

This document provides step-by-step instructions to pledge and arrange scheduled payments on the Good Shepherd online giving platform, Realm. In the event you have any questions during this process, please contact Dawn Gordon, Parish Administrator, at [dawn@cogsdunedin.com](mailto:dawn@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**

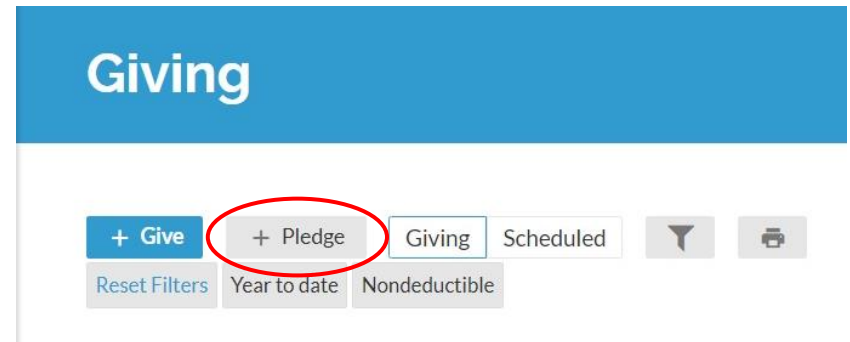
Optionally, go directly to the following link

<https://onrealm.org/churchgoodshepherd>

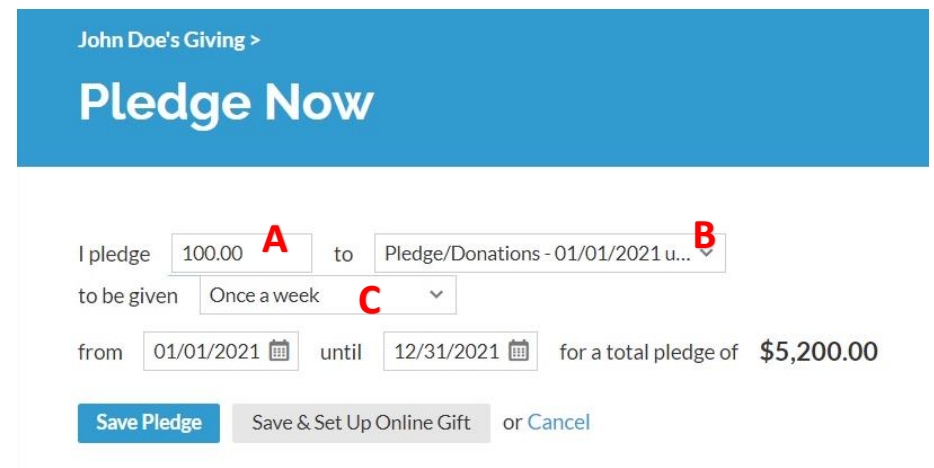
2. The link will bring you to the **Sign In** page. Enter your e-mail address and password. Press **Sign In**
3. At the Home page, from the options in the left column, press **"Giving"**



4. Press **+Pledge**



5. Referring to the picture below, enter data in the **Pledge Now** page
  - A. Enter the amount you pledge to give per payment.
  - B. Verify that the donation campaign is **"Pledge/Donations – 01/01/2021 to 12/31/2021"**  
If not, use the drop-down to change.
  - C. Use the "to be given" drop-down to select how frequently you will give (e.g., weekly, monthly).



John Doe's Giving >

## Pledge Now

I pledge  **A** to  **B**  
to be given  **C**

from  until  for a total pledge of **\$5,200.00**

**Save Pledge** Save & Set Up Online Gift or Cancel

6. Double-check the information for accuracy. Specifically, verify that the calculated “total pledge” (on line 3) is as you expect. Press **Save & Set Up Online Gift** to continue to set up scheduled giving.

(Alternatively, if you will make payment by other means, including ad hoc online payments, press “**Save Pledge**” and you are finished – skip the next steps.)

7. Verify the giving information (from the pledge) for accuracy. Press **CONTINUE**

The screenshot shows a form titled "How much would you like to give?". The "Amount" is set to \$100.00 and the "Fund" is "Pledge/Donations". There are two main options: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". The "Start date" is 1/1/2021 and the "End date" is 12/31/2021. A blue notification bar at the bottom states "This will complete your pledge to Pledge/Donations". The total amount is \$100.00. Buttons for "CANCEL" and "CONTINUE" are at the bottom right.

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. When finished, press **GIVE \$\_\_\_,00**

The screenshot shows a form titled "How would you like to give, John?". There are two tabs: "CREDIT OR DEBIT" and "BANK ACCOUNT". The "BANK ACCOUNT" tab is selected. The form fields include: "Account Number" (1234 - 5678 - 9012 - 3456), "Name On Card" (John Doe), "Expiration Month" (01), "Expiration Year" (2022), "Billing Address 1" (639 Edgewater Dr), "Billing Address 2", "Billing City" (Dunedin), "Billing State" (Florida), and "Billing Postal Code" (34698). Buttons for "BACK", "CANCEL", and "GIVE \$100.00" are at the bottom.

9. After completing your pledge and scheduling your donation, you will be shown your scheduled payments. If the payment schedule is incorrect, contact the Parish Administrator for assistance.

**Thank You for Your Gift!**