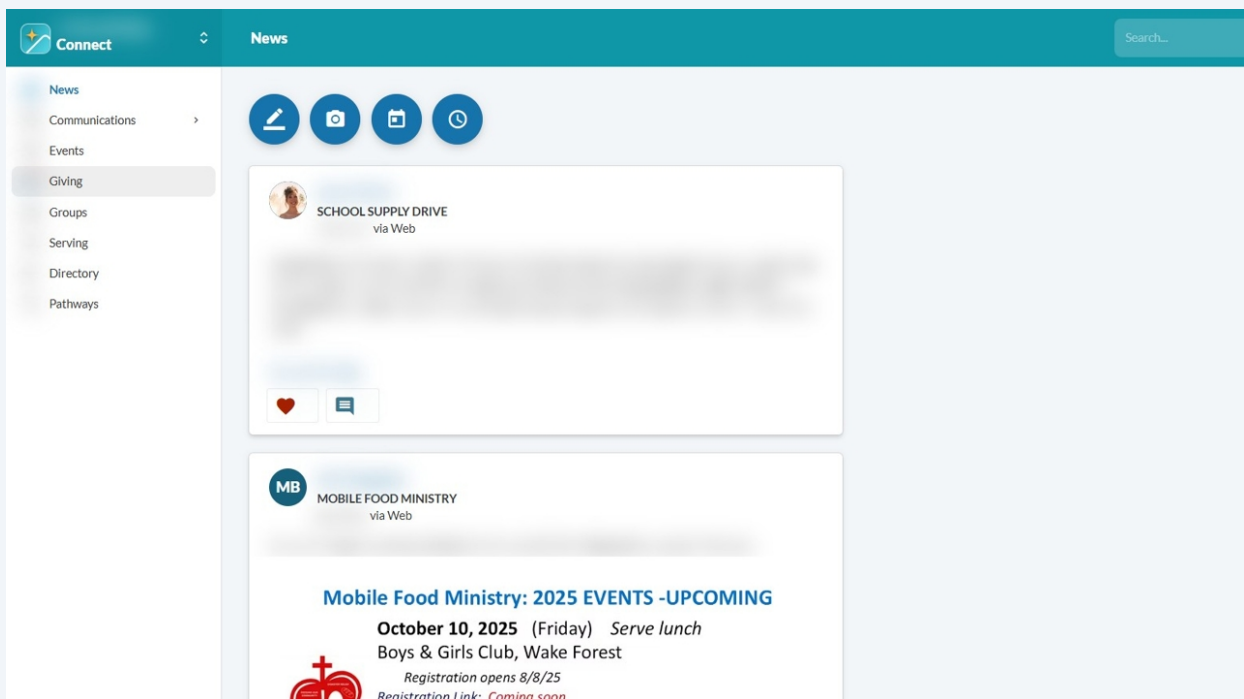


How to Make a Recurring Donation Online through Realm Website

This guide provides a straightforward process for setting up recurring donations through the Realm website, making it easy for users to support their chosen funds consistently. It includes helpful tips and options for customizing donation frequency and payment methods, ensuring a seamless experience. By following this guide, individuals can contribute to their community effortlessly while managing their giving preferences effectively. It's an essential resource for anyone looking to make a meaningful impact through regular contributions.

1

Navigate to onrealm.org and sign into your Realm account.



2 Click "Giving"

The screenshot shows the 'Connect' application interface. On the left sidebar, the 'Giving' menu item is highlighted with a blue circle. The main content area displays a 'News' feed with two items: 'SCHOOL SUPPLY DRIVE' and 'MOBILE FOOD MINISTRY'. Below the second item, there is a section titled 'Mobile Food Ministry: 2025 EVENTS -UPCOMING' with details for an event on October 10, 2025, at the Boys & Girls Club, Wake Forest.

