Introduction of the UU Fellowship One Church "Database" and the Giving Portal

Following the roll-out of the Text Giving and Giving App features of our new One Church data management system, UU Fellowship congregants will now have the ability to:

1. Register to have access to your personal records on One Church. This includes your contact details and your donation and payment history.
2. Make donations or pledge payments using the One Church Giving "Portal" (the "doorway" or "entrance" to our UU Fellowship One Church website).

This tutorial takes you through the steps for setting up a login to your One Church account and for using the new Giving Portal. There are many paths through this process, and this tutorial documents only one path. If you choose another path, your results may be slightly different. In addition, there are three possible starting points:

Case 1: Person has a record in One Church, but has not set up a log-in:

All Members and Friends who have not yet made a contribution through One Church (text to give, smart phone app, or Giving portal) or have not created a log-in through the Portal.

Case 2: Person has a record in One Church and a One Church login:

Anyone who has made a donation through One Church already

Case 3: Person has no record in One Church

A visitor who has not made a donation through One Church

Case 1

This is a one-time setup, next time you will use the much simpler steps of **Case 2**.

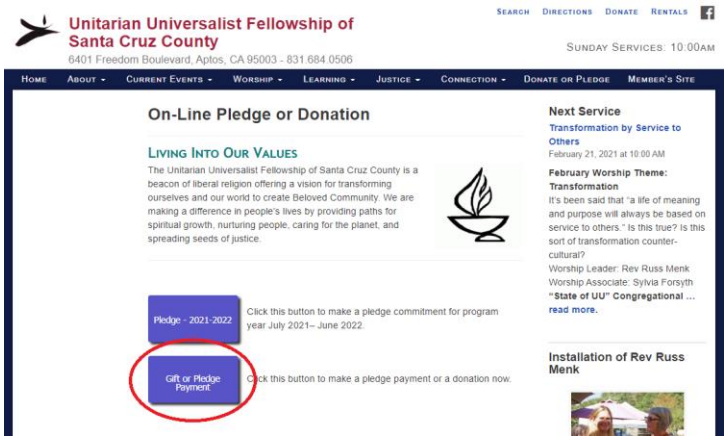
Step 1. Visit the UU Fellowship's website to get to the One Church Giving Portal

On your computer or other smart device browser visit: www.uufscc.org

On the menu bar, click "Donate or Pledge"

Click the blue box "Gift or Pledge Payment"

This will take you directly to the One Church Giving Portal.

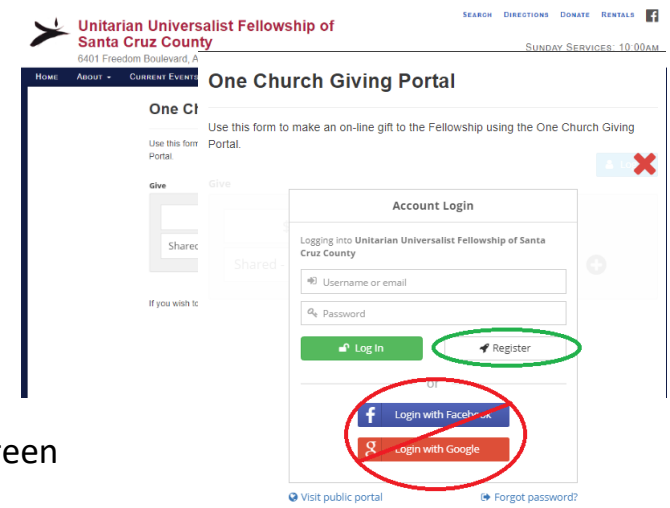


Step 2. Making a Donation through the Portal - registering your login and payment source(s) for future use

Click the blue “Log In” button on your screen.

Next click on the white “Register” button.

Note: We recommend that you do NOT use the Facebook or Google login buttons.

