



PLEDGING AND GIVING IN REALM

A Note on Pledging vs. Giving

There are two pieces to contributing to the church: pledging and giving. **Pledging** is making a promise to the church that you will contribute a certain amount over the course of the church year. Pledging is very important, because it allows the church to budget and plan for programming and staffing for the upcoming year. **Giving** is actually paying your pledge. This is also vital, because the church is counting on everyone to fulfill their commitment, so that the budget remains balanced.

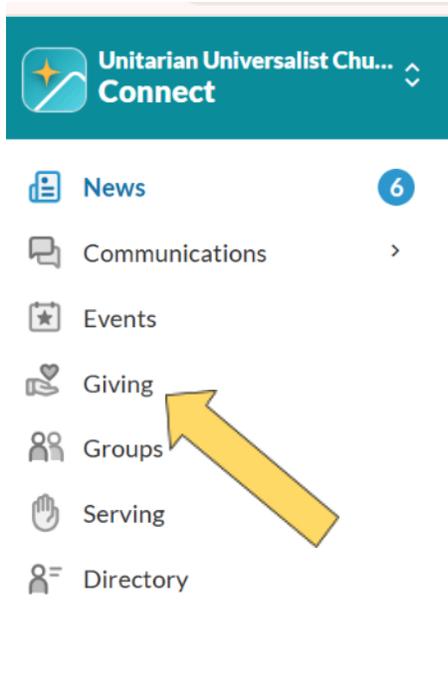
The great news is that Realm makes it **super easy** to both pledge and give! Here's how:

STEP 1 - SUBMITTING YOUR PLEDGE

1. **Register*** or **Sign In** to your account at onrealm.org or in the **Realm Connect App** on your phone.

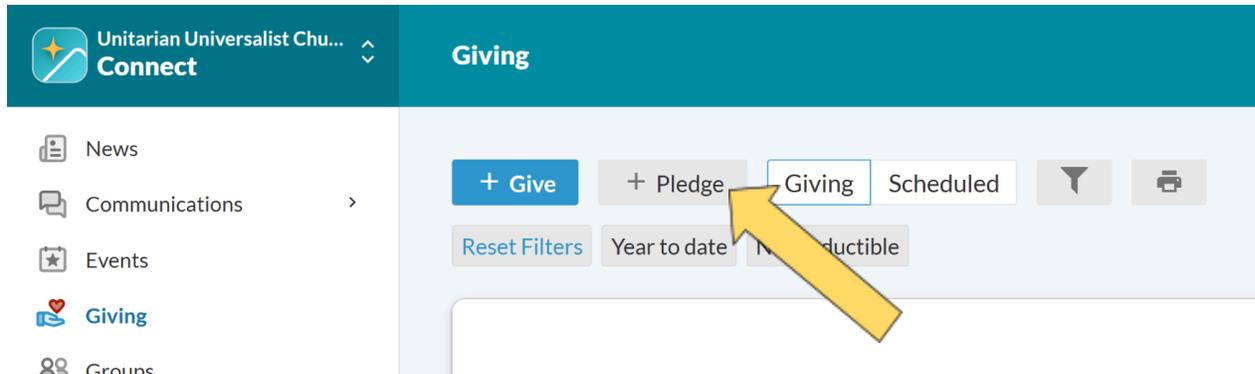
**If you never received a Realm invite to register or need to reset your password, please contact member-engagement@uuannapolis.org for assistance.*

2. Click on **Giving** from the menu. (On your cell phone, this may tab may be found in a menu on the left or at the bottom of the screen, depending on the type of phone you have.)



3. Clicking the “Giving” tab will bring you to a screen showing your **giving history** and **current & previous pledge history** in the grey boxes on the right.

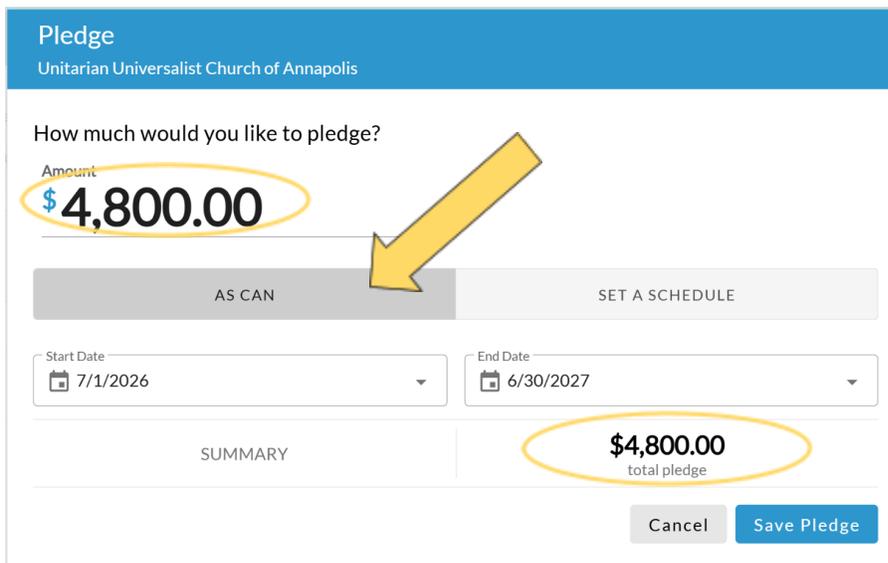
4. To **add a new pledge**, click the  button.



5. If you already have a pledge for the current year, a pledge form for the **upcoming** pledge year will open up. Enter in your pledge amount.

NOTE: There are 2 options “As Can” and “Set a Schedule.”

With “**As Can**,” you are entering one lump amount that you will make payments on throughout the year. The amount entered in the “How much would you like to pledge?” blank, matches your total pledge.