Connect News

News
Communications
Events
Giving
Groups
Serving
Directory
Pathways

SCHOOL SUPPLY DRIVE
via Web

MOBILE FOOD MINISTRY
via Web

Mobile Food Ministry: 2025 EVENTS -UPCOMING
October 10, 2025 (Friday) Serve lunch
Boys & Girls Club, Wake Forest
Registration opens 8/8/25
Registration Link: [Comina soon](#)

3 Click "+Give"

The screenshot shows the 'Giving' application interface. On the left sidebar, the '+ Give' button is highlighted with a blue circle. The main content area displays a table of giving records with columns for Gift Date, Gift Type/Ref#, Fund, and Amount. The table lists several entries for 'Online' gifts to 'Processing Costs' and 'General Fund'.

Connect Giving

+ Give Giving Scheduled
Reset Filters Year to date Nondeductible

Gift Date	Gift Type/Ref#	Fund	Amount
	Online	Processing Costs General Fund	...
	Online	Processing Costs General Fund	...
	Online	Processing Costs General Fund	...
	Online	General Fund Processing Costs	...
	Online	General Fund Processing Costs	...
	Online	General Fund Processing Costs	...
	Online	General Fund Processing Costs	...

GIVING NU
Shared with
Manage Pay

4 The Giving Form will pop up.

The screenshot shows the 'Giving' interface in the 'Connect' system. A modal form titled 'How much would you like to give?' is displayed. The form includes an 'Amount' field with a dollar sign and the value '5.00'. A blue circle highlights the 'Fund' dropdown menu, which is currently set to 'General Fund'. Below the amount field is a '+ Another Fund' button. The form has two main sections: 'GIVE ONCE' and 'GIVE MULTIPLE TIMES'. Under 'GIVE ONCE', there is a 'Gift date' dropdown set to 'Today'. A 'SUMMARY' section shows a 'total' amount. At the bottom are 'Cancel' and 'Continue' buttons. The background shows a sidebar with navigation links like 'News', 'Communications', 'Events', 'Giving', 'Groups', 'Volunteering', 'Directory', and 'Pathways'. The main content area shows a table with columns for 'Online', 'General Fund Processing Costs', and a 'Y' icon.

5 Enter the desired giving amount in "Amount" field.

6 Choose the desired Fund.

i Tip! Currently, Hope only has two options:

- General Fund
- Facilities Ongoing

7 If you would like to give to a second fund:

Click "+ Another Fund" and repeat steps 5 & 6

How much would you like to give?

Amount: \$ 5.00 Fund: General Fund

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date: Today

SUMMARY total

Cancel Continue

8 For Recurring Payments:

Click "Give Multiple Times"

How much would you like to give?

Amount: \$ 5.00 Fund: General Fund

Amount: \$ 5.00 Fund: Facilities Ongoing Fund

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date: Today

SUMMARY total

Cancel Continue

9

Click the desired recurrence span. Options are:

- Every Week
- Every 2 Weeks
- Every Month
- Twice a month
- Every 3 Months
- Annually

The screenshot shows a web application interface for making donations. A modal window titled "How much would you like to give?" is open. It contains two rows of input fields for "Amount" (both set to \$5.00) and "Fund" (General Fund and Facilities Ongoing Fund). Below these is a "+ Another Fund" button. The modal has two main sections: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are four buttons: "EVERY WEEK", "EVERY MONTH" (which is highlighted with a blue circle), "EVERY 2 WEEKS", and "ANNUALLY". Below these is a "Start date" dropdown set to "Today" and a "+ END" button. At the bottom, a "SUMMARY" section shows "\$10.00 every week" and "Cancel" and "Continue" buttons. The background shows a sidebar with navigation links and a main area with a table of donations.

Connect	Giving
Online	General Fund Processing Costs
Online	General Fund Processing Costs

10 Click the "Start date" field.

The screenshot shows a donation form with two rows of input fields. The first row has an 'Amount' of \$5.00 and a 'Fund' dropdown set to 'General Fund'. The second row has an 'Amount' of \$5.00 and a 'Fund' dropdown set to 'Facilities Ongoing Fund'. Below these is a '+ Another Fund' button. The form has two main sections: 'GIVE ONCE' and 'GIVE MULTIPLE TIMES'. Under 'GIVE MULTIPLE TIMES', there are frequency options: 'EVERY WEEK', 'EVERY MONTH' (which is selected), and 'ANNUALLY'. Below the frequency options is a 'Start date' field with a calendar icon and the text 'Today'. A blue circle highlights the 'Start date' field. To the right of the 'Start date' field is a '+ END' button. Below the frequency options is a 'SUMMARY' section showing '\$10.00 every month'. At the bottom are 'Cancel' and 'Continue' buttons. The background shows a sidebar with links like 'News', 'Communications', 'Events', 'Giving', 'Groups', 'Volunteering', 'Directory', and 'Pathways'.

