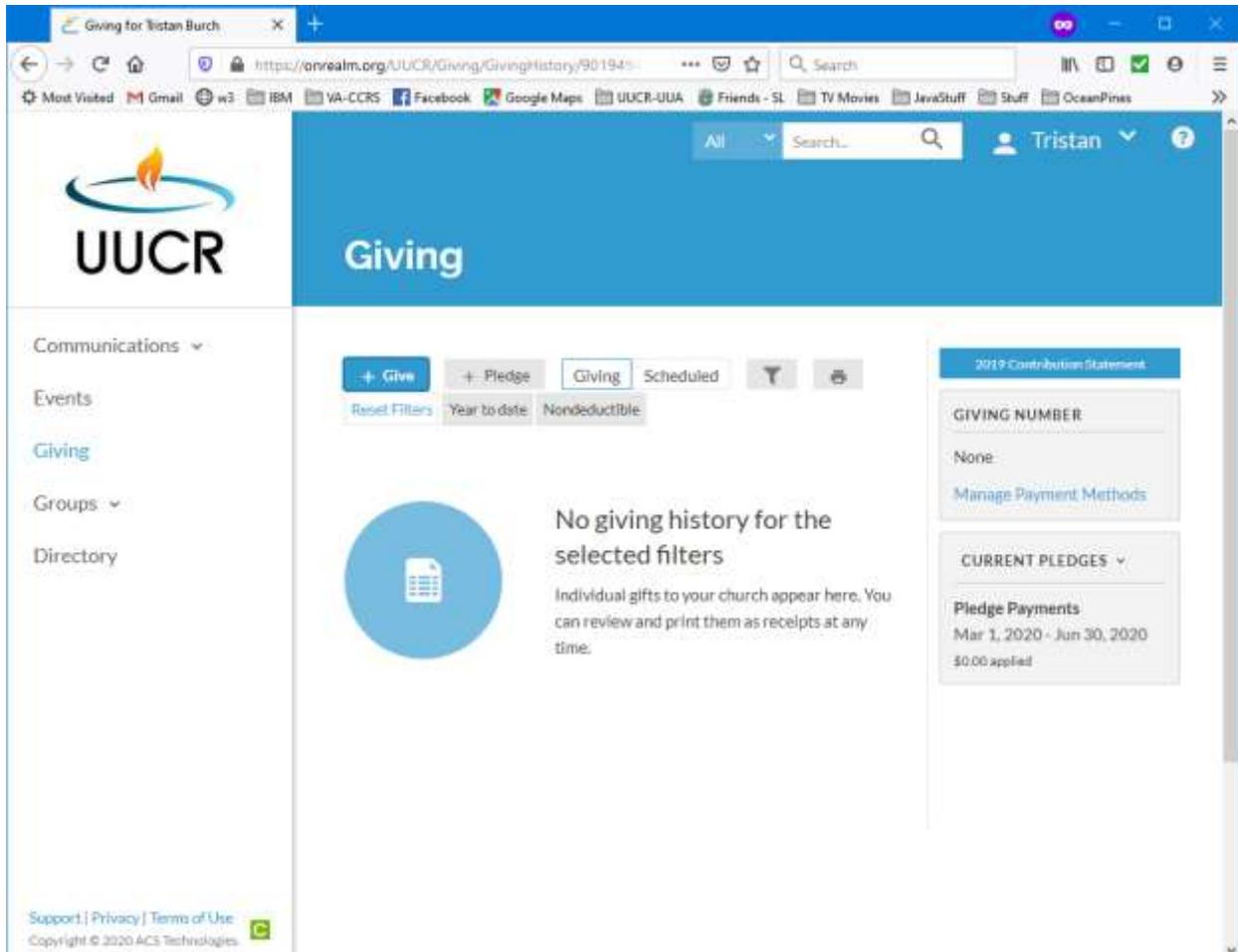


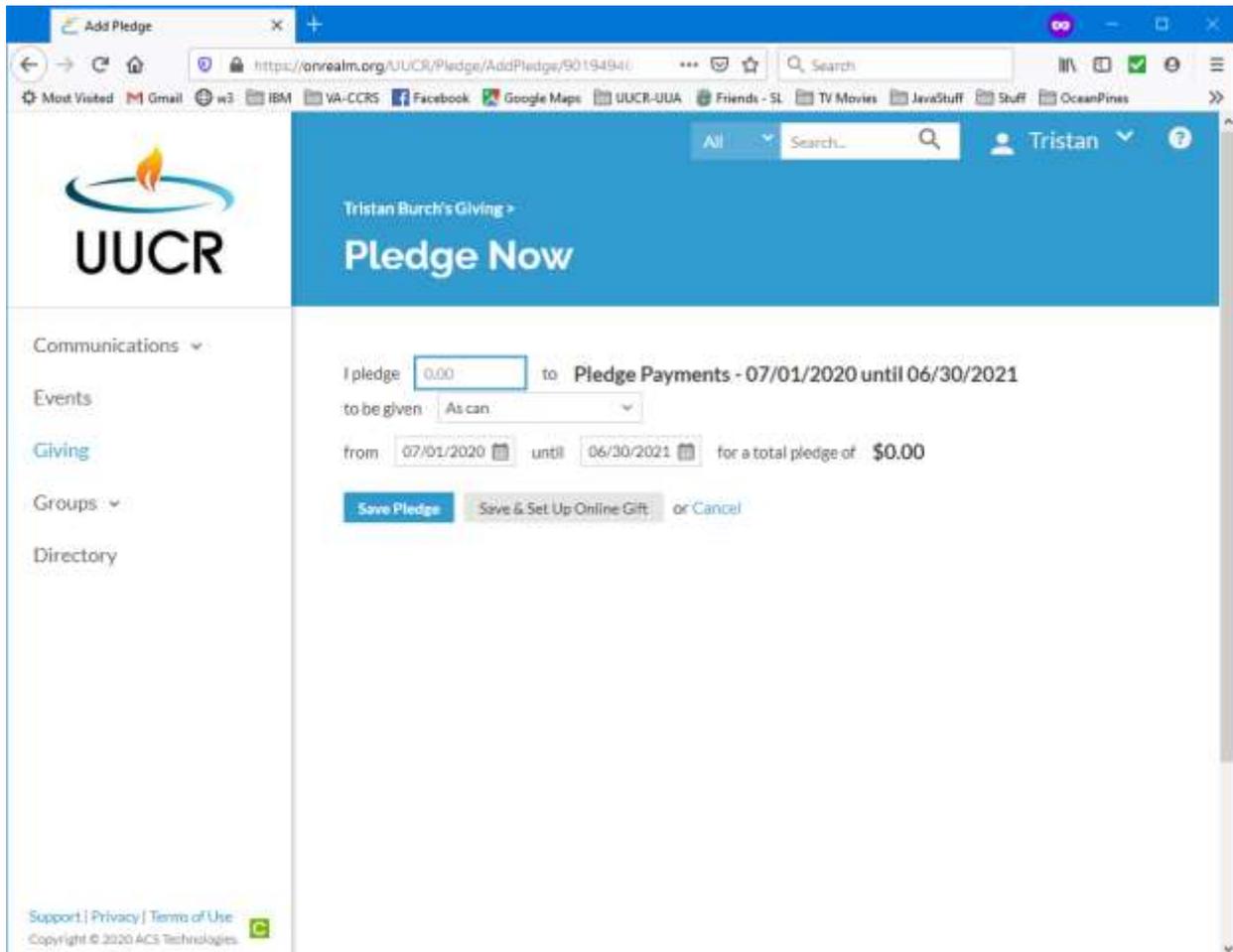
To set up a pledge online using Realm, follow these steps. The current Canvass is setting up pledges that will start July 1, 2020.

1) Log into Realm, and click on **Giving** on the left side. You should see something like:



Note that on the right side is the status of any pledge you have made.

2) Click on the “+ Pledge” button. **If you pledged last year**, you should see:

The image is a screenshot of a web browser window showing the 'Add Pledge' page for Tristan Burch's Giving. The browser's address bar shows the URL 'https://onrealm.org/UUCR/Pledge/AddPledge/90194946'. The page features the UUCR logo on the left and a blue header with the text 'Tristan Burch's Giving > Pledge Now'. The main content area contains a form with the following fields: 'I pledge' with a value of '0.00', 'to Pledge Payments - 07/01/2020 until 06/30/2021', 'to be given' with a dropdown menu set to 'As can', 'from' with a date picker set to '07/01/2020', 'until' with a date picker set to '06/30/2021', and 'for a total pledge of \$0.00'. At the bottom of the form are three buttons: 'Save Pledge', 'Save & Set Up Online Gift', and 'or Cancel'. A sidebar on the left lists navigation options: 'Communications', 'Events', 'Giving', 'Groups', and 'Directory'. The footer includes links for 'Support | Privacy | Terms of Use' and a copyright notice for 'ACS Technologies'.

The dates of 07/01/2020 and 6/30/2021 should be filled in. Most of the time you can enter your pledge amount, and if you keep the option “As Can” you can hit **Save Pledge** and you are finished. If you wish, you can save your pledge and set up an online contribution to take care of it. You can also enter an amount and change “As Can” to Monthly or Quarterly (or others) and the system will calculate the total pledge.

When you make your pledge, you will be returned to the Giving screen, and you should see your new pledge on the right side.

If you have previously pledged, or you see a “zero dollar” pledge on the giving screen, you have to contact a member of the canvass team or Eric Burch (eburch@uucr.org) to enter or change your pledge. For those who pay off their current pledge early, we start applying payments to your future pledge—to let Realm keep track of these early payments a “zero dollar” pledge is entered.

If you did not pledge last year, Realm will give you the chance to make a pledge for the current year, ending June 30. You are welcome to make a pledge for the rest of this year, but our goal is to make a pledge for the NEXT pledge year. You will see a selection box after the word "to". **Please select the 2020-2021 pledge year to enter next year's pledge.** You are welcome to enter a new pledge at any time during the pledge year.