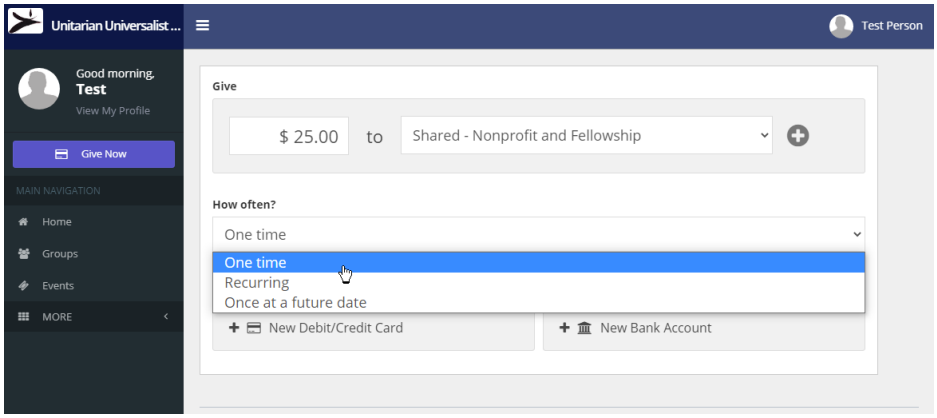


Enter your email address and click the blue “Check” button. The system will send you an email with a “Finish Setup” link. Click on this, enter your chosen password, then click on the green “Login” button.

Your record in the One Church system will display with a “Give Now” button in the left-side menu. Click the “Give Now” button and continue with Step 3 of this tutorial.

Step 3. Making a Donation through the Portal and creating a giving method

Enter the amount of the donation and choose the designation or fund for your donation from a drop-down menu.



From the “How often?” selection, choose “One Time” or “Recurring” or “Once at a future date”.

“Give Using:” set up a debit or credit card or bank account (details of which the system will remember). We encourage you to check the box to add a small amount to cover processing fees and then click the blue “♥ Give $*nn.nn*” button. The system will complete and acknowledge your donation.

Now that you have created your login and payment method, you will be able to use the far simpler steps of **Case 2**.

Case 2

Step 1. Visit the UU Fellowship's website to get to the One Church Giving Portal

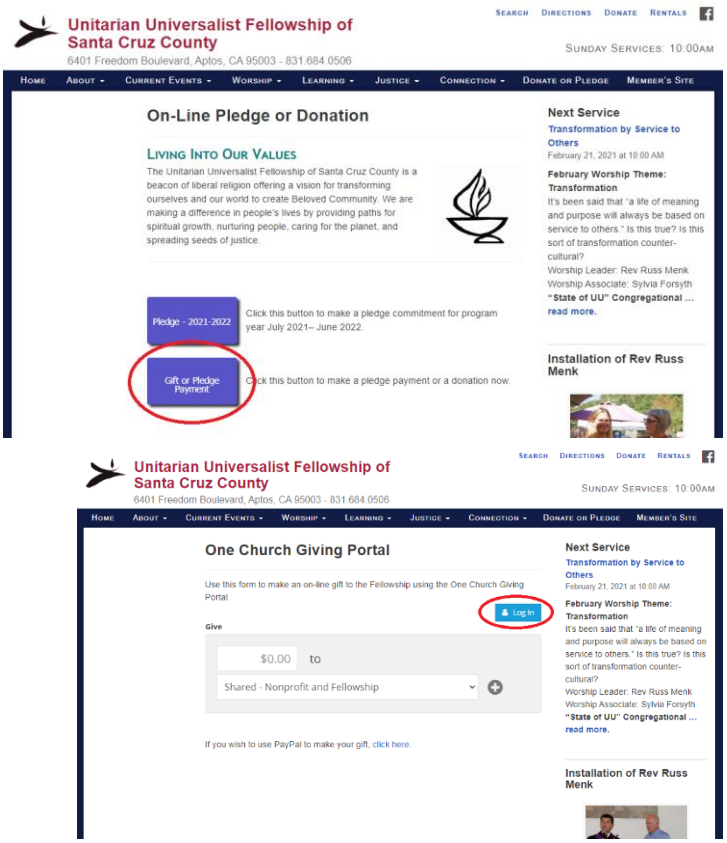
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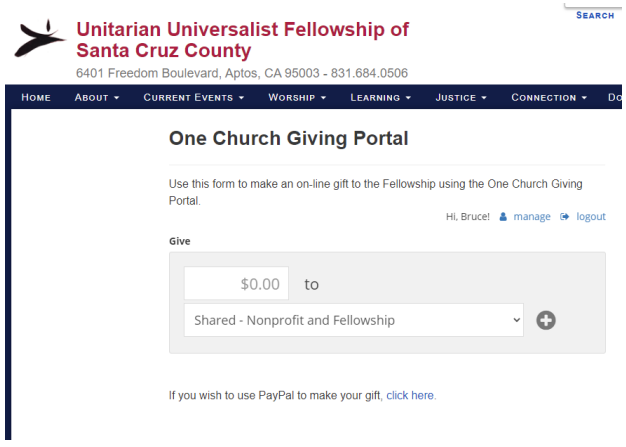
Click the blue "Log In" button on your screen.



