

Setting Up Pledge In Realm

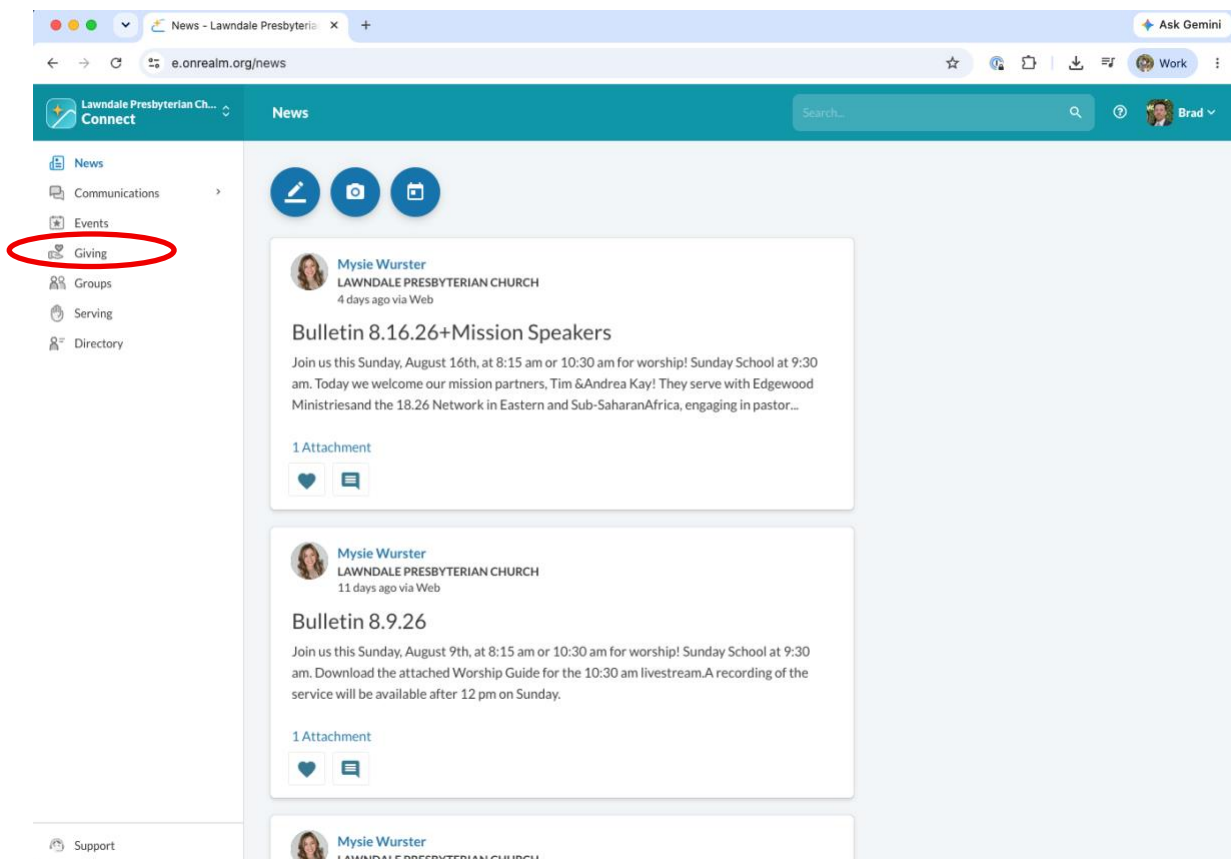
Once you return your pledge card to one of the donation boxes or the church office, office staff will set up your pledge in Realm. If you would like to set up your pledge yourself online, please find the instructions below. The details below are for a test pledge being performed in the Google Chrome browser, on a laptop. There may be slightly different views between browsers and/or devices.

Please know that once you set up your pledge, any changes or adjustments needed must be made by LPC office staff. Please contact the church office to do so.

