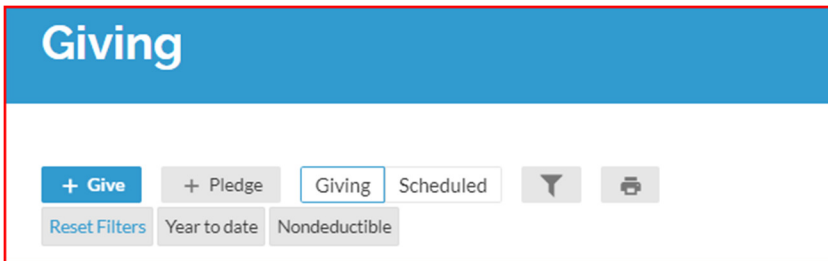
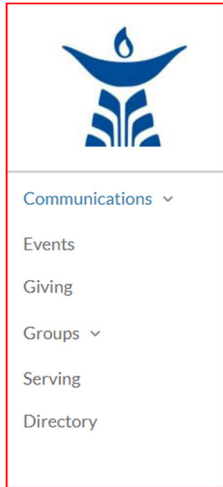


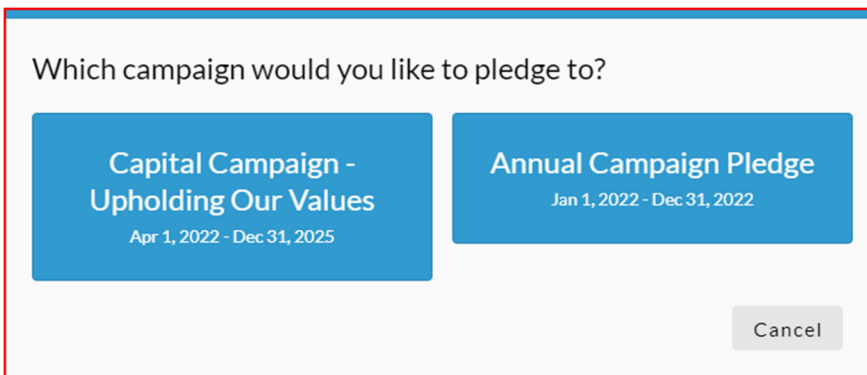
How to set up your Capital Campaign pledge and payment plan in Realm

Sign into your Realm profile. e.onrealm.org

Click on **Giving**



Click on
+ Pledge



Click on
Capital
Campaign –
Upholding Our
Values

The screen that will then come up looks like this:

Capital Campaign - Upholding Our Values
First UU Ann Arbor

How much would you like to pledge?

Amount
\$0.00

AS CAN SET A SCHEDULE

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

Start Date: Today End Date: 12/31/2025

SUMMARY **\$0.00** annually **\$0.00** total pledge

Cancel Save Pledge

This is where you enter your pledge amount, the frequency of scheduled payments, and the start date of the payments.

IMPORTANT: If you are going to be setting up scheduled, recurring payments, the amount you enter for “How much would you like to pledge?” should be the amount that you want to give on a recurring basis, NOT your total Capital Campaign pledge.

Once you enter the recurring payment amount, the frequency, and the start date, the SUMMARY line at the bottom of the screen will let you verify the frequency of the payments and the total pledge.

The Capital Campaign runs from 4/17/2022 – 12/31/2025, so the End Date automatically entered is 12/31/2025.

See the example below for a pledge of \$200 per month starting 5/1/2022 through 12/31/2025 for a total Capital Campaign pledge of \$8,800.00

Capital Campaign - Upholding Our Values

First UU Ann Arbor

How much would you like to pledge?

Amount
\$200.00

Start Date: End Date:

SUMMARY	\$200.00 once a month	\$8,800.00 total pledge
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The example below is for a pledge of \$2,000 which the donor has indicated that they will pay as they can, without a set payment schedule.

Capital Campaign - Upholding Our Values

First UU Ann Arbor

How much would you like to pledge?

Amount
\$2,000.00

Start Date: End Date:

SUMMARY	\$2,000.00 total pledge
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Once you have determined your Capital Campaign pledge amount and payment schedule, Click on **Save Pledge**

Thank you for adding your pledge of \$200.00

Frequency: once a month from May 1, 2022 - Dec 31, 2025

Total Pledge: \$8,800.00

Thank you for helping to create a better world for our children.

You will receive an email confirmation for this pledge.

Finish

Before you go...

Add an online gift to fulfill this pledge.

If you will be paying your Capital Campaign pledge by check or cash, click on **Finish**.

If you would like to set up online payments, click in the box:

Before you go.....Add a scheduled gift for this pledge.

If you already have automatic payments set up in Realm:

Verify the information provided on the next screen (example below).

How much would you like to give?