Step 2. Making a Donation through the Portal

Enter your email address and password. Then click the green Log-in button. The simple One Church Giving Portal will redisplay. Note that your name, a "Manage" link, and a "Logout" link have replaced the "Log In" button.

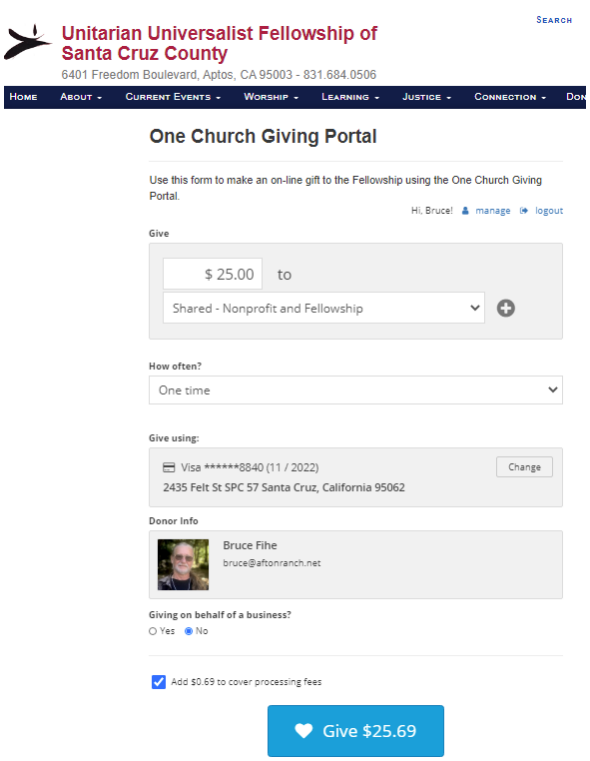
Enter the amount of the donation and choose the designation or fund for your donation from a drop-down menu.



Your saved giving settings and user information are automatically displayed below.

Note: You can use the “Manage” link to the right of your name to access and edit your personal record in the One Church system.

We encourage you to check the box to add a small amount to cover processing fees and then click the blue “♥ Give $*nn.nn*” button. The system will complete and acknowledge your donation.



Case 3

Case 3 is almost identical to Case 1. The only difference will be after you click the Check button following the Register button, the on-screen message will indicate that there is no record for the given email and you will be required to enter your name and contact information in addition to creating a Giving Method.

Help

If you require assistance with these processes at any time, please call Ian Hunter (469.261.6442) or Bruce Fihe (831.316.4889).

Thank you, as always, for your ongoing support!