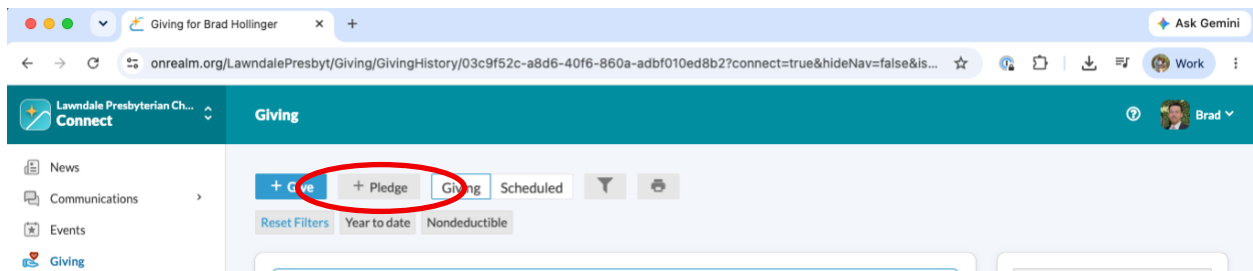
Also, please know a pledge is only a promise of what you're willing to give toward a campaign. Setting up recurring gifts or making one-time gifts applied to the pledge in Realm is a separate process.

1. Realm Homepage: click to go to log in screen

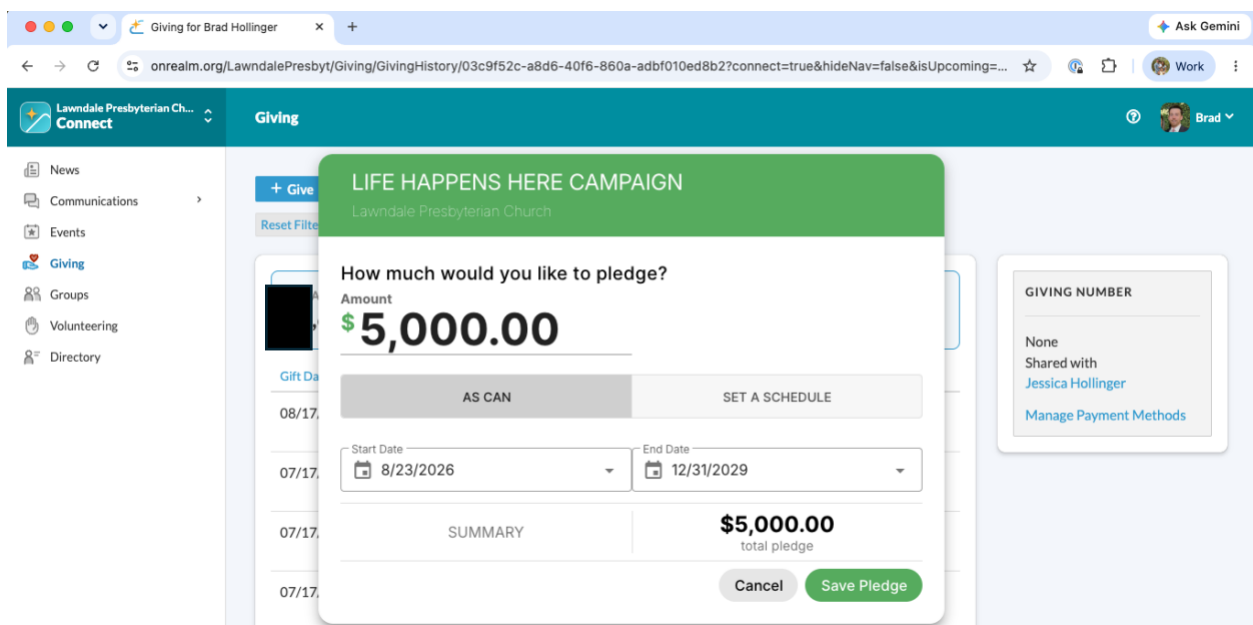
Once logged in, look for “Giving” on the left and click it.