11 Choose when you want the next payment to be drawn.

The screenshot shows the same donation form as in step 10, but with a calendar pop-up open. The 'Start date' field is highlighted with a blue circle. The calendar pop-up shows the days of the week (S, M, T, W, T, F, S) and a date selection interface. The 'Start date' field is set to 'Today'. The 'SUMMARY' section shows '\$10.00 every month'. The 'Cancel' and 'Continue' buttons are at the bottom. The background shows the same sidebar as in step 10.



Alert! If you want a specific day, such as the 1st of the month or Thursday each week, you need to pick the next withdrawal date, as it will automatically fill in today's day or date.

12 Click "Continue"

Gift Date ▾

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

EVERY WEEK EVERY MONTH ANNUALLY

Start date
9/1/2025 ▾ + END

SUMMARY

\$10.00
every month

Cancel Continue

Online	General Fund Processing Costs	Y	...
Online	General Fund Processing Costs	Y	...
Online	General Fund Processing Costs	Y	...
Online	Processing Costs General Fund	Y	...
Online	General Fund Processing Costs	Y	...
Online	Processing Costs	Y	...

Shared with
Manage Payment Methods

13 Click the "Payment method" field.

How would you like to give, Briana?

Payment method
Date

☐

SUMMARY

\$10.00
every month

Back Cancel

Online	Processing Costs	General Fund
Online	Processing Costs	General Fund
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs

14 Select your preferred payment method

How would you like to give, Briana?

Payment method
Date

Visa ****9707

Online	Processing Costs	General Fund
Online	Processing Costs	General Fund
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs



Tip! If the preferred payment method is not shown, add the new payment method by selecting "Enter a different payment method" at the bottom of the drop-down. Then fill out the form with your desired information



Card Form Image Below:

CREDIT OR DEBIT

BANK ACCOUNT

Routing Number

Account Number

Billing Name

Name On Card is required

Billing Address 1

Billing Address 1 is required

Billing Address 2

Billing City

Billing City is required

Billing State


North Carolina ▼


Billing Postal Code

Billing Postal Code is required



☐ Contribute an extra \$0.05 per gift to help offset processing costs.



 CREDIT OR DEBIT

 BANK ACCOUNT

Account Number



Name On Card

Name On Card is required

Expiration Month

01

Expiration Year

2028

CVV

Billing Address 1

Billing Address 1 is required

Billing City

Billing City is required

Billing State

North Carolina

Billing Postal Code

Billing Postal Code is required

☐ Contribute an extra \$0.13 per gift to help offset processing costs.

15 If you would like to help offset processing costs click [here](#).

How would you like to give, Briana?

Payment method
Visa ****9707

Back Cancel

TOTAL AMOUNT	SUMMARY	\$10.00 every month
	General Fund	
	Online Processing Costs General Fund	
	Online Processing Costs General Fund	
	Online General Fund Processing Costs	
	Online General Fund Processing Costs	
	Online General Fund Processing Costs	
	Online General Fund Processing Costs	



Tip! This is not required and is based on your preference alone.

16 Click "Give"

The screenshot shows a web application interface for making a donation. A modal window is open, titled "How would you like to give, Briana?". The modal contains a dropdown menu for "Payment method" with "Visa ****9707" selected. Below this is a checkbox that is checked. The modal also displays a "SUMMARY" section with the amount "\$10.27" and the frequency "every month". At the bottom of the modal are three buttons: "Back", "Cancel", and "Give \$10.00". The background of the application shows a table with columns for "Online", "Processing Costs", and "General Fund".

Online	Processing Costs	General Fund
Online	Processing Costs	General Fund
Online	Processing Costs	General Fund
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs
Online	General Fund	Processing Costs



Alert!

If you are giving at a later date the amount will remain \$0.

If you are giving "today" it will show the amount giving.

17 Click "Finish"

