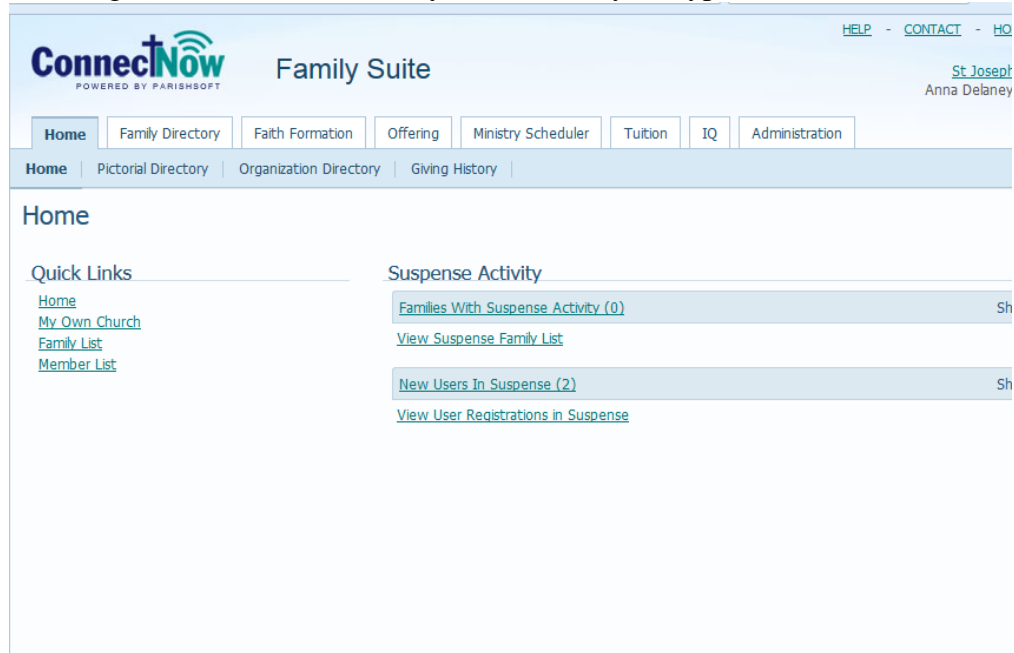
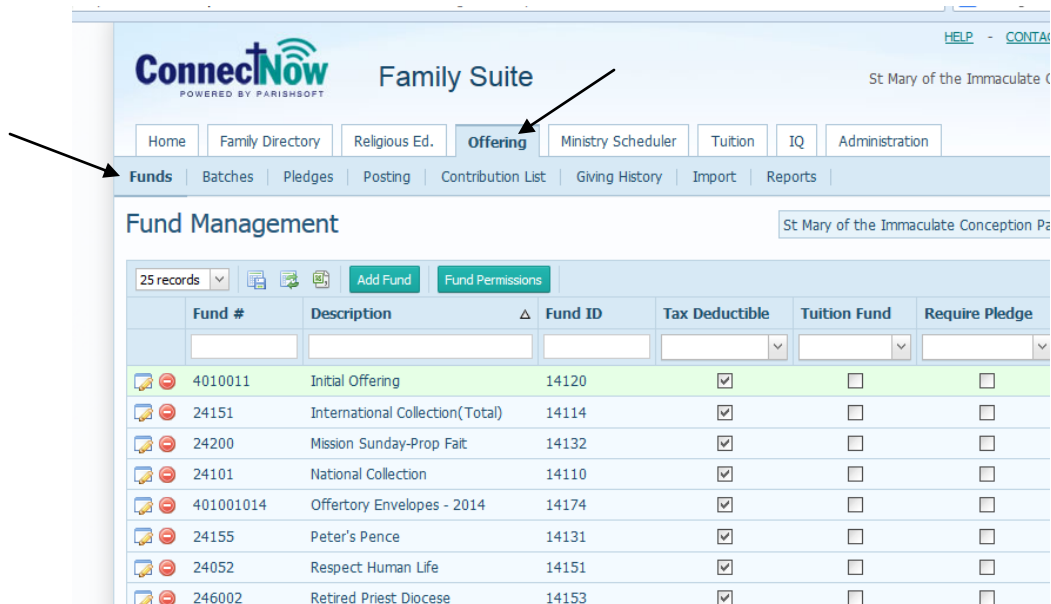


Editing Offertory Funds in Connect Now

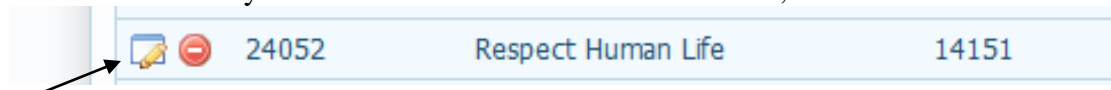
- 1) First, log into **ConnectNow** and you will be at your typical homescreen:



- 2) Next, click on **Offering** and then on **Fund** in the upper tabs. Your screen will be similar to below:



- 3) Look for the fund you wish to edit and click on the edit icon, seen below:



- 4) You should see a popup screen similar to the one listed below:

Respect Human Life

Fund #: 24052 Fund ID: 19190

Description: Respect Human Life

Start Date: Sat Jan 01 2000

End Date:

Diocesan #:

External #:

Tax Deductible: Yes Tuition Fund: No

Require Pledge: No Enable Import: No ⓘ

Edit Close

5) Click the **Edit** button, then adjust the fund, then click **Save**

Respect Human Life

Fund #: 24052 Fund ID: 19190

Description: Respect Human Life

Start Date: 1/1/2000

End Date:

Diocesan #:

External #:

Tax Deductible: Tuition Fund:

Require Pledge: Enable Import: ⓘ

Save Cancel

Please note: ANY and ALL donations that have been labeled with this fund name will be changed if you adjust the fund name. Therefore, please pull reports of donations first, prior to changing a fund name. Otherwise if you change the "Respect Human Life" fund to something different, all the history of gifts will show the new fund name and not the old.

It is better to inactivate a fund by "end dating" a fund and create an entirely new fund to use, than to just change the name of a fund. However, sometimes you're changing the name to make it better reflect what the fund and donations. Ex: Respect Human Life changing to Respect Life