2. Look for +Pledge button in the top navigation and click it.



3. A new window should appear for the Life Happens Here Campaign



4. From here, there are two options: 1. As Can or 2. Set A Schedule.

- **As Can:** This is you indicating the total amount you would like to pledge toward the campaign, in the selected date windows listed, and you'll make gifts as you can. The system is set up to display a start day of "today", and an end date of 1/1/2030, when the campaign is presently set to end. In the test example above, it shows a start date of 8/23/26 and an end date of 12/31/2029, for \$5,000 toward the campaign.
- **Set A Schedule:** This is you indicating you intend to give a certain amount at a stated frequency during the selected date windows. Realm will help with tracking and display your progress. In the test example, we see a monthly gift for \$250, starting 8/23/2026 and ending 12/31/2029, for a pledge total of \$10,250.00.

Giving for Brad Hollinger

onrealm.org/LawndalePresbyt/Giving/GivingHistory/03c9f52c-a8d6-40f6-860a-adbf010ed8b2?connect=true&hideNav=false&isUpcoming=...

Lawndale Presbyterian Ch... Connect

Giving

News
Communications
Events
Giving
Groups
Volunteering
Directory

LIFE HAPPENS HERE CAMPAIGN
Lawndale Presbyterian Church

How much would you like to pledge?

Amount
\$250.00

AS CAN SET A SCHEDULE

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

Start Date 8/23/2026 End Date 12/31/2029

SUMMARY **\$250.00** once a month **\$10,250.00** total pledge

Cancel Save Pledge

GIVING NUMBER
None
Shared with Jessica Hollinger
Manage Payment Methods

5. Once you click Save Pledge, you will see this screen below.

Giving for Brad Hollinger

onrealm.org/LawndalePresbyt/Giving/GivingHistory/03c9f52c-a8d6-40f6-860a-adbf010ed8b2?connect=true&hideNav=false&isUpcoming=...

Lawndale Presbyterian Ch... Connect

Giving

News
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Thank you for adding your pledge of **\$250.00**

Frequency: once a month from Aug 23, 2026 - Dec 31, 2029

Total Pledge: \$10,250.00

Thank you for your pledge to the Life Happens Here Campaign.

You will receive an email confirmation for this pledge.

Finish

Before you go...

☐ Add an online gift to fulfill this pledge.

GIVING NUMBER
None
Shared with Jessica Hollinger
Manage Payment Methods

6. From there, you will have two options: 1. Click Finish or 2. Under Before you go..., check the "Add an online gift to fulfill this pledge."

7a. If you check “Add an online gift to fulfill this pledge,” this will populate a new window that allows you to set up your recurring gift.

To make sure your gift is counted toward your pledge, please make sure this fund is selected: PLEDGE – LIFE HAPPENS HERE.

The screenshot shows a modal window for setting up a recurring gift. At the top, the amount is \$250.00. Below it, a dropdown menu shows 'PLEDGE - LIFE HAPPENS HERE' as the selected fund, with a red arrow pointing to it. To the right of the dropdown is a '+ Add Fund' link. Below the fund selection, there are two frequency buttons: 'One Time' and 'Every Month' (which is selected). Underneath, a calendar icon is next to the text 'Schedule On the 23rd of every month' with a 'Change' link. Below that, the 'Starting' date is '8/23/2026' and the 'Ending' date is 'On 12/31/2029'. A blue pill with an information icon (i) is circled in red and contains the text: 'This will complete your pledge to PLEDGE - LIFE HAPPENS HERE within 08/23/2026 - 12/31/2029'. At the bottom of the modal are 'Continue' and 'Cancel' buttons.

If you accidentally select the wrong fund: ONE-TIME GIFT – LIFE HAPPENS HERE, or GENERAL FUND, etc, the blue (i) pill field will go away and **not indicate your pledge being completed during the selected time frame. That’s how you know the incorrect fund has been selected.**

7b. See image below, the blue pill field is no longer appearing, the wrong fund has been selected.

