

How to make a Pledge Via Realm Part 1 *Instructions are circled* Think of this as a promise.

Step 1) First thing you are going to want to do is go to realm. To get to realm go to the oppc website (<u>https://orchardpark.org</u>) then giving (<u>https://orchardpark.org/giving</u>) and then click the realm log in button.





Step 2) Sign into your Realm Account. If you do not have a realm account, contact Mary Leffler or Brittany Glass. Enter your email address and password and then click Sign In.

Sigr		
Email Addr	ess	
Password		0
	Sign In	
🗹 Keep m	e logged in on this device	
	Forgot your password?	
	OR	
8	Continue with Google	

Step 3) Once you have signed into Realm and are in your profile, select the giving Function on the horizontal menu.

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	Name Mary Leffler	GIVING NUMBER
	Name Mary Leffler Home Address 9788 N US 421 / Mailing Address Madison, IN 47250 View Map	GIVING NUMBER None ···· BACKGROUND CHECKS ····
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² ersonal Informa	Name Mary Leffler Home Address 9788 N US 421 / Mailing Address Madison, IN 47250 View Map Home Phone +13174318535 / Primary Phone Primary Email mleffler@orchardpark.org / Account Email tion	GIVING NUMBER None BACKGROUND CHECKS SCREEN Verified First No background checks have been recorded. FAMILY Scale-member family

Step 4) Once you have selected the giving tab on the left, you will then come to this screen. You will notice that you might not have a history and that is ok. If you do see a history that is ok as well. Next, you want to make sure you select the PLEDGE function.



Step 5) Once you have selected the PLEDGE function, you will then come to this screen. You might see two campaigns or just one campaign, however, you want to select the 2024 Pledged Giving Campaign.



Step 6) Once you have selected the campaign. You will come to the screen where you can put in your information either AS CAN or SET AS SCHEDULE. You can add any amount you would like, set a schedule, select the date of withdrawal, and then when you are ready select SAVE PLEDGE.

• AS CAN – You can add the amount you would like to pledge. Follow the Instructions and then select SAVE PLEDGE.

nic as in Brown of the Brown	2024 Pledged Giving "Together, you are the Body of 4 to the faith community at Orch	Christ." Paul re ard Park Pr	oclaims these words	in 1st Corinthians 12:2 theme for our 2024 St	7. His encouragement wardship Campaign.
How much we	ould you like to pledge?				
	AS CAN			SET A SCHEDULE	
Start Date		•	End Date		
Email address					
	SUMMARY			\$0.00 total pledge	\sim
					Save Pledge

• SET AS SCHEDULE – You can add the amount, frequency, and date. Follow the instructions and then select SAVE PLEDGE. This schedule reflects your own preference for managing your gift; however, it does not create an automatic recurring payment from your bank account or other payment method. This is set up in a different menu.

iving/GivingP	History/7ec21ed2-	-996e-4234-8ccD- 2024 Pledge "Together, you a 12:27. His enco Church is the th	a9df010eba6f ed Giving are the Body of C ouragement to th eme for our 202	hrist." Paul proc/ e faith commu 4 Newards/	*hese words •d Park	in 1st Corinthians Presbyterian
Yea Hu		AS CAN	pledge?	S	EET A SCHEDUL	E
	ON CE A WEEK	EVERY 2 WEEKS	ON CE A MONTH	TWICE A MONTH	EVERY 3 MONTH5	ANNUALLY
- ;	Start Date		•	End Date	24	-
Ľ	SUMMARY			200	\$0 total tel	LOO pledge Save Pledge

Step 7) SUCCESS! Once you have followed the steps outlined above you should see this screen. Make sure you select FINISH. If you have any issues, please contact Mary Leffler at mleffer@orchardpark.org or 317.814.2472.

