Enter a One-Time Online Gift

Members, attendees, and organizations can enter online gifts.

The Give Now page is divided into two tabs:

- **<u>Give Now</u>** - Displays a summary of your pledged giving. Gifts made to a fund that does not have a pledge do not display in the giving summary.
- **<u>My Scheduled Giving</u>** - If your organization set up recurring gifts, this tab is visible. On this tab you can edit or deactivate recurring gifts without having to go through all of your contributions.

To enter a one time gift

1. Point to **Giving**, then click **Give Now**.
2. Enter how much you want to give. For example, **$50.00**.
3. Select the **One Time** option.
4. Enter when you want the gift to start. To select the date from a calendar, click .
5. Click **Continue**.
6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.
    - You can apply the entirety of the gift to one fund or divide the gift up among several funds.
    - Your total gift amount displays below the funds as **$<amount> of $<amount> Remaining**.
    - You can enter an **Optional Description** for each fund you give to.
7. Click **Continue**.
8. Select your payment method.
    - If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
    - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
9. Click **Continue**.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.
11. The **Receipt** page displays.To print the receipt information, click **Print** on the right side of the page.

Related Topics

Update Credit Card Information
View My Scheduled Giving
Enter a Recurring Online Gift