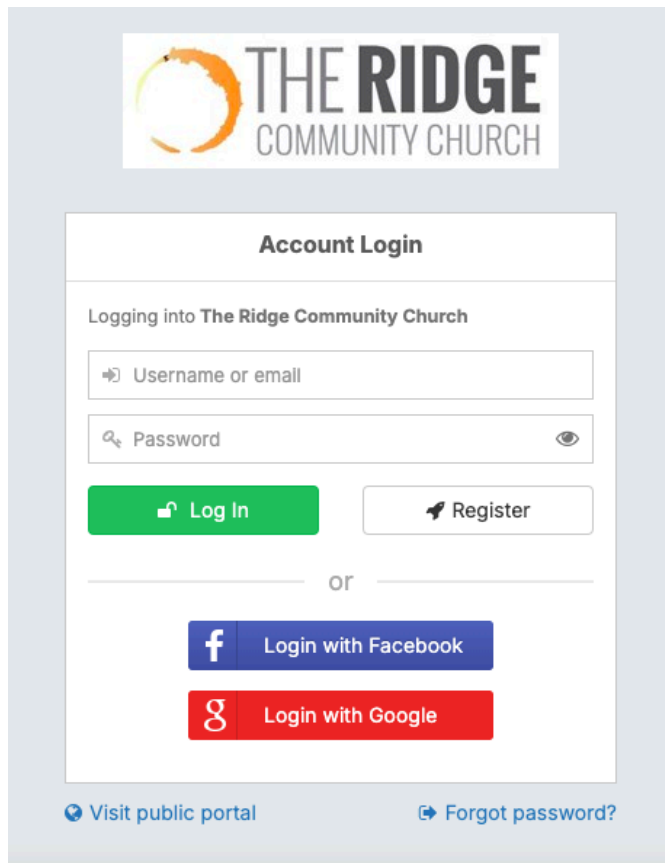


# RECURRING GIVING: HOW TO EDIT OR CANCEL GIVING IN ONE CHURCH

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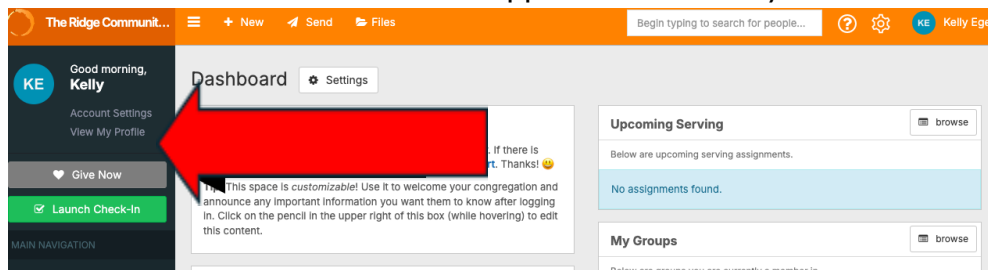
## LOGIN TO ONE CHURCH

- Log into The Ridge Community Church One Church
  - Follow this link: <https://theridgecc.onechurchsoftware.com/>



The screenshot shows the login interface for The Ridge Community Church. At the top is the church's logo. Below it is a white box titled "Account Login". Inside this box, it says "Logging into The Ridge Community Church". There are two input fields: "Username or email" and "Password" (with an eye icon for visibility). Below these are two buttons: a green "Log In" button and a white "Register" button. Underneath, there is an "or" separator and two social login buttons: "Login with Facebook" (blue) and "Login with Google" (red). At the bottom of the login box, there are two links: "Visit public portal" and "Forgot password?".

Select **“VIEW MY PROFILE”** in the upper left corner of your screen under your name.



- Select the the **GIVING TAB**
- Select the **DROP DOWN ARROW ASSOCIATED WITH THE ACTIVE GIVING**
- Select the **“EDIT”** to edit
- Select **“DELETE”** to cancel

The screenshot shows a web browser window with the URL `theridgecc.onechurchsoftware.com`. The page title is "The Ridge Community...". The user is logged in as "MS" (Mariha Stewart). The main content area is titled "Person Profile: [Redacted]" and shows the "Giving" tab selected. Below the tab, there are navigation options: Transactions, Pledges, Schedules, Payment Methods, and Text Giving. A note states: "Important: Schedules are processed in the morning on the day they are scheduled to run." There is an "Add New Schedule" button. A table lists a giving schedule:

#	Status	Frequency	Next Transaction	Amount	Payment Method
#3	Active	Bi-Monthly	October 15, 2024	\$102.56	VISA Visa

Below the table, there are "Designations" and "Ends on" information:

Designations	Ends on
Offering - Greenfield Campus: \$100.00 Fees: \$2.56	N/A

At the bottom right of the schedule entry, there are "Edit" and "Delete" buttons. Red arrows point to the "Giving" tab, the dropdown arrow on the right side of the schedule row, and the "Edit" and "Delete" buttons.

## IF YOU SELECTED TO EDIT

This screen will pop up. You can make edits on this page, then select “SAVE”

Edit Schedule #3: Mariha Stewart ✕

**Payment Method** Visa \*\*\*\*\*0629 (5 / 2026) ⌵ ⚙️

**Business?**  Yes  No

**Frequency**

**How often?** Bi-Monthly ⌵

**Start Date \*** 10/15/2024

**End Date** Date

If blank, will continue until you cancel.

**Preview**

- \$102.56 on October 15, 2024
- \$102.56 on December 15, 2024
- \$102.56 on February 15, 2025
- \$102.56 on April 15, 2025
- \$102.56 on June 15, 2025
- Etc...


**Designations**

**Give**

\$ 100.00 to Offering - Greenfield Campus +

Add \$2.56 to cover processing fees

**Total: \$102.56**



## IF YOU SELECT TO CANCEL

This screen will pop up to confirm cancellation of giving. Select YES or NO

☰

**Person Profile** Are you sure you want to delete this schedule?

People > Mariha Stewart

This action cannot be undone.

Info Relationships \$ Giving

Transactions Pledges Schedules Payment Methods Text Giving

**Important:** Schedules are processed in the morning on the day they are scheduled to run.