EPISCOPAL CHURCH OF THE
GOOD SHEPHERD

INSTRUCTIONS FOR

ONLINE PLEDGE AND SCHEDULED GIVING

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 the Parish Administrator at info@cogsdunedin.com or 727-733-4125.

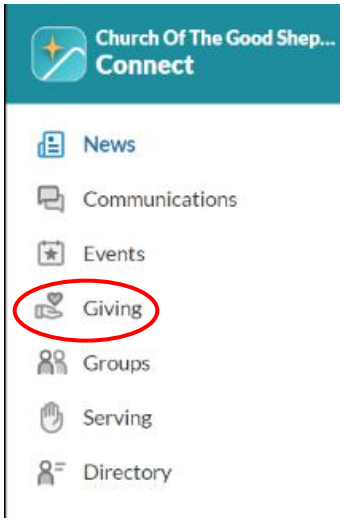
1. Go to the Good Shepherd home page at
   https://www.cogsdunedin.com
   press Realm and then press LOG INTO REALM

   Optionally, go directly to the following link
   https://onrealm.org/churchgoodshepherd

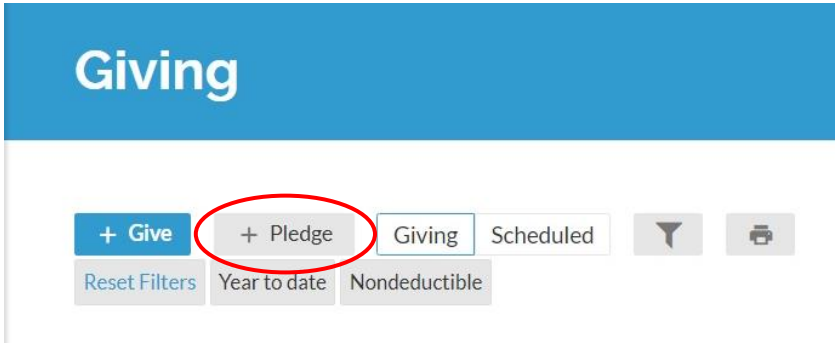
2. The link takes you to the start page for Realm. Press Sign In.

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

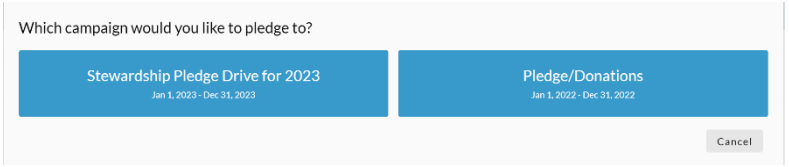
4. At the Home page, from the options in the left column, press "**Giving**"



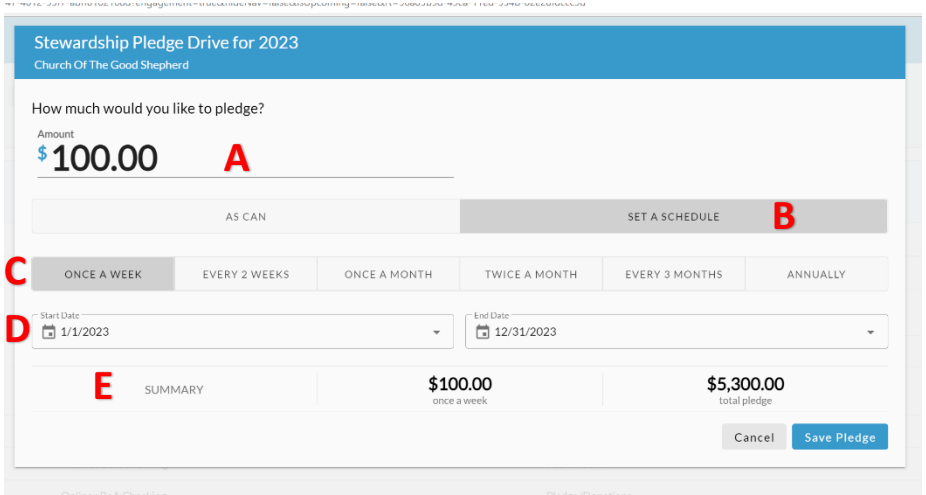
5. Press +Pledge



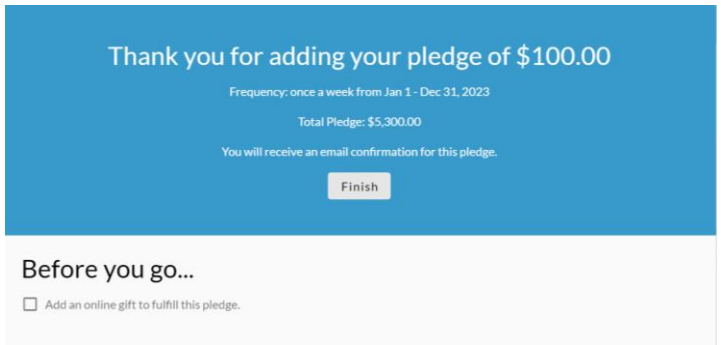
6. If you have not pledged for the current year (2022), select the upcoming year by pressing the "Stewardship Pledge Drive for 2023" button. If you have pledged in 2022, this page will be skipped.



