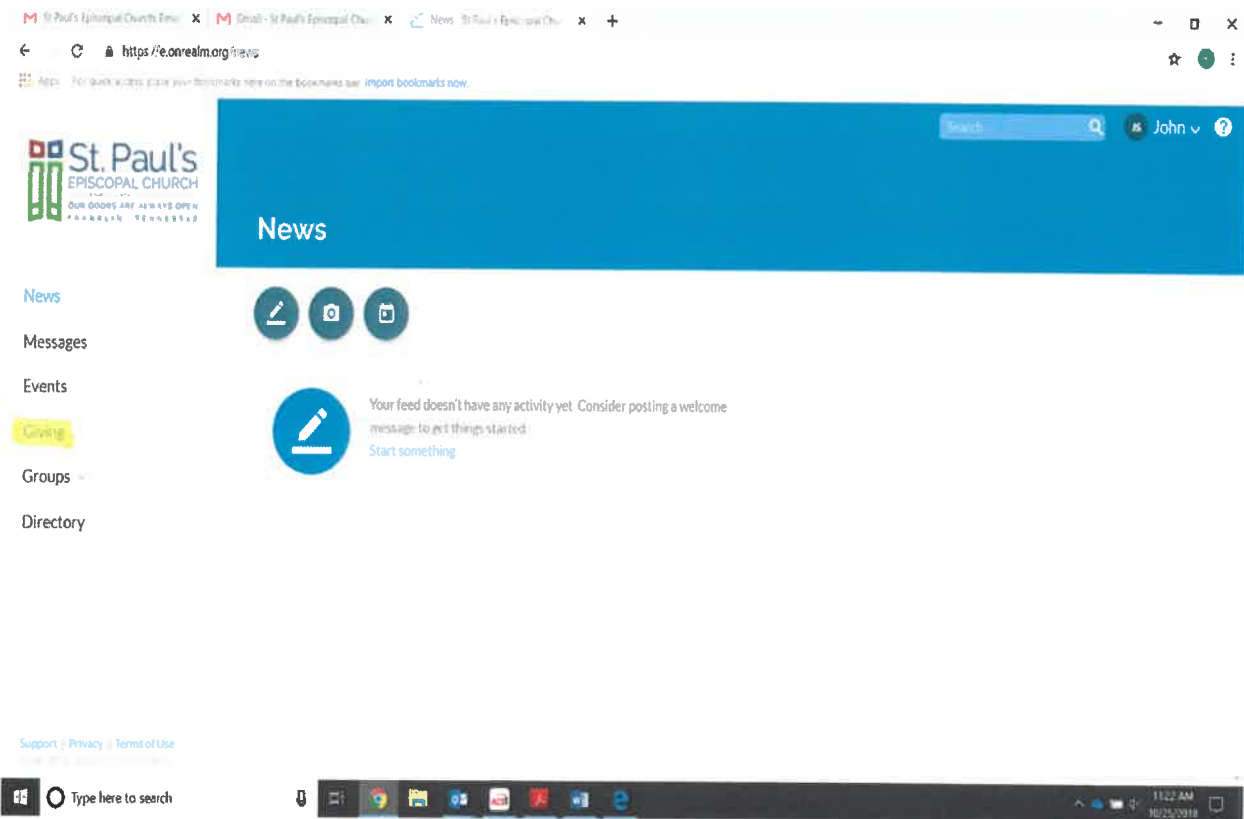
Verify your email: <https://onrealm.org/StPaulsfranklin/account/Validate?user=kristyrcallahan%40gmail.com&token=Za6J3KfNvpq7aZk>

