

How to Give to St. Joe Online

Log on to Realm - <https://onrealm.org/StJosephChurch94934/-/give/now>

Be sure to mark it as a favorite on your computer so you can find it again easily. Just click on the Star to save the address as a favorite.



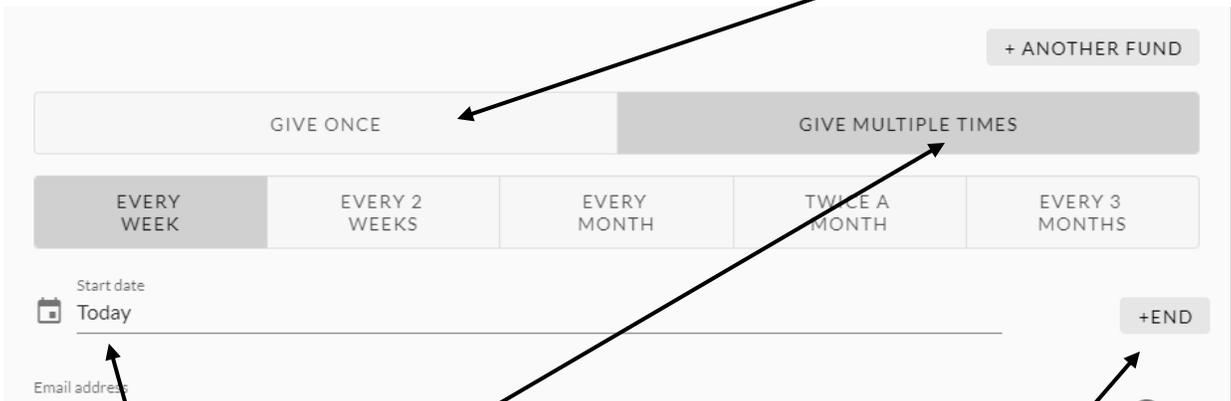
The screen will open as shown below. Enter the **Amount** that you want to give.

A screenshot of the St. Joseph Church online giving page. The page has a blue header with the church's name and contact information. Below the header, there is a form titled "How much would you like to give?". The form includes a text input field for "Amount" with "\$ 0.00" entered, a dropdown menu for "Fund" currently set to "Regular Collections", and a "+ ANOTHER FUND" button. There are two buttons: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Below these are fields for "Gift date" (set to "Today") and "Email address". At the bottom left, it says "Total: \$0.00" and at the bottom right, there is a "CONTINUE" button. An arrow points from the text above to the "Amount" input field.

You can designate the **Fund** for your donation. Just click on the down arrow and a new box will appear. You can select the fund by clicking on it.

A screenshot of the fund selection dropdown menu. The menu is open, showing a list of funds: "Regular Collections", "Building & Maintenance Fund", "Haiti", and "United Ministries - Food Pantry". The "Regular Collections" option is currently selected and highlighted in blue. An arrow points from the text above to the dropdown menu.

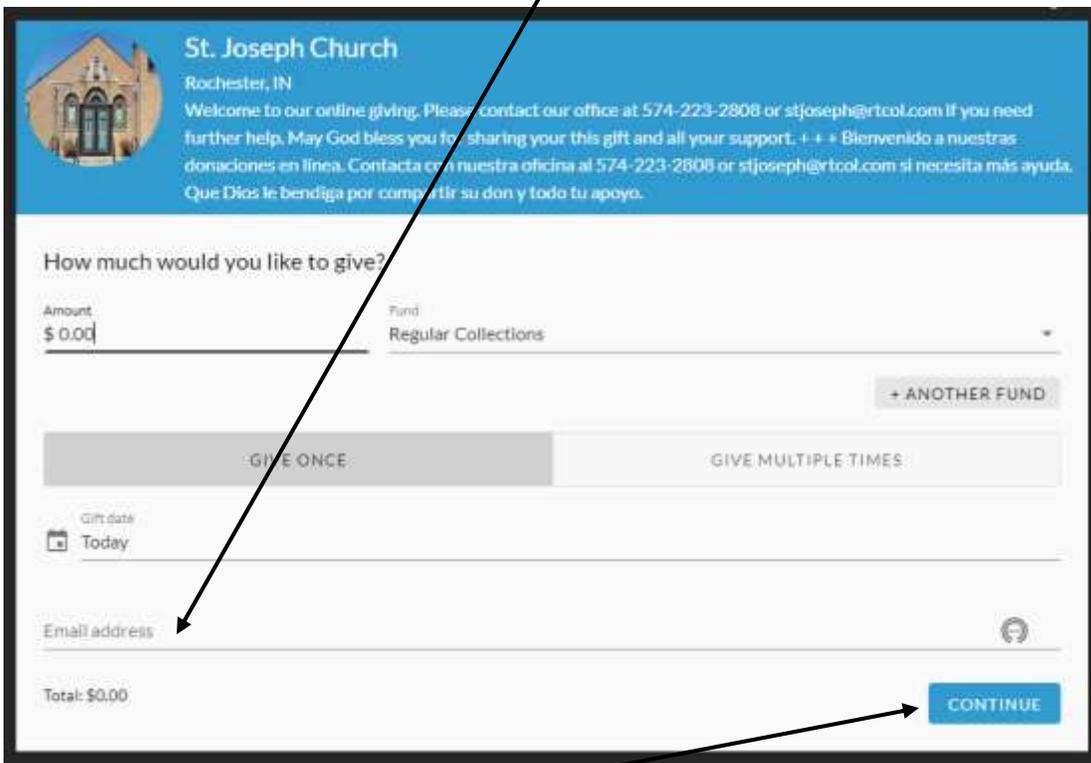
You can make a onetime donation by clicking on **Give Once**