7. Referring to the picture on the next page, enter data in the **Pledge Drive** page
   A. Enter the amount you pledge to give per payment.
   B. Select the "SET A SCHEDULE" button.
   C. Use the buttons to select how frequently you will give (e.g., once a week, once a month).
   D. Verify the Start and End Dates for your pledge.
   E. Double-check the information for accuracy. Specifically, verify the calculated "SUMMARY".

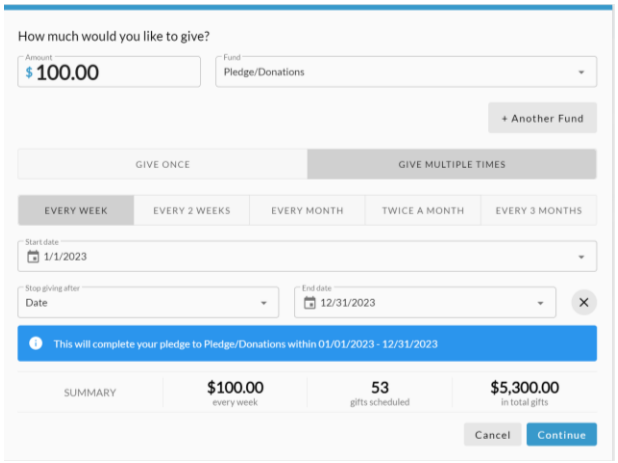


8. Press Save Pledge to continue.

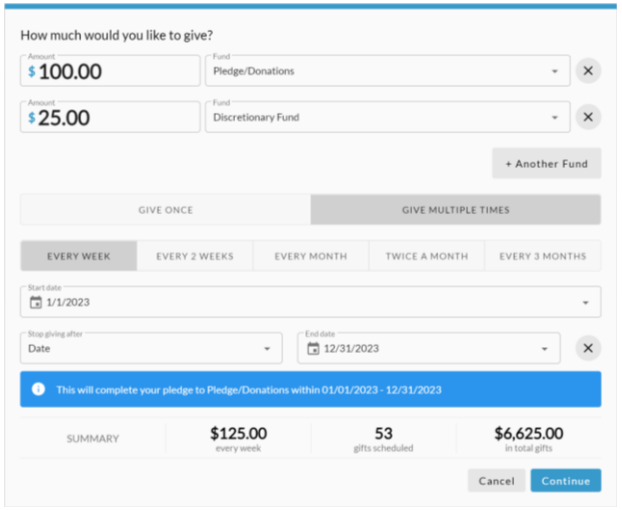


9. If you would like to immediately set up a payment plan to fulfill the pledge, check the box ☐ "Before you go…". (Alternatively, if you will pay by other means, press Finish and skip the following steps.)

10. If setting up a payment plan, the plan will automatically populate with the data from the pledge

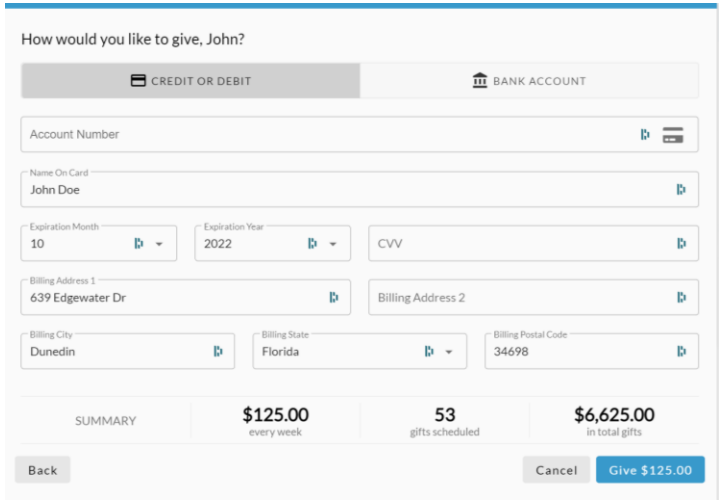


11. If you want to include automatic donations to other funds, press + Another Fund and add the information for the additional gift.

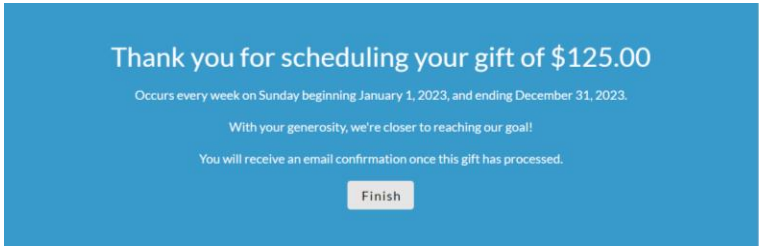


12. Verify the giving information for accuracy. Press Continue

13. 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



14. Complete the CAPTCHA which is provided for security. Once completed, your gift will be acknowledged. If the information is incorrect, contact the Parish Administrator for assistance.



15. Press Finish

Thank You for Your Gift!