Pledge
Unitarian Universalist Church of Annapolis

How much would you like to pledge?

Amount
\$4,800.00

AS CAN SET A SCHEDULE

Start Date: 7/1/2026 End Date: 6/30/2027

SUMMARY **\$4,800.00**
total pledge

Cancel Save Pledge

With “**Set a Schedule,**” the amount you enter in the “How much would you like to pledge?” blank is multiplied by how often you want to give. For example, once a month would be multiplied by 12 months in the year, while once a week would be multiplied by 52 weeks in the year.

Pledge
Unitarian Universalist Church of Annapolis

How much would you like to pledge?

Amount
\$400.00

AS CAN SET A SCHEDULE

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

Start Date: 7/1/2026 End Date: 6/30/2027

SUMMARY \$400.00 **\$4,800.00**
once a month total pledge

Cancel Save Pledge

6. **IMPORTANT** - Make sure the Summary at the bottom is correct, and the “**Total Pledge**” is the amount you want to give for the year. Then click [Save Pledge](#).

STEP 2 - GIVING TO FULFILL YOUR PLEDGE

1. Once you have saved your pledge, you will see this screen. Clicking the box next to “**Add an online gift to fulfill this pledge,**” makes setting up autopay for your giving **SO EASY!** (If you do not want to set up payment, just click “Finish.”)

Thank you for adding your pledge of \$300.00

Frequency: once a month from Jul 1, 2026 - Jun 30, 2027

Total Pledge: \$3,600.00

You will receive an email confirmation for this pledge.

Finish

Before you go...

Add an online gift to fulfill this pledge.

2. When you click the “Add an online gift to fulfill this pledge” box, it opens a giving page where everything is set up for you. **Make sure everything is correct, including the summary totals at the bottom.** Then, click “Continue.”

How much would you like to give?

Amount Fund

Memo

Start date

Stop giving after End date

This will complete your pledge to Pledge within 07/01/2026 - 06/30/2027

SUMMARY **\$300.00** **12** **\$3,600.00**
every month gifts scheduled in total gifts

3. You will be taken to the **payment page**, where you can pay using **credit/debit** or a **bank account**. (To include the processing fee, keep the box at the top checked.)

How would you like to give, Testy?

Contribute an extra \$10.50 per gift to help offset processing costs.

Account Number

Name On Card

Expiration Month Expiration Year CVV

Billing Address 1 Billing Address 2

Billing City Billing State Billing Postal Co...

SUMMARY **\$310.50** **12** **\$3,726.00**
every month gifts scheduled in total gifts

How would you like to give, Testy?

Contribute an extra \$4.50 per gift to help offset processing costs.

Routing Number Account Number

Billing Name

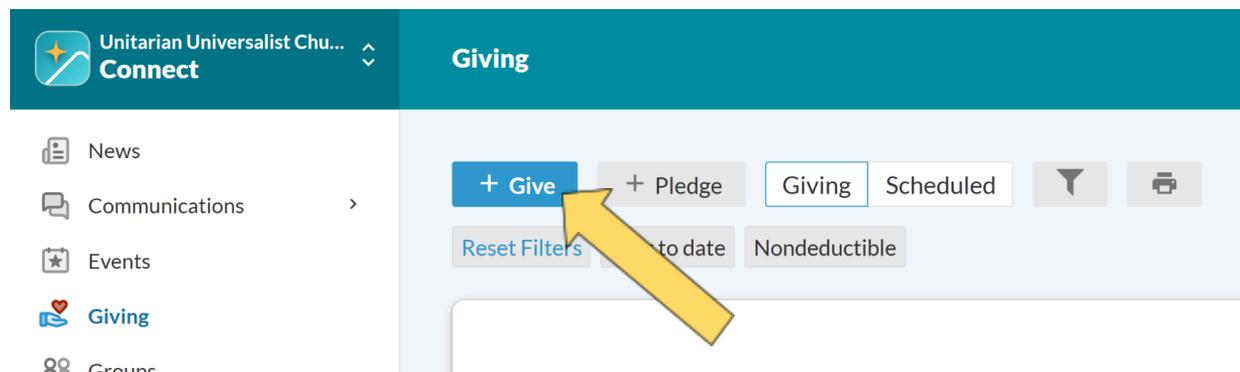
Billing Address 1 Billing Address 2

Billing City Billing State Billing Postal Co...

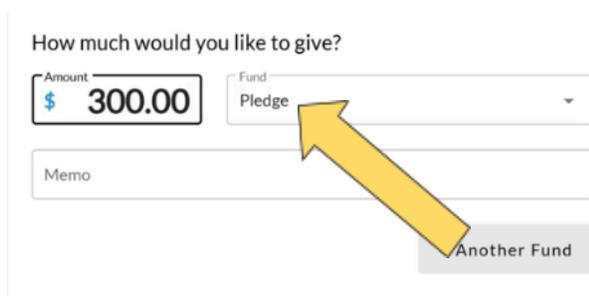
SUMMARY **\$304.50** **12** **\$3,654.00**
every month gifts scheduled in total gifts

Note:

If you do not set up autopay when you make your pledge, you will use the



This will take you to the payment screen above. **Be sure to select “Pledge” from the Fund drop down list, so your payment is applied toward your pledge commitment.**



NEED HELP?

Please contact our **Director of Finance and Administration, Pam Ausiello** at p.ausiello@uuannapolis.org. She can walk you through this process, answer questions, make changes to your pledge, and set up other forms of payment, such as stocks, digital transfers, etc.

Or [Watch this “How to Pledge and Give on Realm” Video](#) for a step by step explanation of this process:

And THANK YOU for your supporting UUCA!