Sincerely,
St Paul's Episcopal Church

Pledges

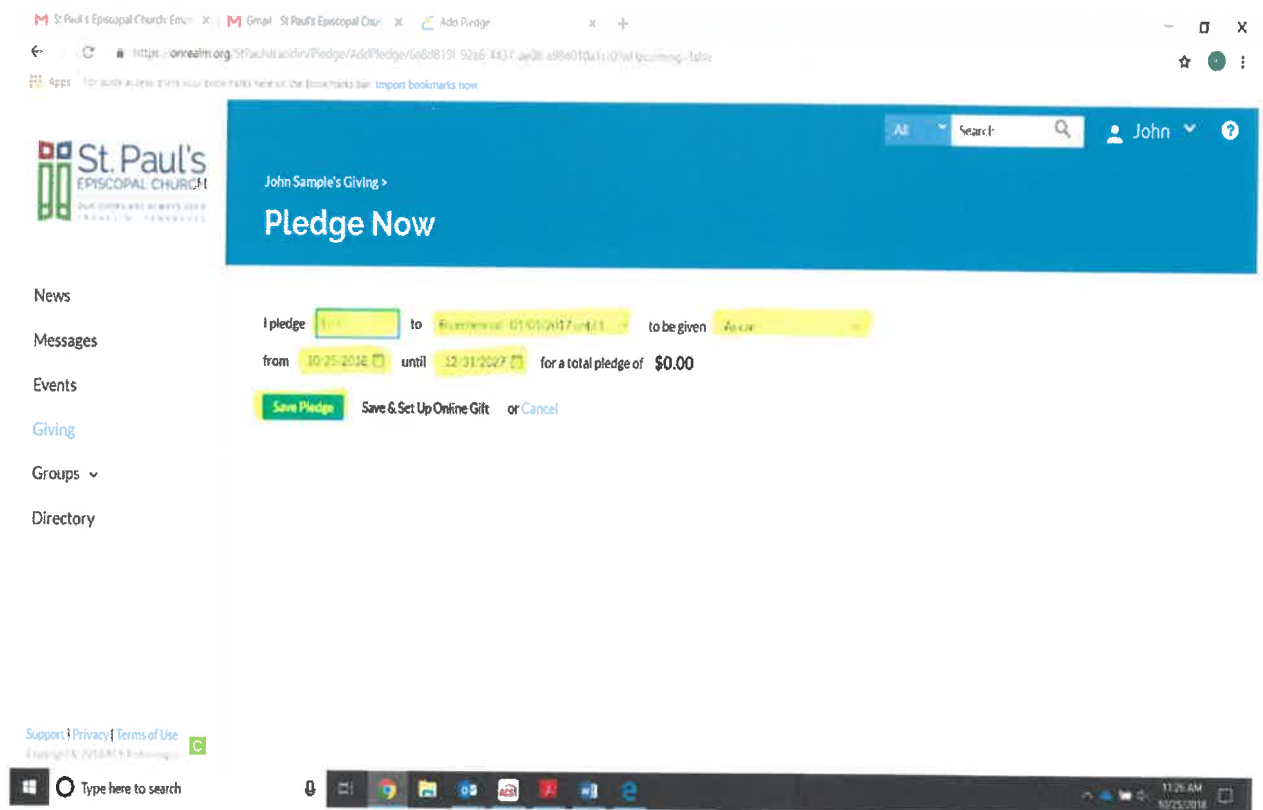
To set up a pledge:

- Sign into your site.
- Click **Giving** on the main menu.



- Click + **Pledge**, enter your pledge information, and save. You will receive an email once you meet your pledge.

The screenshot shows a web browser window with multiple tabs open: 'St. Paul's Episcopal Church (mail)', 'Gmail - St. Paul's Episcopal Church', and 'Giving for John Sample'. The address bar shows the URL: <https://online.giving.org/StPauls/aria/aria/Giving/GivingHistory/6e58919f-52ab-443f-ae06-a954010a1c02?engagement=true&makeNew=false&Redeeming=false&Art=0436667b29618e628310634f9ec024a7>. The page header features the St. Paul's Episcopal Church logo and a blue navigation bar with the word 'Giving'. On the left, a sidebar lists navigation options: News, Messages, Events, Giving (highlighted), Groups, and Directory. The main content area has a filter bar with '+ Give', '+ Pledge', 'Giving', and 'Scheduled' buttons, along with 'Reset Filters', 'Year to date', and 'Nondeductible' links. To the right, there are links for 'GIVING NUMBER', 'None', and 'Manage Payment Methods'. The central message states: 'No giving history for the selected filters. Individual gifts to your church appear here. You can review and print them as receipts at any time. Learn more'. The footer includes links for 'Support', 'Privacy', and 'Terms of Use', and a Windows taskbar at the bottom shows the time as 11:26 AM on 10/25/2018.



