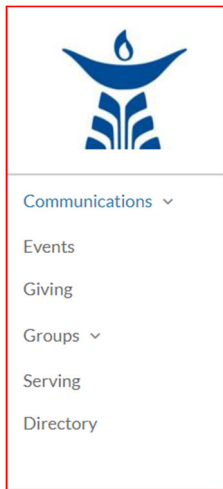


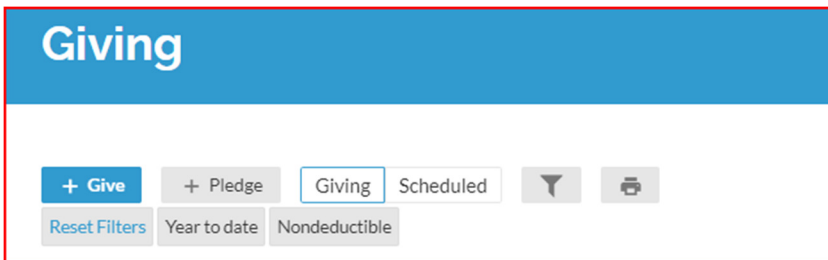
How to set up your UUAU pledge in Realm

Sign into your Realm profile. e.onrealm.org

Click on **Giving**



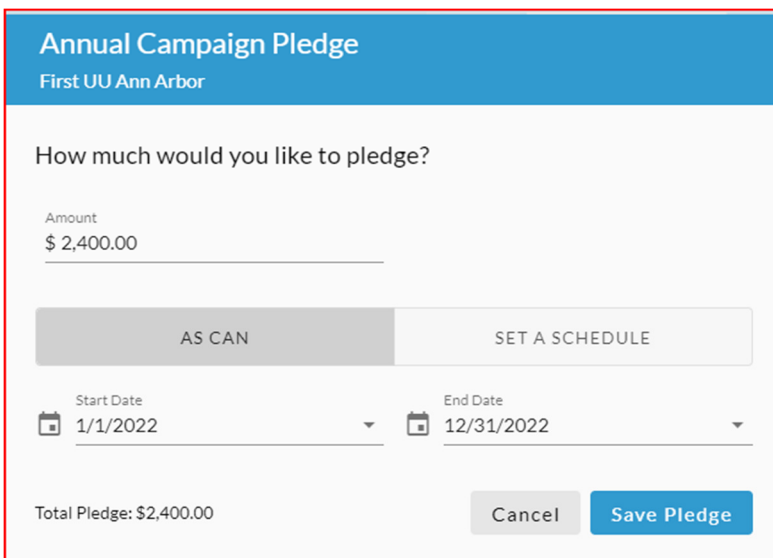
Click on **+ Pledge**



Enter your pledge amount and then click either:

AS CAN

See example below for a pledge of \$2,400)



or **SET A SCHEDULE**

Please note: When filling out the pledge form for SET A SCHEDULE, the amount should be the amount that you want to give on a recurring basis, NOT your total annual pledge. Once you enter the recurring amount and the frequency, the total annual pledge amount will be shown at the bottom of the screen.

See the example below for a pledge of \$200 per month for a total pledge amount of \$2,400.

Annual Campaign Pledge
First UU Ann Arbor

How much would you like to pledge?

Amount
\$ 200.00

AS CAN SET A SCHEDULE

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

Start Date 1/1/2022 End Date 12/31/2022

Total Pledge: \$2,400.00 Cancel Save Pledge

Click on **Save Pledge**

If you will be paying your pledge by check or cash, click on **Finish**. You will receive an email with the receipt for this pledge.

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

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

Thank you for scheduling your
pledge of \$200.00

Occurs once a month from Jan 1 - Dec 31, 2022

Total Pledge: \$2,400.00

You will receive an email with the receipt for this pledge.

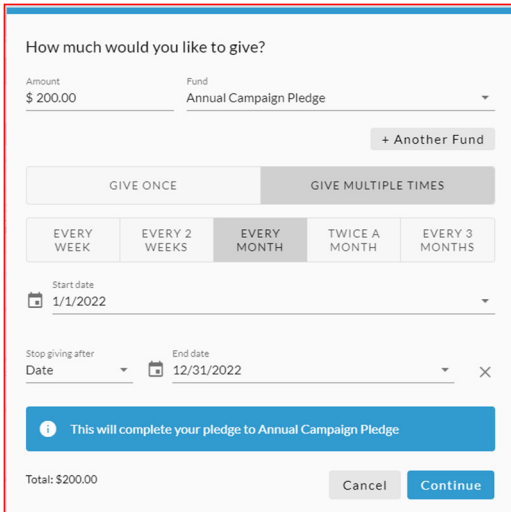
Finish

Before you go...

Add a scheduled gift for this pledge.

