

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**

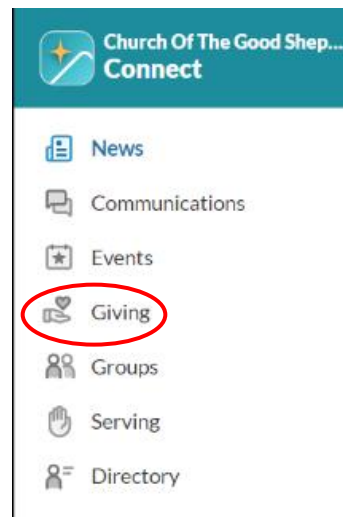
Optionally, go directly to the following link

<https://onrealm.org/churchgoodshepherd>

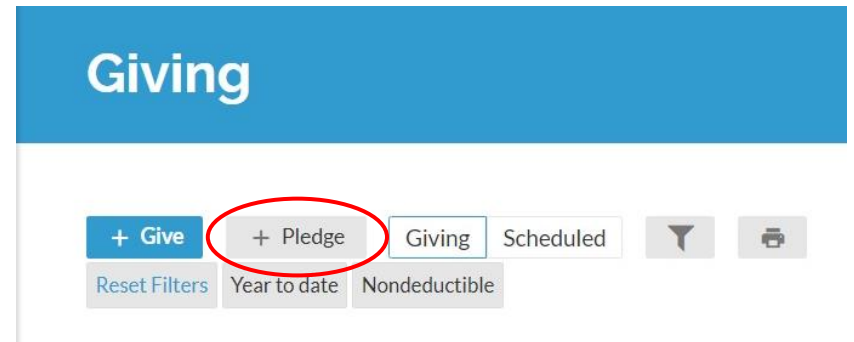
2. The link takes you to the start page for Realm. Press **Sign In**.

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

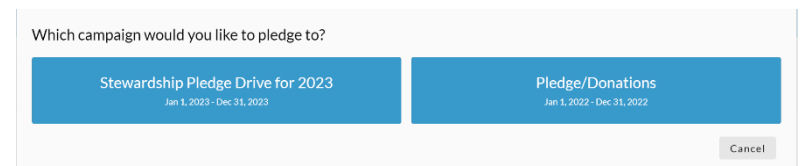
4. At the Home page, from the options in the left column, press **"Giving"**



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".

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

How much would you like to give?

Amount: \$100.00 Fund: Pledge/Donations

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

EVERY WEEK | EVERY 2 WEEKS | EVERY MONTH | TWICE A MONTH | EVERY 3 MONTHS

Start date: 1/1/2023

Stop giving after Date: 12/31/2023

This will complete your pledge to Pledge/Donations within 01/01/2023 - 12/31/2023

SUMMARY	\$100.00 every week	53 gifts scheduled	\$5,300.00 in total gifts
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Cancel Continue

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

How much would you like to give?

Amount: \$100.00 Fund: Pledge/Donations

Amount: \$25.00 Fund: Discretionary Fund

+ Another Fund

GIVE ONCE | GIVE MULTIPLE TIMES

EVERY WEEK | EVERY 2 WEEKS | EVERY MONTH | TWICE A MONTH | EVERY 3 MONTHS

Start date: 1/1/2023

Stop giving after Date: 12/31/2023

This will complete your pledge to Pledge/Donations within 01/01/2023 - 12/31/2023

SUMMARY	\$125.00 every week	53 gifts scheduled	\$6,625.00 in total gifts
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Cancel Continue

Stewardship Pledge Drive for 2023
Church Of The Good Shepherd

How much would you like to pledge?

Amount: \$100.00 **A**

AS CAN | SET A SCHEDULE **B**

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

D Start Date: 1/1/2023 End Date: 12/31/2023

E SUMMARY

\$100.00 once a week	\$5,300.00 total pledge
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Cancel Save Pledge

8. Press **Save Pledge** to continue.

Thank you for adding your pledge of \$100.00

Frequency: once a week from Jan 1 - Dec 31, 2023

Total Pledge: \$5,300.00


You will receive an email confirmation for this pledge.


Finish

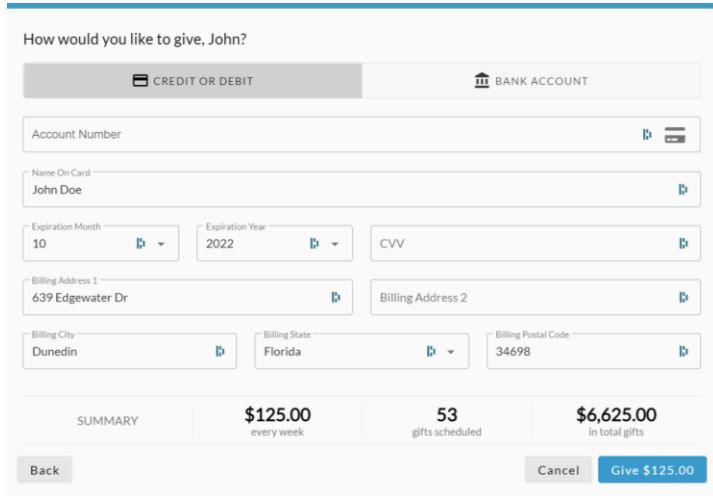
Before you go...

Add an online gift to fulfill this pledge.

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.)

12. Verify the giving information for accuracy. Press 

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 



How would you like to give, John?

CREDIT OR DEBIT BANK ACCOUNT

Account Number

Name On Card

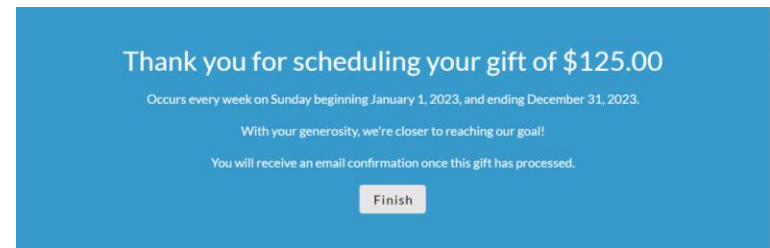
Expiration Month Expiration Year CVV

Billing Address 1 Billing Address 2

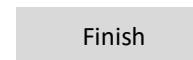
Billing City Billing State Billing Postal Code

SUMMARY	\$125.00 every week	53 gifts scheduled	\$6,625.00 in total gifts
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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



Thank You for Your Gift!