

Instructions for Online Pledging

1. In a web browser, navigate to <https://www.salemwestpres.org/2025-pledge-drive>

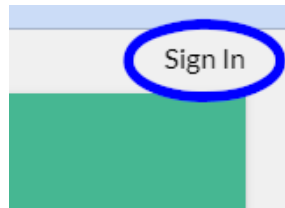
2. Click 2025 Pledge



3. If you have a Realm login and are already signed in to your Realm account, you will see “Welcome, [your name]” at the top right corner of the window. Continue to step 4.

OR

If you have a Realm login but are not currently signed in to your Realm account, you should click “Sign In” at the top right corner of the window.



Follow the login prompts, then please return to the Stewardship page (step 1) and click 2025 Pledge (step 2) again to return to the pledge form, where you should now see “Welcome, [your name]” at the top right corner of the window. Now continue to step 4.

OR

If you do not already have a Realm login set up, please enter your name and email address into the boxes provided near the bottom of the page.

Name	Dawn Anon
Email address	finance@salemwestpres.org

(If you would like a Realm login to access your giving account later, you can contact Terri Crall at finance@salemwestpres.org, but you do not need to do this now in order to complete your pledge.)

4. Type in how much you would like to pledge for each time you give. For instance, if you would like to give once a month, type in your monthly pledge amount. If you will give a lump sum one time in 2025 instead, type in the total you wish to give.

How much would you like to pledge?

Amount
\$3.00

5. You can choose how often you would like to give. "SET A SCHEDULE" (gray) is selected by default. If you would rather not set a schedule of payments, click "AS CAN."

AS CAN SET A SCHEDULE

6. If you selected "AS CAN" you may skip this step. If you selected "SET A SCHEDULE," choose how often you'd like to give. "ONCE A MONTH" (gray) is selected by default. Click the frequency of your choice if you prefer a different schedule.

ONCE A WEEK EVERY 2 WEEKS ONCE A MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

7. Check that the summary shows the total amount you intend to give in all of 2025. If the total is not what you intended, you may need to change the amount you chose in step 4, or the frequency from step 6.

SUMMARY \$3.00
once a month **\$36.00**
total pledge

8. You do not need to change the start and end dates.
9. Click the green "Save Pledge" button at the lower right corner of the window.

Save Pledge

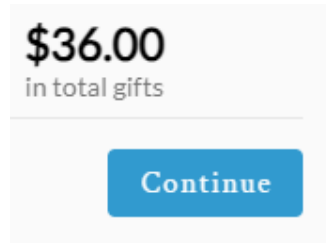
10. If you would like to set up online giving for 2025 now, please check the "Add an online gift" box.

Before you go...

Add an online gift to fulfill this pledge.

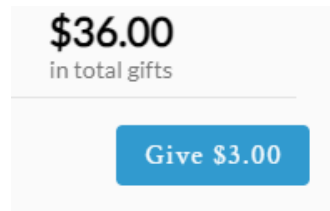
If you do not wish to set up online giving at this time, skip to step 13.

11. The online giving setup page should exactly match the settings you chose on the pledge page. Gifts set up here will begin in January 2025 and end in December 2025. You should not need to change anything on this page. Click "Continue."



(Note: online gifts must be at least \$3.00 each. If you do not intend to give at least \$3.00 at a time, online giving is not the right choice for you. Please give by cash or check instead.)

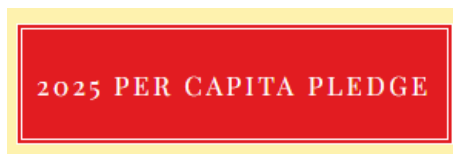
12. The next page will allow you to set up your gift to be paid either by credit card or directly from your bank account. Please fill out the information and finish by clicking "Give \$x.xx"



Thank you for your 2025 Pledge! If you are a member, please take a few more minutes to make a Per Capita pledge for 2025.

13. Return to <https://www.salemwestpres.org/2025-pledge-drive>

14. Click "2025 Per Capita Pledge"



15. Repeat boxed step 3 (login or enter name/email) if necessary.

16. Type in the amount of Per Capita you would like to pledge. The Presbyterian Church, U.S.A requests \$50.00 per member in your household.

A screenshot of a web form. The question "How much would you like to pledge?" is at the top. Below it, the word "Amount" is written in small grey text. A text input field contains "\$50.00" in a large, bold, blue font. A horizontal line is positioned below the input field.

17. Most people choose to make a one-time Per Capita payment, so “SET A SCHEDULE” and “ANNUALLY” (gray) are selected by default. You will only need to change these if you would rather spread your Per Capita payment out throughout the year.

AS CAN		SET A SCHEDULE			
ONCE A WEEK	EVERY 2 WEEKS	ONCE A MONTH	TWICE A MONTH	EVERY 3 MONTHS	ANNUALLY

18. Check that the summary shows the correct total pledge amount. If the total is not what you intended, you may need to change the amount from step 16 or the frequency from step 17.

SUMMARY	\$50.00 annually	\$50.00 total pledge
---------	---------------------	-------------------------

19. You do not need to change the start and end dates.

20. Click the blue “Save Pledge” button at the lower right corner of the window.

Save Pledge

21. If you would like to set up an automatic deduction for your Per Capita payment (scheduled to happen in 2025) please check the “Add an online gift” box.

Before you go...

Add an online gift to fulfill this pledge.

If you do not want to set up online giving at this time, skip to step 24.

22. The online giving setup page should exactly match the settings you chose on the pledge page. The default is to “GIVE ONCE” on January 1, 2025. You should not need to change anything on this page unless you prefer a different giving date. Click “Continue.”

Continue

23. The next page will allow you to set up your gift to be paid either by credit card or directly from your bank account. Please fill out the information and finish by clicking “Give \$x.xx”

Give \$50.00

24. You’re finished! Thank you again for your time and generosity.