



GIVING NOTES & TIPS

#1 –Transaction Fees and Number of Gifts:

There is a transaction processing fee for each gift made. So, you can reduce the transaction processing fees by bundling your gifts into one gift. For example: if you wanted to give \$100 to the Budget Offering and \$100 to Lottie Moon. Making a gift of \$200 designated as \$100 to Budget Offering and \$100 to Lottie Moon is only one transaction; thus, one transaction processing fee. Making two separate gifts; one as \$100 to Budget Offering, and another as \$100 to Lottie Moon is two transactions; thus, two transaction processing fees.

#2 –Payment Methods:

You can set up as many “payment methods” as you want, and then choose the one you want when you initiate the gift. For example, if you wanted your tithe to be drafted from your checking account, but your Christmas Lottie Moon to be put on your credit card.

#3 –Gift Notifications:

When you make a gift, you will receive an email notification confirming your gift. You will receive email notifications for Scheduled recurring gifts each time the gift is executed.

#4 –Scheduled Recurring Gifts at the End of the Month for Months with Less Than 31 Days:

For scheduled recurring gifts scheduled on a date greater than a month’s last day (example: 31st when April comes schedule), the gift is processed on the last day of the month.

#5 –Payments for “Registration” events:

Registration events such as winter retreat, camp, etc. can no longer be given via online giving using “Other” designation since these are not tax-deductible charitable contributions. These payments can be made in Realm as a registration event if the event is setup by the event’s pastor / administrator. Otherwise the registration payment has to be made to the church via a check.

CAN I GIVE USING MY CREDIT or DEBIT CARD ?

Yes, you can give using your credit or debit card.

You can easily give to the church via your Realm profile or the Connect app. Payment methods available are: bank draft, credit / debit card, or by text.

Note: When you give by credit / debit care the card company charges a processing fee. Therefore, if you give \$100 to the church and their fee is 3% then the church will have to pay them \$3 resulting in your gift to the church effectively being \$97.

If giving by credit / debit card, please consider selecting “Contribute an extra \$_____ (amount calculated by Realm) to help offset processing costs” so 100% of your gift will go to the church (i.e., you are willing to pay the credit card’s processing fee).

For more information on how to give using Realm or the Connect app, please view the giving instructional videos found church’s website (Realm educational section).

HOW DO I CHANGE MY PAYMENT METHOD ?

Sign into your Realm profile. Click Giving. To the right, Click Manage Payment Methods. (If not shown, click the “v” symbol next to your name and from the drop-down box, click Manage Payment Methods). To add a payment method, Click Add Payment Method, complete the fields, and Click Save. To update or delete a payment type, Click the ... (far right) next to the payment method you want to change. Select Edit Account to make changes to the payment method, edit the fields, and Click Save. Select Delete Account to delete the payment method.

HOW DO I CHANGE MY SCHEDULED RECURRING GIFT ?

Sign into your Realm profile. Click Giving. Click Scheduled. Click the ... (far right) next to the scheduled recurring gift. Select Edit. Make the desired changes, and Click Save.

Note: Editing the Start Date – If you need to edit the start date of your scheduled recurring gift, you must cancel the current gift and enter a new scheduled gift with the new start date.

WHAT IS TEXT GIVING and HOW DO I GIVE BY TEXT ?

Text Giving lets contributors give to your church using their smart phones. All churches with text giving share the same number. Your church’s unique church keyword is how your contributions are processed directly to your church. When contributors submit their gift through text, your church’s name will show in your confirmation text, payment form, and on your receipt.

How to Text Give –

Send a text to: 73256

Enter Porter’s Church Keyword: Pmbc4300 (this is case sensitive; i.e., “P” must be capitalized)

If you want the gift to be your tithe to Budget Offering, after Pmbc4300 enter \$ followed by the dollar amount.

If you want to make gifts to a different designated fund, enter the Funds Text Keyword (see table below) followed by \$ and then the dollar amount.

If you want to make gifts to more than one designated fund, unfortunately text giving currently does not support this capability. A text must be entered for each fund you want to give to. Realm is working on allowing a single text to give to multiple designated funds, and should be available some time in 2020, so stay tuned for this feature to come.

Contributors can give via text using credit / debit cards, or ACH payments (bank drafts). It takes first-time text contributors about 2 minutes to set up their payment method, which is saved for future text gifts.

Text gifts are processed same as online giving contributions.

<u>Church's Fund</u>	<u>Funds Text Keyword*</u>
Budget Offering	Tithe
Forward Together	ForwardTogether
Porter Missions	PorterMissions
Lottie Moon	LottieMoon
Annie Armstrong	AnnieArmstrong
Eliza Broadus	ElizaBroadus

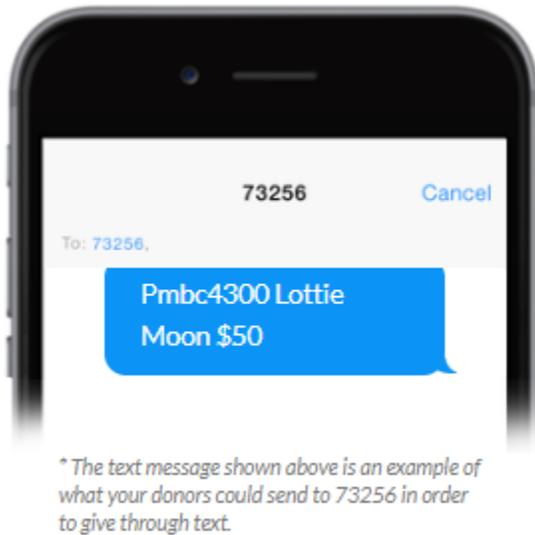
*Text keywords are not case sensitive

Default Texting Fund –

Your text gift will be made to the church's Budget Offering (the default text fund setup by the church) if no text fund is entered.

Example –

An example of a text gift to Porter Memorial Baptist Church's Lottie Moon fund in the amount of \$50:



HOW DO I VIEW MY GIVING RECORDS ?

Sign into your Realm profile. Click Giving. Your total giving with each individual gift is displayed for the current calendar year. Note: Gifts given online via Realm or Connect app are processed and displayed immediately. Gifts turned into the Contributions designated to more than one giving category are shown. To see the amount given to each giving category, place your mouse over the “Y” symbol next to the gift's total amount.

To view your giving history other than the current calendar year --

From the Giving screen, Click the “funnel” symbol. Enter the exact date range you want to view or click on the “Gift Date Range” and select one of the selections in the drop-down box (“Last Year” for example). Click the “Filter” box (blue

box with the word “filter” in it). Click the “Printer” icon if you want to print your giving records, or to display the records including a summary. Tip: If you want to see last year’s giving history, a short cut is to Click the “Last Year” icon.

HOW DO I PRINT or DOWNLOAD MY GIVING RECORDS ?

Sign into your Realm profile. Click Giving. Click the “Printer” icon. Add any comment you want to add to the report. Click Print. Place your mouse across at the top of the report (gray area) and the Printer icon will appear, Click the Printer icon. To download the report, Click the blue box with “download” written. When finished, Click Closed.

WHO HAS ACCESS TO MY GIVING RECORDS ?

Realm keeps your giving records secure. Your giving records are kept completely confidential and can only be seen by you, your spouse if married, and the church’s business administrator.