A screenshot of a mobile application interface for setting up a recurring payment. The interface is displayed on a light blue background with a white modal box. At the top right of the modal is a close button (X). The main content area shows a payment amount of \$250.00 in a large font. Below the amount is a dropdown menu currently showing 'LIFE HAPPENS HERE - ONE TIME GIFT'. To the right of the dropdown is a '+ Add Fund' link. Below this is a toggle for the payment frequency, with 'One Time' and 'Every Month' options; 'Every Month' is selected and highlighted in blue. Underneath the frequency toggle is a calendar icon followed by the text 'Schedule On the 23rd of every month', with a 'Change' link and a dropdown arrow to its right. Below the schedule information, the 'Starting' date is '8/23/2026' and the 'Ending' date is 'On 12/31/2029'. At the bottom of the modal is a large blue 'Continue' button. In the bottom right corner of the modal, there is a 'Cancel' link. The background of the app shows a list of funds, including 'Checking - 6771' and 'General Fund'.

250.00

LIFE HAPPENS HERE - ONE TIME GIFT

+ Add Fund

One Time Every Month

Schedule On the 23rd of every month Change

Starting 8/23/2026

Ending On 12/31/2029

Continue

Cancel

8. Once you hit Continue, you will see the window update to reflect the total giving breakdown. You will also have the choice to “Contribute an extra [listed amount] per gift to help offset processing costs.” **For those who choose to make gifts online, please select this box and cover the processing fee so the church does not have to.** The processing fee is a little less for checking accounts than for credit cards.

Review, and then click “Give [amount]” button.

If you prefer not to set up recurring payments online and avoid the fee, you can ignore this step and make gifts via checks.

Total ^

\$252.50 every month
X **41** gifts scheduled
\$10,352.50 in total gifts

PLEDGE - LIFE HAPPENS HERE	\$250.00
Processing Cost	\$2.50
Total	\$252.50

Schedule	Every month
Starting	8/23/2026
Ending	On 12/31/2029
Scheduled Gifts	41
Scheduled Gifts Total	\$10,352.50

☒ Contribute an extra \$2.50 per gift to help offset processing costs.

