

Realm Pledge Instructions

Setting up automatic payments for your pledge to Grace Church can be confusing, so we created this step-by-step guide to help. Please read and follow the instructions below. You can contact Melissa Kelly, Parish Administrator, at parishoffice@gracebrooklyn.org or 718-624-1850 ext. 10 if you run into any issues when setting up your pledge and/or payment online.

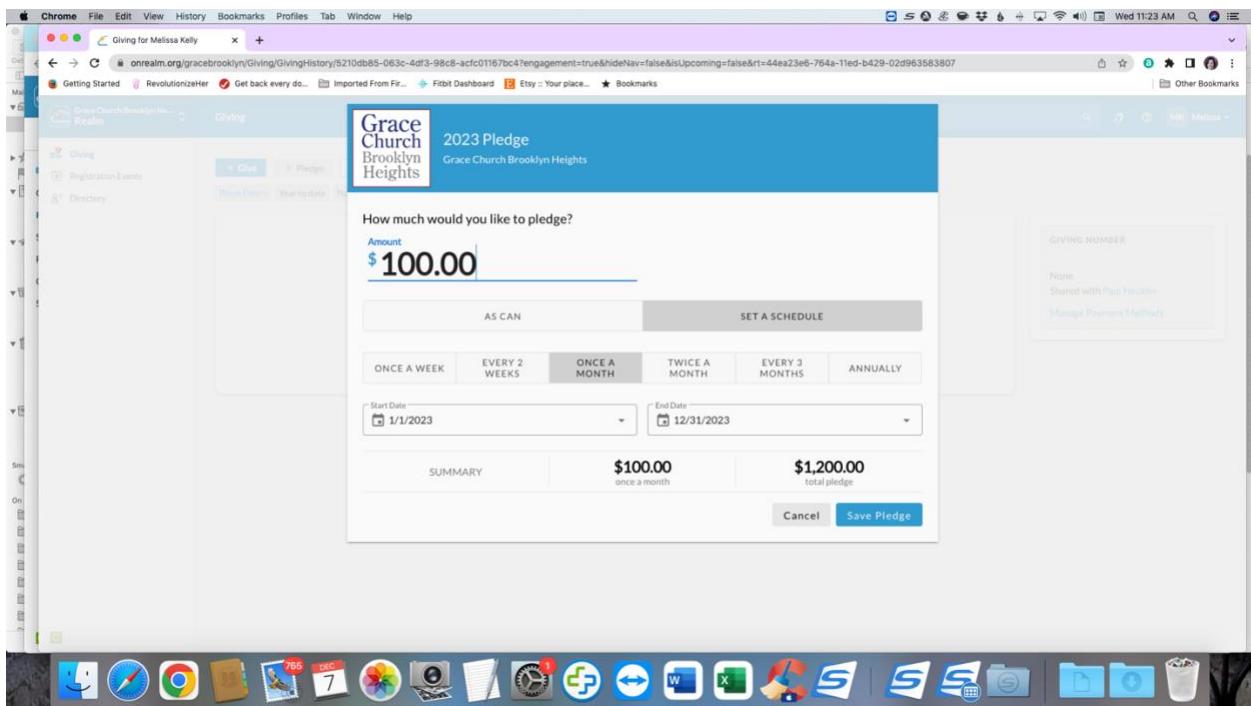
Making your 2023 Pledge Online

To set up a pledge online, follow these instructions.

- When logged into Realm, select “Giving” from the menu on the left.
- On the Giving page, click on “+Pledge.”
- Select 2023 Pledge.
- The 2023 Pledge form will open. From here, you can put in the amount you’d like to pledge, and if you plan to give:
As Can, or Set a Schedule.
- If selecting “Set a Schedule,” please choose the frequency of your pledge, and choose your start date for your pledge payments to begin.

**Note that Realm does not divide up the amount put for your pledge amount. If you intend to give, for example, a total of \$1200, and would like to pay this in equal monthly payments, you must put \$100 in as the amount so it will multiply to equal \$1200, with a start and end date in a 12 month range. Only list the full amount of your pledge here if choosing “As Can” in order to for the total amount to be correct. (You may also choose “As Can” and still set up regular automatic payments later – this will be explained in a further step.)