A screenshot of a donation interface. At the top right is a button labeled "+ ANOTHER FUND". Below it are two main buttons: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES" are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". Below these is a "Start date" field with a calendar icon and the text "Today". To the right of the "Start date" field is a "+END" button. At the bottom is an "Email address" field. Three black arrows point from the text above to the "GIVE ONCE" button, the "GIVE MULTIPLE TIMES" button, and the "Start date" field.

or you can click on **Give Multiple Times** to set up a reoccurring donation. When you select **Give Multiple Times**, you have the option to select how often you want to give. Just click on the box that matches how often you donate. You can also set the **start date** (note that it defaults to **Today**) and **end date**.

You will then enter your **email address**. This is where your receipt will be emailed.



A screenshot of a donation interface for St. Joseph Church. The header includes the church name, location (Rochester, IN), and contact information. Below the header is a section titled "How much would you like to give?". It features an "Amount" field with "\$ 0.00" and a "Fund" dropdown menu set to "Regular Collections". To the right of the "Fund" dropdown is a "+ ANOTHER FUND" button. Below this are two buttons: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES" are five frequency options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH", "TWICE A MONTH", and "EVERY 3 MONTHS". Below these is a "Gift date" field with a calendar icon and the text "Today". To the right of the "Gift date" field is a "+END" button. At the bottom is an "Email address" field. Below the "Email address" field is a "Total: \$0.00" label and a blue "CONTINUE" button. Two black arrows point from the text above to the "GIVE ONCE" button and the "CONTINUE" button.

Then click **Continue**.

Now you will enter the information as to how you want to pay. You can select **Credit** or **Debit**. You can also pay through your **Bank Account**.

The screenshot shows a payment form with the following elements:

- Header: "How would you like to give?"
- Payment Method Selection: Two buttons, "CREDIT OR DEBIT" (highlighted) and "BANK ACCOUNT".
- Account Number: A text input field with a card icon on the right.
- Name On Card: A text input field with a card icon on the right.
- Expiration Date: Two dropdown menus for "Expiration Month" (03) and "Expiration Year" (2020).
- Billing Address: Two text input fields for "Billing Address 1" and "Billing Address 2".
- Billing Location: Three text input fields for "Billing City", "Billing State" (with a dropdown arrow), and "Billing Postal Code".
- Checkbox: "Save for future use." with a checked box.
- Buttons: "BACK" (grey) and "GIVE \$10.00" (blue, highlighted).

After entering your data, just click on **Give**.

A new screen will pop up and give you a receipt. You will also get an email. You are now done with your online gift. You can now close your browser. It only takes a few minutes.

The receipt screen has a blue background and contains the following text:

- Header: "Thank you for your gift of \$10.00"
- Receipt Number: "Receipt Number: 258329011"
- Message: "Thank you for your generosity. May God make your giving fruitful through the ministry of our parish. + + + Gracias por su generosidad. Que Dios haga su donativa abundante a través del ministerio de nuestra parroquia."
- Footer: "You will receive an email with the receipt for this gift after it's processed."

Below the blue section, on a white background, is the heading "Before you go..." followed by a checkbox and the text "Make this gift again in the future by setting up a scheduled gift."

Notice at the bottom of the receipt it gives you another chance to set up the same gift as a scheduled gift. Just click on the box if you wish to proceed.

Thank you for your gift of \$10.00

Receipt Number: 258329011

Thank you for your generosity. May God make your giving fruitful through the ministry of our parish. + + + Gracias por su generosidad. Que Dios haga su donativa abundante a través del ministerio de nuestra parroquia.

You will receive an email with the receipt for this gift after it's processed.

Before you go...

Make this gift again in the future by setting up a scheduled gift.

This screen below will appear if you check that box and hit enter. You can then schedule it as a future gift if you want.

Thank you for your gift of \$10.00

Receipt Number: 258329011

Thank you for your generosity. May God make your giving fruitful through the ministry of our parish. + + + Gracias por su generosidad. Que Dios haga su donativa abundante a través del ministerio de nuestra parroquia.

You will receive an email with the receipt for this gift after it's processed.

Before you go...

Make this gift again in the future by setting up a scheduled gift.

EVERY WEEK	EVERY 2 WEEKS	EVERY MONTH	TWICE A MONTH	EVERY 3 MONTHS
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Start date
4/1/2020 +END

SCHEDULE