☒ Add a

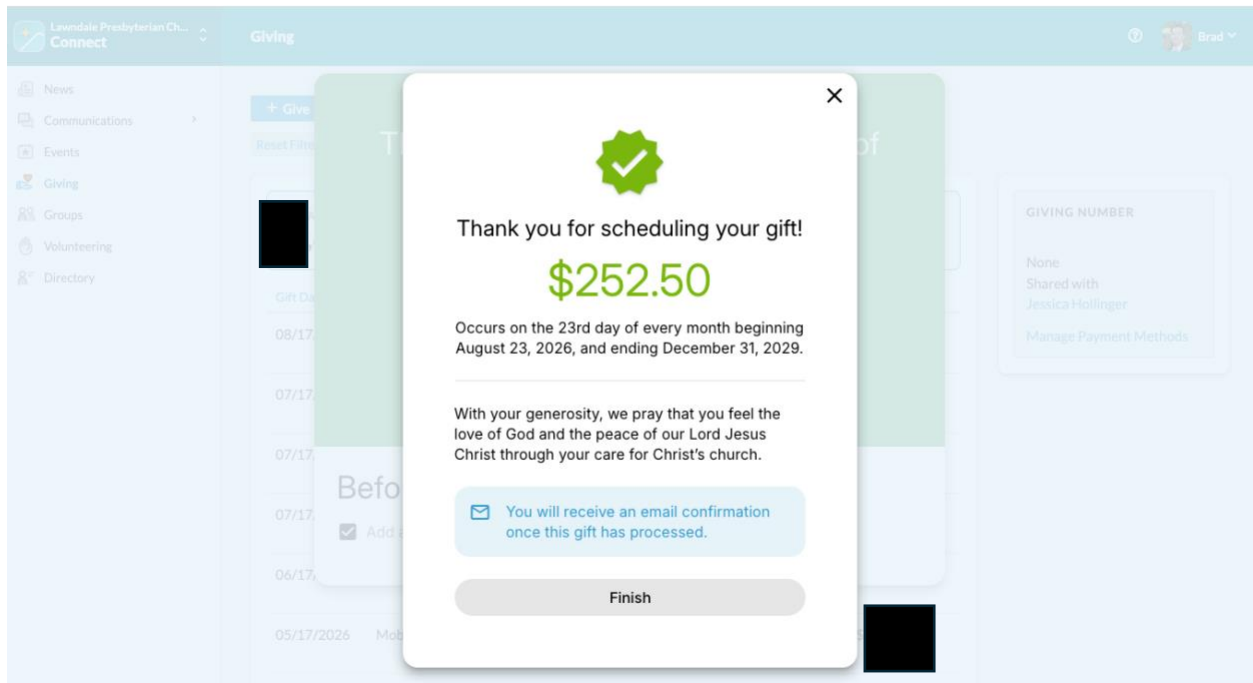
Checking ***6971

Visa ***4108

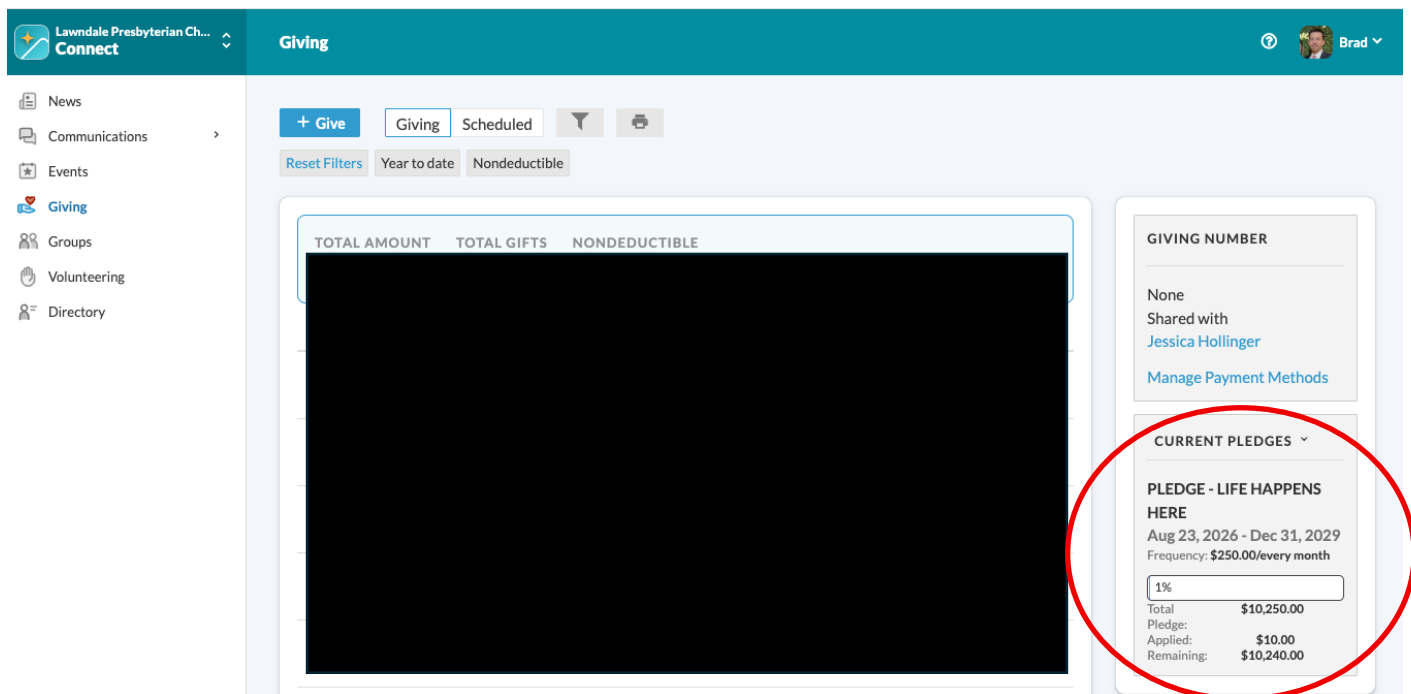
New Payment Method

Give \$252.50 ***6971

9. Once the window processes, you will see a confirmation screen. Hit finish to leave the window.



10. To see your current pledge view and tracking, return to the Giving screen and look on the right side of the window.



Making Gifts In Realm

Your pledge has been set up (either by the church office after returning your pledge card, or the steps you took to set up online), and now you want to make gifts. There are 2 main things to consider:

1. Am I making a gift toward my pledged amount or a one-time gift toward the campaign?
2. Do I want to set up a recurring gift, or make a one-time gift?