Here's a screenshot of a pledge being set up for \$1200, with a monthly schedule:



- Click “Save Pledge,” and your pledge will be entered into our 2023 Pledge Campaign.

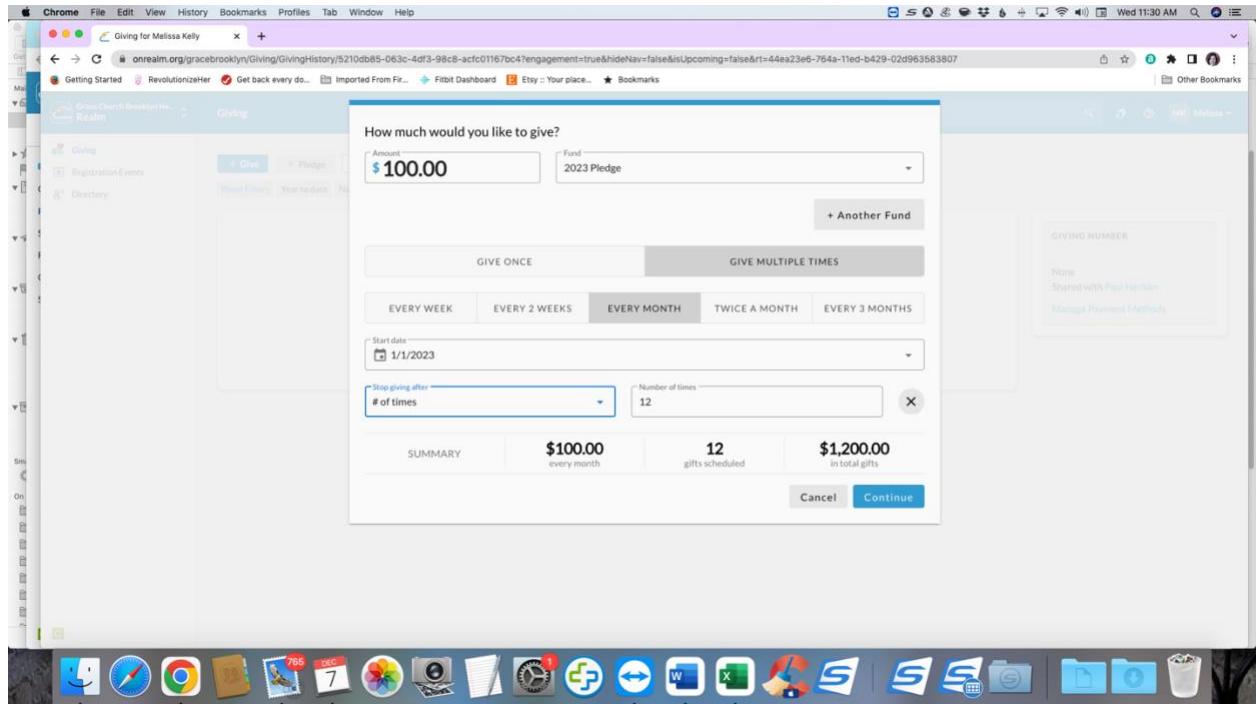
How to Set Up Recurring Automatic Payments

If you would like to pay your pledge in regular installments, and have it automatically deducted from your credit card, debit card, or ACH, you must follow these additional instructions.

From the Giving Page, select “+Give.”

- The Giving form will pop up. Enter the amount of the gift, and select which fund it should go to. In this case, you would select 2023 Pledge.
- Select “Give Multiple Times,” and then select the frequency.
- Choose your start date for the gift to begin.
- Select an end date (you have the option to choose “# of times” or an exact end date).

Using our example, this is what it would look like if you were setting up a monthly gift of \$100 to fulfill a \$1200 pledge. I chose # of times rather than an exact end date.



- Click “Continue” at the bottom right of the form.
- From here, Realm will show you if you have a payment form(s) saved, and you can choose one of your payment forms to use, or add a new one.
- Once you have selected your payment form, click “Give \$xxx.”

That's it! You are all set up with your Pledge and your recurring payments.

If you run into any issues setting up your Pledge or automatic payments online, please reach out to Melissa at parishoffice@gracebrooklyn.org or call (718)624-1850 ext. 10.