

Managing Your Contributions

This section shows you how to view a list of your contributions (active and suspended) and how to make changes to your active gifts. You will also learn how to temporarily stop payments as well as how to permanently cancel a gift. If you want to print a report of your contributions, this section shows you how.

Viewing Your Active Contributions

1. On your Home page or from the **Manage My Account** link, select **My Active Online Giving**:



The **My Active Online Giving** page (Figure 15) is displayed.

This page shows your active gifts and suspended gifts, the next processing date for each gift, year-to-date giving totals, total amounts given, and pledged amounts, if any, for each fund.

Gift Name	Gift Type	Status	Next Gift Date	Cal. YTD Given	Total Given	Pledge \$	Details
Nancy's Basket	Recurring	Active	3/12/2013	\$20.00	\$180.00	#	[Pencil] [Magnifying Glass]
Nancy's Basket	Recurring	SUSPENDED	7/13/2012	\$0.00	\$20.00	#	[Pencil] [Magnifying Glass]
Nancy's Basket	Recurring	SUSPENDED	1/12/2013	\$0.00	\$350.00	#	[Pencil] [Magnifying Glass]
Youth Group to Haiti	Recurring	Active	12/29/2013	\$0.00	\$0.00	#	[Pencil] [Magnifying Glass]

Figure 15. My Active Online Giving Page