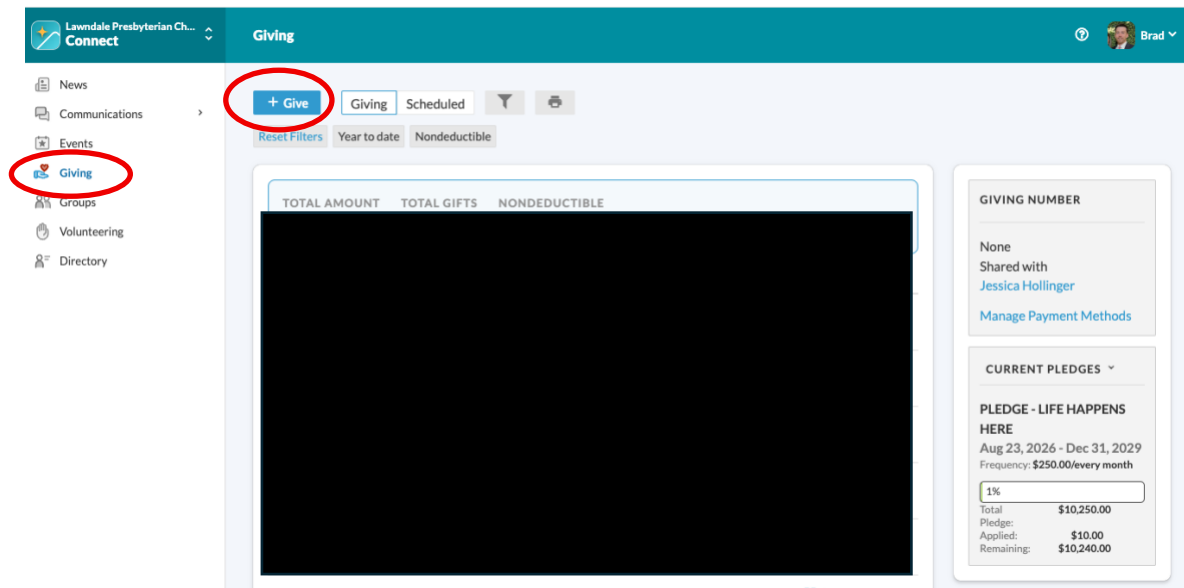
If you want to make a gift and it **counts toward your pledge**, you must make sure this fund is selected: **PLEDGE – LIFE HAPPENS HERE**.

If you want to make a gift, but you want it to be **in addition to, or outside of your pledge**, you must make sure this fund is selected: **ONE-TIME GIFT – LIFE HAPPENS HERE**.

Both funds go toward the campaign, but we have two funds for multiple reasons (guest giving, one-time giving, etc).

Secondly, instructions are below to help guide the process for making one-time gifts or recurring gifts.