If you already have automatic payments set up in Realm:

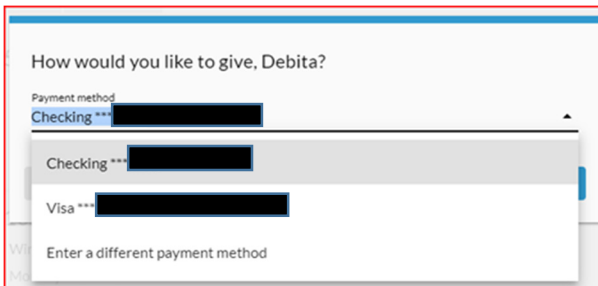
Verify the information shown. If you want to adjust the date of the automatic payments, click next to the default date shown (1/1/2022) and use the calendar to change the date (example below).



The screenshot shows a form titled "How much would you like to give?". It includes a "Fund" dropdown menu set to "Annual Campaign Pledge" and a "Amount" field set to "\$200.00". There is a "+ Another Fund" button. Below this are two main tabs: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH" (which is selected), "TWICE A MONTH", and "EVERY 3 MONTHS". A "Start date" field is set to "1/1/2022". There is also a "Stop giving after" section with "Date" and "End date" (set to "12/31/2022") dropdowns. A blue information bar states "This will complete your pledge to Annual Campaign Pledge". At the bottom, there is a "Total: \$200.00" and "Cancel" and "Continue" buttons.

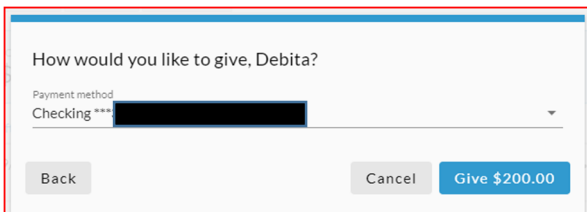
Click **Continue**

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.



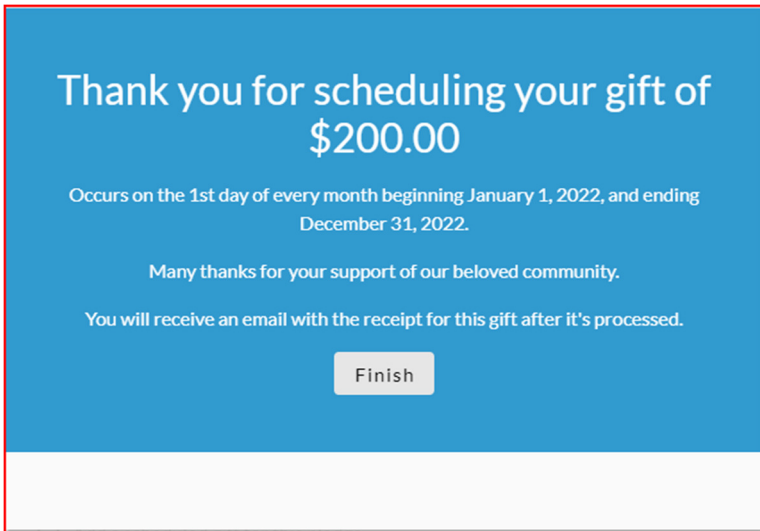
The screenshot shows a form titled "How would you like to give, Debita?". It features a "Payment method" dropdown menu currently set to "Checking ***". A dropdown menu is open, showing "Checking ***" and "Visa ***" as options, along with a link to "Enter a different payment method".

Then click on **GIVE \$XX.XX**



The screenshot shows the same "How would you like to give, Debita?" form. The "Payment method" dropdown menu is now closed and set to "Checking ***". At the bottom of the form, there are three buttons: "Back", "Cancel", and "Give \$200.00".

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. If you want to adjust the date of the automatic payments, click next to the default date shown (1/1/2022) and use the calendar to change the date (example below).

A screenshot of a web form titled "How much would you like to give?". The form includes several sections: "Amount" set to "\$ 200.00" and "Fund" set to "Annual Campaign Pledge" with a dropdown arrow; a "+ Another Fund" button; two large buttons for "GIVE ONCE" and "GIVE MULTIPLE TIMES", with "GIVE MULTIPLE TIMES" being selected; a row of five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH" (selected), "TWICE A MONTH", and "EVERY 3 MONTHS"; a "Start date" field with a calendar icon and the date "1/1/2022" and a dropdown arrow; a "Stop giving after" section with a "Date" dropdown and an "End date" field with a calendar icon and the date "12/31/2022" and a close icon; a blue information banner that says "This will complete your pledge to Annual Campaign Pledge"; and a "Total: \$200.00" label. At the bottom right, there are "Cancel" and "Continue" buttons.

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 UAA 3%. Please check the box 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: Ann Arbor | Billing State: Michigan | Billing Postal Code: 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 pledging or your 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