

This document provides step-by-step instructions to make one-time or recurring donations via the Good Shepherd online giving platform, Realm. In the event you have any questions during this process, please contact the Parish Administrator at info@cogsdunedin.com or 727-733-4125.

1. Go to the Good Shepherd home page at

<https://www.cogsdunedin.com>

press **Realm** and then press **LOG INTO REALM**

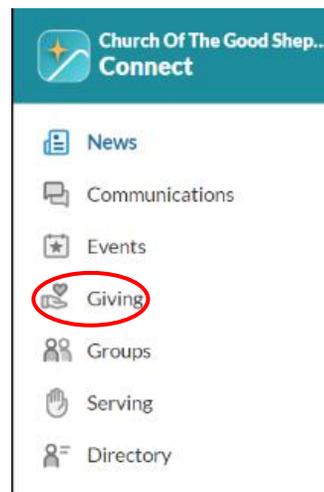
Optionally, go directly to the following link

<https://onrealm.org/churchgoodshepherd>

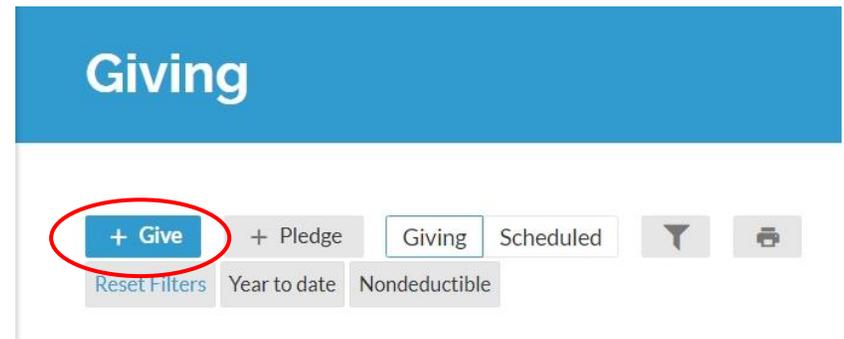
2. The link takes you to the start page for Realm. Press **Sign In**.

3. Next is the **Sign In** page. Enter your e-mail address and password. Press **Sign In**

4. At the Home page, from the options in the left column, press **"Giving"**



5. Press **+Give**



6. Referring to the picture on the next page, enter the following information...

- A. On the "Amount" line, enter the amount you would like to donate.
- B. From the "Fund" drop-down, select the specific mission to which you would like to direct your donation. Note that this includes general giving, including giving against a previous pledge (Pledges/Donations).
- C. If you would like to make multiple directed donations to different funds in a single payment, press **+Another Fund** and repeat steps A and B for each donation.

D. If you would like to schedule this same donation multiple times, press **GIVE MULTIPLE TIMES**. Additional information will be required.

E. Double-check the information for accuracy. Specifically, verify the calculated “SUMMARY”.

7. Press **Continue**

8. If you have previously saved payment information, a selection will appear to choose the payment method you would like to use, or to enter a new method. If this is your first donation, you will need to enter payment information. Select either “CREDIT OR DEBIT” or “BANK ACCOUNT” and provide account information. If you would like to save this form of payment for future donations, check “Save for future use”

9. When finished, press **Give \$100.00**