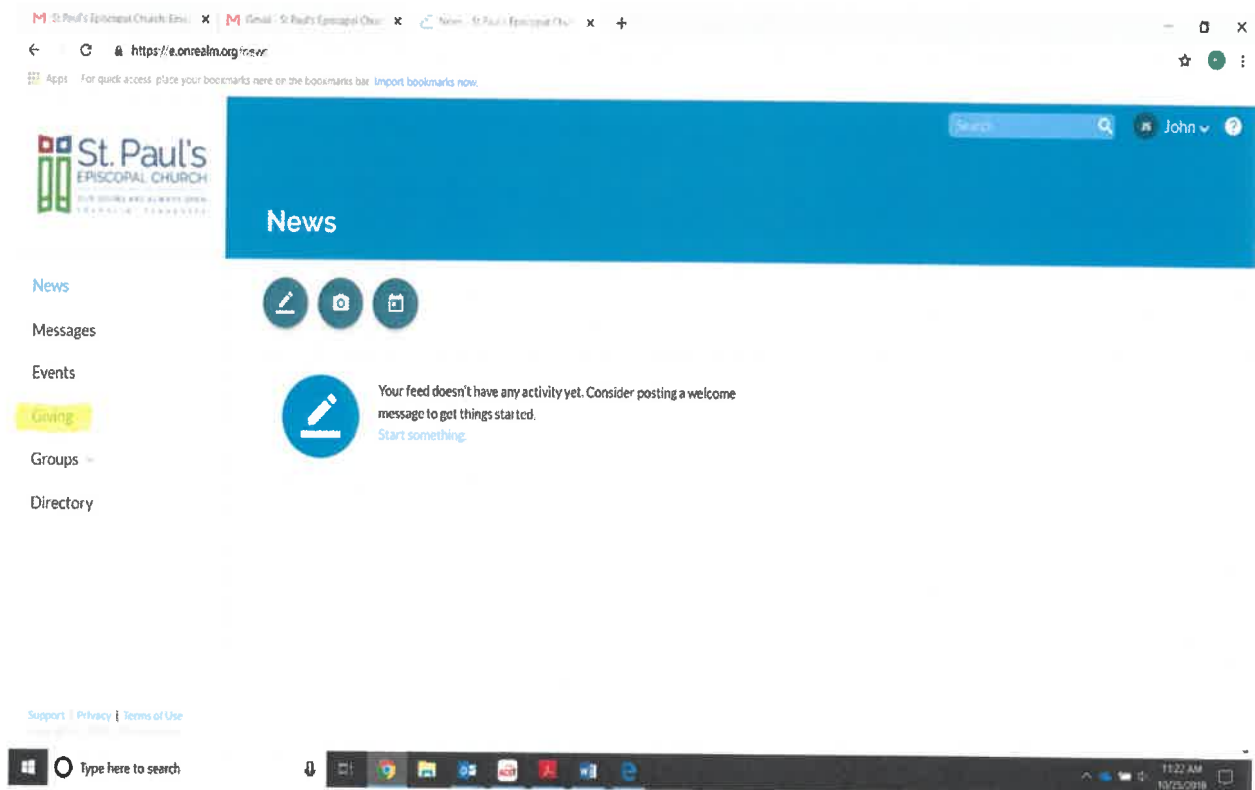
To track your pledges:

- Sign into your site.
- Click **Giving** on the main menu.
- If you have active pledges, they will display on the page.

Contributions - Online Gifts

To contribute from your profile page:

- Sign into your site.
- Click Giving on the main menu.



- Click **+ Give**. If you don't see this button, contact your church office and ask them about online giving.

The screenshot shows a web browser window with multiple tabs open, including "St. Paul's Episcopal Church, Email", "St. Paul's Episcopal Church", and "Giving for John Sample". The address bar shows a URL from "onrealm.org". The page header features the St. Paul's Episcopal Church logo and a blue navigation bar with the word "Giving" in white. Below the header, there is a sidebar on the left with links for "News", "Messages", "Events", "Giving", "Groups", and "Directory". The main content area has a green "+ Give" button, a "+ Pledge" button, and a "Giving" button. Below these buttons are links for "Reset Filters", "Year to date", and "Nondeductible". To the right of the buttons, there is a "GIVING NUMBER" section with a "None" option and a link to "Manage Payment Methods". The main content area also displays a message: "No giving history for the selected filters" with a subtext "Individual gifts to your church appear here. You can review and print them as receipts at any time." and a "Learn more" link. The footer contains links for "Support", "Privacy", and "Terms of Use". The Windows taskbar at the bottom shows the search bar and several application icons.