Amount: Fund:

Start date:

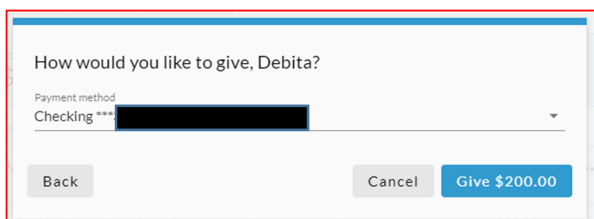
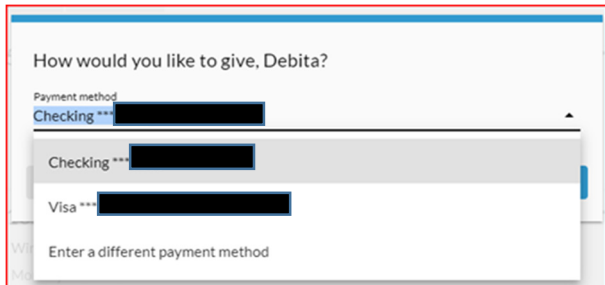
Stop giving after: End date:

This will complete your pledge to Capital Campaign - Upholding Our Values

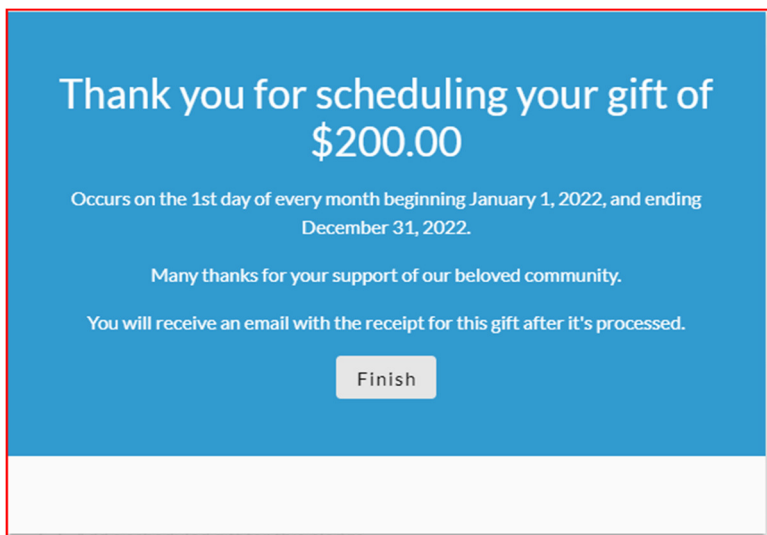
SUMMARY	\$200.00 every month	44 gifts scheduled	\$8,800.00 in total gifts
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Click **Continue**

On the next screen, you can choose whether you want to continue to use your previous payment method or enter a different payment method by using the drop down menu.



Then click on
GIVE \$XX.XX



Then click on
Finish.

You will receive an email with the receipt for this gift after it is processed.

If you have not already done so and want to set up automatic payments in Realm:

Verify the information shown. (example below)

How much would you like to give?

Amount: **\$200.00** Fund: Capital Campaign - Upholding Our Values

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

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

Start date: 5/1/2022

Stop giving after: Date | End date: 12/31/2025

This will complete your pledge to Capital Campaign - Upholding Our Values

SUMMARY	\$200.00 every month	44 gifts scheduled	\$8,800.00 in total gifts
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Cancel | **Continue**

Click
Continue

Then enter your credit account information

How would you like to give, Fred?

CREDIT OR DEBIT | BANK ACCOUNT

Account Number

Name On Card: Fred Congregant

Expiration Month: 09 | Expiration Year: 2021 | CVV

Billing Address 1: 4001 Ann Arbor Saline Rd | Billing Address 2

Billing City: Ann Arbor | Billing State: Michigan | Billing Postal Code: 48103-8739

Contribute an extra \$0.30 to help offset processing costs.

Back | Cancel | **Give \$10.00**

Credit card payments cost UUA 3%. Please check the box to contribute 3% to help offset this cost.

OR enter your checking account information.

How would you like to give, Fred?

CREDIT OR DEBIT BANK ACCOUNT

Routing Number Account Number

Billing Name
Fred Congregant

Billing Address 1
4001 Ann Arbor Saline Rd Billing Address 2

Billing City Billing State Billing Postal Code
Ann Arbor Michigan 48103-8739

Back Cancel Give \$10.00

Then click on **GIVE \$XX.XX**. You will receive an email confirmation of your pledge.

If you have any questions about your Capital Campaign pledge, do not hesitate to contact Ed Lynn, Interim Administrator, at ed@uuaa.org

If you have any questions about entering your pledge in Realm or other questions about Realm, contact the Realm help team at realmhelp@uuaa.org or debita graham, Office Volunteer at debita@uuaa.org