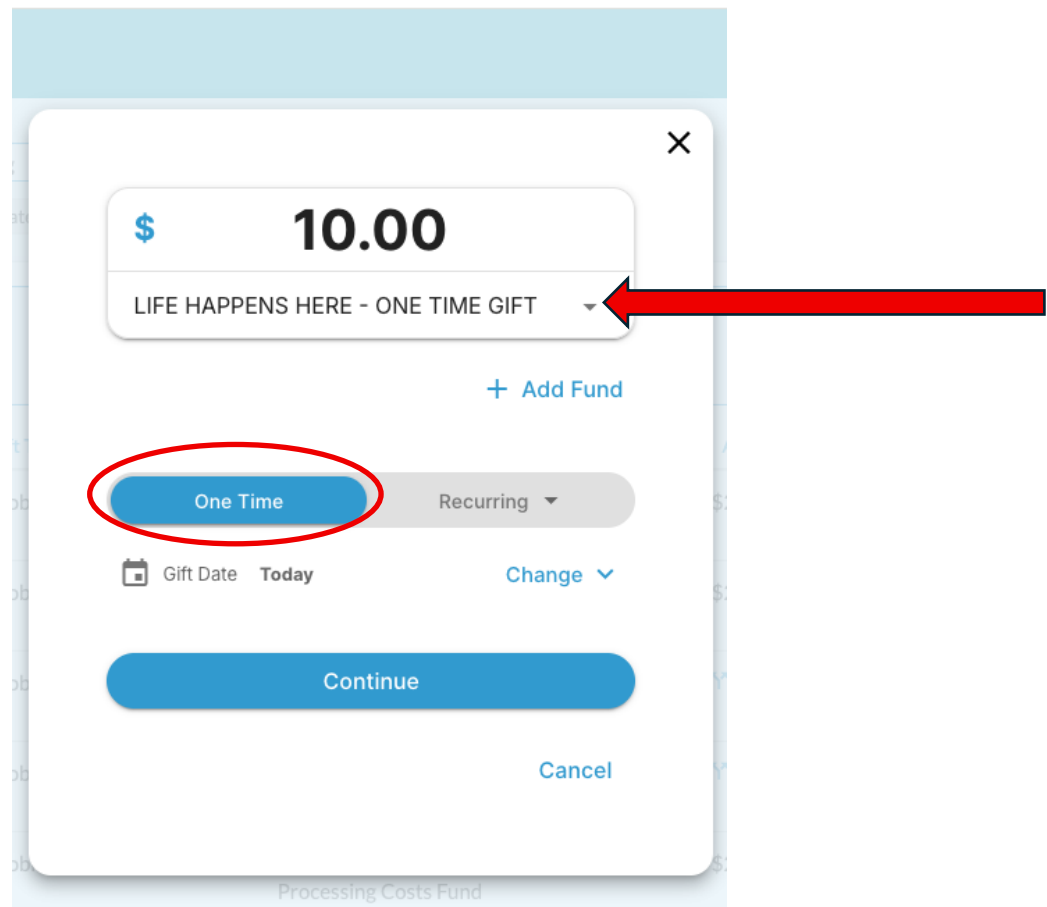
For recurring gifts, you would log into Realm, click on Giving, and then look for the +Give button.



Then you would follow the steps above (steps 7a – 9).

If you wanted to make a one-time gift, you would click +Give button, indicate your amount, select the appropriate fund, and then just make sure “One Time” is selected.

Then you would continue with the steps from above (steps 8 & 9).



The image shows a modal form for making a gift. At the top, there is a close button (X). Below it, the amount "\$ 10.00" is displayed. Underneath the amount, a dropdown menu shows "LIFE HAPPENS HERE - ONE TIME GIFT", with a red arrow pointing to it from the right. Below the dropdown is a "+ Add Fund" link. Further down, there are two buttons: "One Time" (highlighted with a red circle) and "Recurring" (with a dropdown arrow). Below these buttons, there is a "Gift Date" section showing "Today" and a "Change" link with a dropdown arrow. At the bottom, there is a large blue "Continue" button and a smaller "Cancel" link. The background of the modal is light blue, and the text is in a clean, sans-serif font.

For giving outside of Realm: If you give via check, and in the memo line have: Life Happens Here, and have a pledge set up, we will apply that check to your pledged amount. If you would like for a gift to be made toward the campaign, in addition to your pledge, please write on the memo line: One-Time Gift – LHH.

Additional Realm/ACSTechnologies Resources

- [Gifts and Pledges](#) : this page provides tremendous resources regarding gifts and pledges.
- Please feel free to reach out to the church office or Brad Hollinger regarding Realm questions.