- Enter the amount you want to give, then select the fund. If the fund has the memo field enabled, complete this field to add a note. To give to more than one fund at once, click **Give to an additional fund**.

The screenshot shows a web browser window with the URL <https://onrealm.org/StPaulsFranklin/Giving/GiveNow/6a8d819f-92a6-4437-ae06-a564013a1cc0?isUpcoming=false>. The page header for St. Paul's Episcopal Church includes the text "St. Paul's EPISCOPAL CHURCH" and "OUR DOORS ARE ALWAYS OPEN FRANKLIN, TENNESSEE". A left sidebar contains links for News, Messages, Events, Giving, Groups, and Directory. The main content area is titled "Give Now" and is divided into two sections: "GIVING DETAILS" and "PAYMENT INFORMATION".

GIVING DETAILS

Give: to: [+ Give to an additional fund](#)

Frequency:

On:

PAYMENT INFORMATION

☒ Save for future use

Account Information

Account Type:

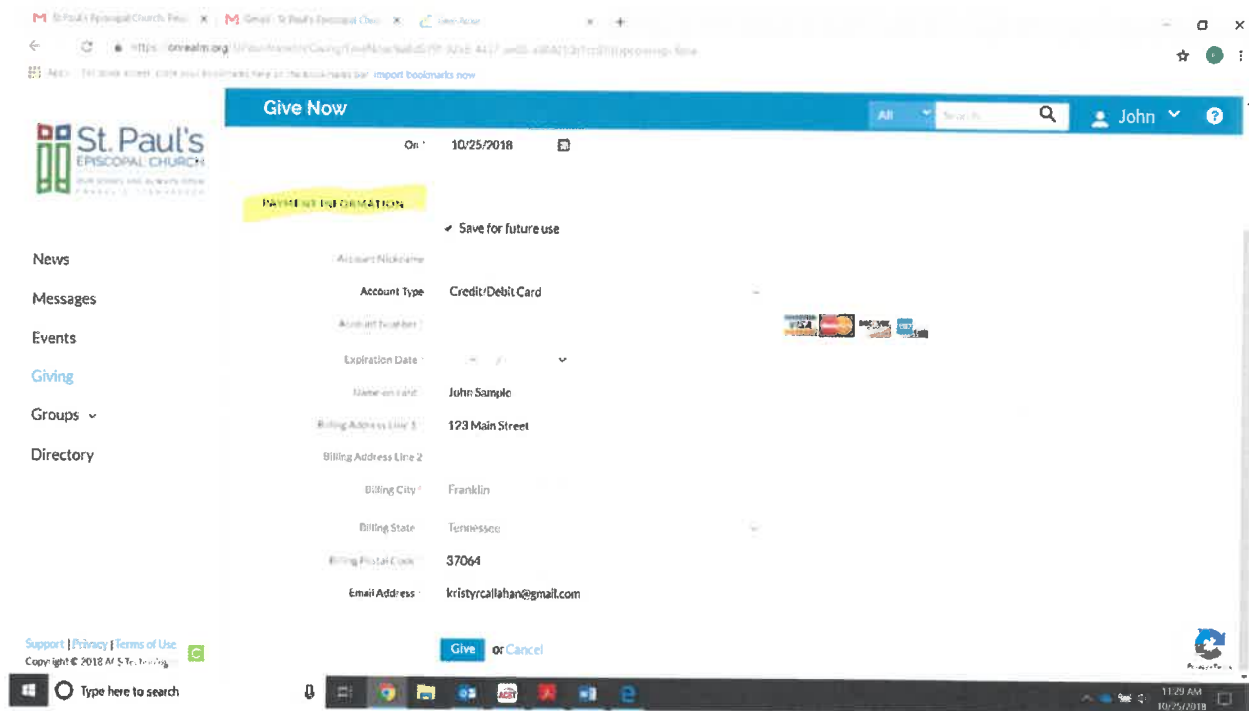
Account Number:

Expiration Date:

Name on card:

The bottom of the browser window shows the Windows taskbar with the search bar and system clock indicating 11:29 AM on 10/25/2018.

- Select a gift frequency and enter the appropriate date information.



- 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.
- Click **Give**.

What about months that have less than 31 days?

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.

Will I be notified about recurring gifts? Yes, if you set up a recurring online gift, you will receive an email when the end date has been reached.

Other helpful instructions

To edit a recurring gift:

- Sign into your site.
- Click Giving on the main menu.
- Click Scheduled.
- Click  next to the recurring gift you want to edit and select Edit.
- Make any necessary changes, and click Save.

Editing the Start Date

If you need to edit the start date of your recurrence, you must cancel the current gift and enter a new one with the correct start date.

To change Your Payment Methods:

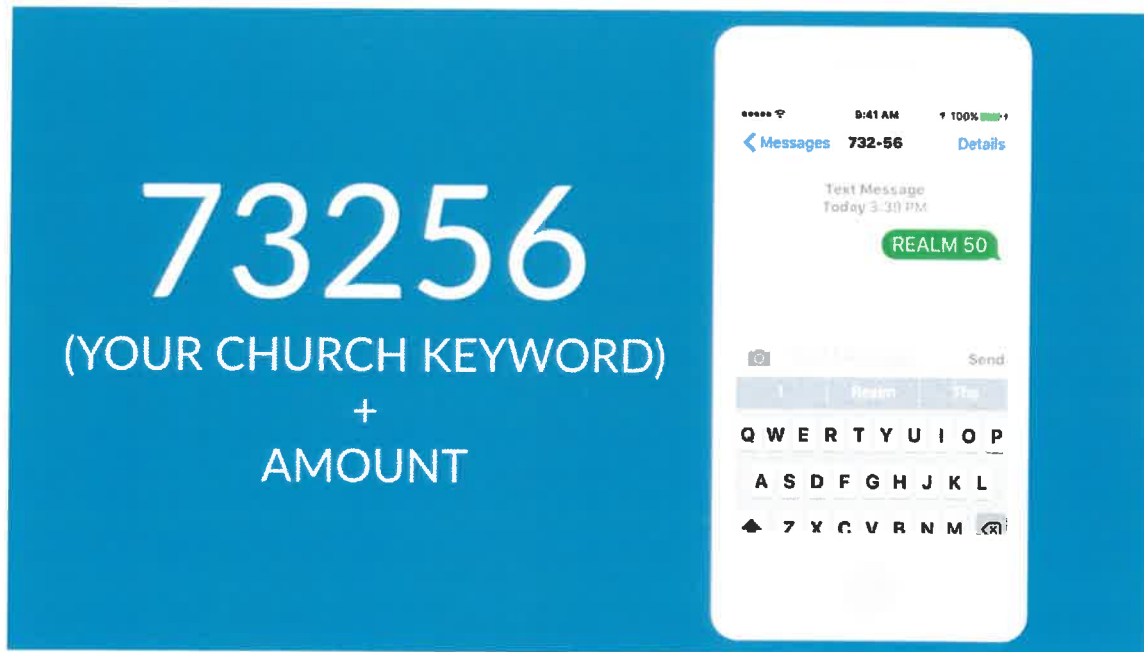
Use this window to add, update, or delete the credit card, debit card, or bank account information you use to make online contributions to your church. You can also view any messages about failed or delayed contributions.

- Sign into your site.
- Click Giving.
- Inside the column on the right, click Manage Payment Methods.
- To add a new payment method, click Add Payment Method, complete the fields, and click Save.
- To update or delete a payment type, click  and select Edit Account or Delete Account. Complete the onscreen fields.

To text donation to church:

Text Giving Number: 73256

Permanent Church Keyword: stpaulsfranklin



All churches with text giving will share the same number. By reserving your unique church keyword, donations will be processed directly to your church. When donors submit their gifts through text, your church's name will show in the confirmation text, payment form, and on their receipt.

View Text Giving Contributions:

Once a gift is submitted through text, it is processed the same as an online contribution.